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# Health & Safety Policy



Council of the  
ISLES OF SCILLY

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Last revised: 12/03/2019

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Approved by Council

11/04/2019

Review date

11/04/2020

Responsible officer

Senior Officer:

Environmental Health

VERSION HISTORY			
Date	Version	Author/Editor	Comments
June 2011	0.1		
1/11/11	1.0	PA/CGRL	Minor amendments
21/11/13	1.1	PA/CGRL	Amendment in relation to governance change
4/6/14	1.2	PA/CGRL	Amendment in relation to governance change
29/10/18	1.3	Senior Officer: Environmental Health	Initial draft in consultation with HASAG
8/1/19	1.4	Officer: Policy & Scrutiny	Edits and suggested amendments.
31/1/19	2.0	Senior Officer: Environmental Health	Full policy review to reflect current policy and procedures.
11/2/19	2.1	Officer: Policy & Scrutiny	Edits and suggested amendments
13/2/19	2.2	Officer: Policy & Scrutiny	Reformatted
12/3/19	2.3	Senior Officer : Environmental Health	Final Draft

EQUALITY IMPACT ASSESSMENT (EQIA) RECORD					
Date	Is this an existing, revised or new/proposed policy?	Type of assessment conducted	Summary of actions taken & decisions made	Approved by	EqIA review date
	REVISED				

DOCUMENT RETENTION	
Document retention period	Until superseded

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## **Statement of intent**

This policy relates to health and safety and is intended for council employees, elected Members and persons other than their employees including visiting members of the public and contractors.

The Council of the Isles of Scilly ('the Council') recognise the responsibility for implementing robust health and safety policies for the health, safety and welfare of its workforce, to limit exposure of the Council to corporate risks and that good health and safety management supports the delivery of the services to the island community.

The Council will actively promote good practice, through strong leadership and collaboration with all employees in its efforts to achieve a safe and healthy working environment.

The Council will ensure that adequate welfare facilities and arrangements are provided for all employees.

The Council has additional responsibilities regarding health and wellbeing and these are addressed in, for example the Healthy Workplace Statement.

The Council accepts and seeks to meet their obligations under all relevant health and safety legislation by making every effort, so far as is reasonably practicable, to provide a safe and healthy working environment for all its employees and ensure that all reasonably practicable steps are taken to protect the health and safety of those who come into contact with its services and premises.

The Council will endeavour to consult and co-operate with Trade Union Safety Representatives and, for those who are not in a union, representatives of employee safety, through a Health and Safety Advisory Group (HASAG). The Council will provide appropriate facilities to enable those covered by this policy to carry out their duties and responsibilities in accordance with the Health and Safety at Work etc. Act 1974 and relevant legislation and Codes of Practice thereunder.

In order to achieve the Council's health and safety obligations, adequate budgetary provision is made within the limits of the finances available to provide all necessary information, training and provision of preventative control measures including personal protective equipment (PPE). The budget responsibilities sit with individual service areas.

## **Commitment and Objectives**

The Council is committed to the development of a strong and positive health, safety and welfare culture.

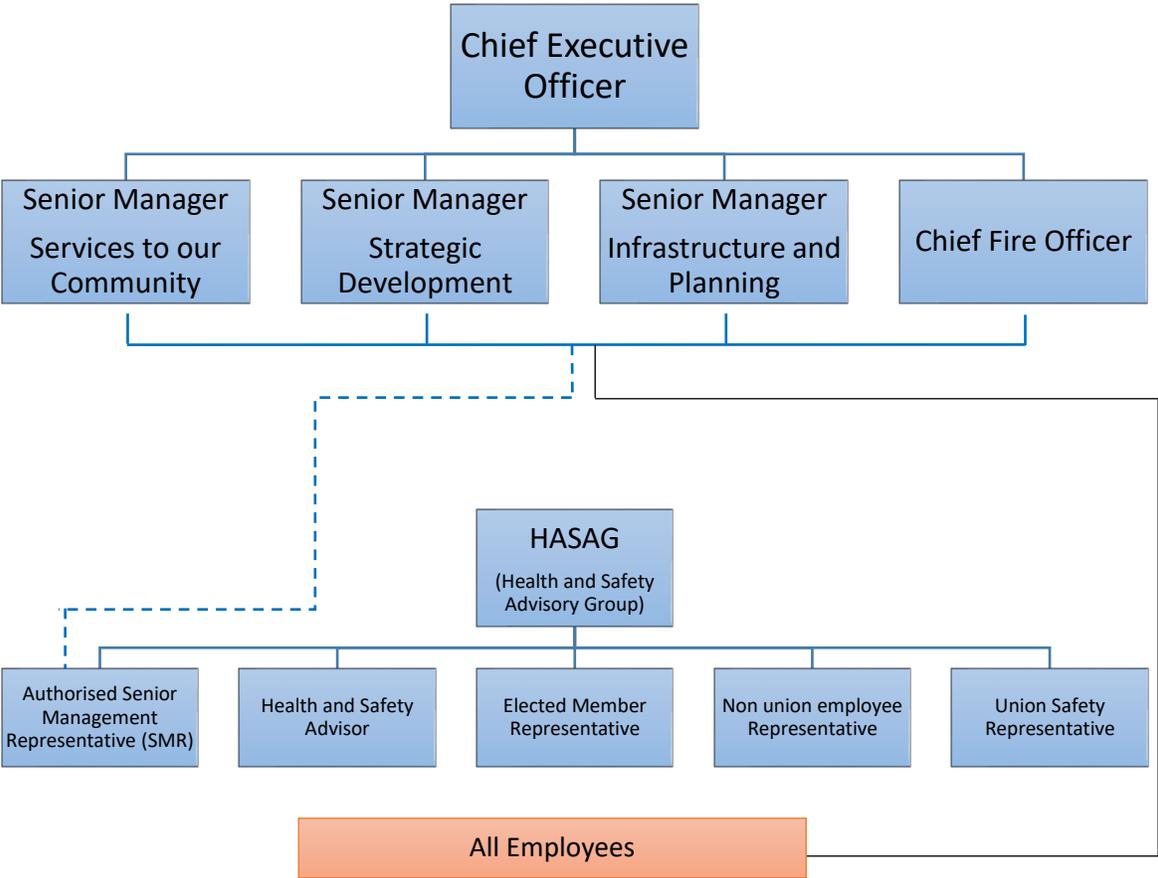
The Council's commitment is supported by this and other policies and requires strong positive leadership that is cascaded to all levels to ensure everyone co-operates and works safely.

General objectives to be achieved by the Council include but are not restricted to:

- Meeting the Council's legal health and safety obligations
- Providing a safe workplace, safe equipment and safe systems of work, information, instruction, training and supervision
- Conducting risk assessments of all relevant workplace activities
- Monitoring and reviewing performance
- Providing adequate resources
- Effectively communicating and consulting with the Council's employees

### Organisation structure

The following structural chart indicates the Corporate Leadership Team, their operational duties and line of responsibility in terms of health and safety.



## **Health and Safety Advisory Group**

The Council has a Health and Safety Advisory Group (HASAG) to comply with its obligations under the Safety Representatives and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 as amended.

HASAG will have right of access at all reasonable times to the Council's premises and workplaces without prior arrangement and to carry out inspections of the workplace.

The general responsibilities of the HASAG are:

- To consult on health, safety and welfare issues for the benefit of the Council and its employees and visitors.
- To monitor and review the effectiveness of the Council's Health & Safety Policy, ensuring current legislative requirements are met and accurately reflects the Authorities activities.
- To monitor and review effective implementation of the Health and Safety Policy and working practices.
- To make recommendations on matters affecting operational health and safety and the welfare of the Council's Members and employees.

The membership is as follows:

- Senior Management Representative (authorised)
- An Elected Member Representative
- HASAG Health and Safety Advisor
- Human Resources Representative
- Trade Union Safety Representatives
- Non Union Representatives of Employee Safety

Additional members (in attendance as required or invited) shall include:

- Representative of the Fire Authority (Specialist Member)
- Learning and Development Representatives
- Further Senior Management Representatives
- Other interested parties

## **The Health and Safety Advisor**

The Health and Safety Advisor shall be suitably qualified and competent in all matters and shall be nominated by HASAG.

The Health and Safety Advisor is available to provide advice or guidance on health and safety matters and so far as is reasonably practicable;

- To provide advice and guidance on the implementation of the Health and Safety Policy and relevant legislation to Members, managers, employees and HASAG.
- To liaise with officers of the HSE, Fire Authority and other enforcing authorities and agencies.
- To provide health and safety advice to managers in relation to the Council's current and proposed sites, premises, and plant and equipment, making recommendations where necessary for improvement of existing methods of work.
- To undertake investigations of accidents/incidents and dangerous occurrences as necessary, preparing reports, co-ordinating the collection of statistics and reporting these to the HSE, the HASAG and the relevant Council committee.
- To promote the reporting of all reports of accidents, incidents and dangerous occurrences, inspections of plant and machinery, equipment and premises and appropriate record keeping.
- To action where reports are received and brought to the attention of the relevant manager and Senior Managers.
- To organise and liaise with members of the HASAG, arranging meetings and inspections on issues relating to health and safety.

## **Policy details**

### **The Council's responsibilities**

1. The Council shall ensure that it conducts suitable and sufficient general and specific risk assessments for the health, safety and welfare of their employees and for others who may be affected by the Council's operations, and all significant findings are recorded. Particular attention will be paid to the prevention of risk and protection for new and expectant mothers and young persons.

2. The Council will ensure that health and safety risk assessment training is made available to all employees who require guidance and instruction in maintaining risk assessment registers.
3. The Council will have written arrangements in place to ensure effective planning, organisation, control, monitoring and review of the preventative and protective measures for the management of health and safety.
4. The Council will ensure that Competent Persons assist in undertaking the measures needed to fulfil its legal obligations. The Health and Safety Executive (HSE) describes competence as:
 

*“the ability to undertake responsibilities and perform activities to a recognised standard on a regular basis. It combines practical and thinking skills, knowledge and experience (1HSG65)”*
5. Where the Council shares a workspace with another organisation, or leases workspace to another organisation, the relevant managers must co-operate and co-ordinate activity to ensure effective health and safety procedures are in place and to inform the other employers and their employees of the risks to their health and safety and the preventative control measures.
6. The Council will provide employees with comprehensive and relevant information on risks to health, preventative control measures and emergency procedures and are provided with appropriate health surveillance and procedures in the event of serious and imminent danger.
7. The Council will provide appropriate training, information and instruction for employees, taking into consideration the capabilities of the tasks allocated. The Council will provide health and safety training as part of mandatory induction and annual refresher training and where the employee may be exposed to increased risk.
8. The Council will be provide Personal Protective Equipment (PPE) where the risk cannot be otherwise or equally be effectively eliminated, substituted or by the introduction of engineering and/or administrative controls.
9. The Council will receive advice from the HASAG regarding the monitoring and review of health and safety performance. The minutes of each HASAG meeting plus any referral of issues and actions required will be provided to the Corporate Leadership Team (CLT). This is to ensure effective implementation of the Council’s health and safety policy and that standards are being maintained and progressively improved.

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<sup>1</sup> HSG65 Managing for Health and Safety Executive , Third Edition 2013

## **Elected Member responsibilities**

10. Members of the Council are required to comply with the Council's Health and Safety Policy and attend training on health and safety.
11. Members shall ensure that suitable resources are available and strategic direction aligned in order to achieve the Council's health and safety responsibilities and to enable legal and moral obligations to be met.
12. Members shall nominate an Elected Member Representative for appointment to the HASAG.
13. The Elected Member Representative on the HASAG shall provide feedback from the HASAG on health and safety performance to the Chairman, Vice-chairman and other elected Members as appropriate.

## **Chief Executive responsibilities**

14. In addition to the duties and responsibilities assigned to each Senior Manager, the Chief Executive will, so far as is reasonably practicable:
  - Have responsibility for the leadership, overall development and implementation of the Health and Safety Policy and compliance with health and safety legislation to encourage a positive health and safety culture throughout the Council.
  - Ensure the Senior Managers are aware of, understand and fulfil their duties and responsibilities in relation to the requirements of current health, safety and welfare legislation.
  - Ensure that arrangements are in place so that the Health & Safety Policy meets current legislative requirements and accurately reflects the Authority's activities.
  - Ensure that provision is made for an appropriate number of competent persons within the staff structure, in addition to the Health and Safety Adviser, to assist in undertaking the measures needed to comply with health and safety legislation and ensure access to competent advice.
  - Ensure that the Senior Management Representative (SMR) nominated as authorised to the HASAG be a competent person as defined. The SMR may or may not be a Senior Manager.
  - Ensure that adequate resources are made available to ensure that high standards of health, safety and welfare are maintained.

## Senior Manager responsibilities

15. Senior managers will receive and act upon issues raised by the HASAG as well as those raised directly with them.
16. Senior managers will provide feedback to the SMR in order to assist the HASAG with its responsibilities.
17. The Senior Managers are responsible for implementing the requirements of all relevant health, safety and welfare legislation within their department and will, so far as is reasonably practicable:
  - Be directly responsible to the Chief Executive for effective implementation of the Health and Safety Policy and compliance with health, safety and welfare legislation in their functional area of responsibility.
  - Ensure that all responsibilities allocated to managers or other officers within their area of service are properly and effectively carried out and employees are supported when implementing the requirements of the Health and Safety Policy and relevant legislation.
  - Provide such information, training, instruction and supervision as is necessary to ensure the health, safety and welfare of employees.
  - Ensure all incidents are reported to the Health and Safety Advisor, as soon as possible.
  - Ensure adequate resources are available to meet health, safety and welfare requirements within their area of service.
  - Ensure the provision and maintenance of a safe and healthy working environment.
  - Inform and seek advice from the Health and Safety Advisor and safety/employee representatives at the commencement of a project or introduction of new machinery.
  - Ensure that adequate provision is made for consultation with employees through the HASAG to include appointed Trade Union Safety Representatives and non-union Representatives of Employee Safety.
  - Shall promote good health and safety practice and ensure that health, safety and welfare considerations are included in all corporate decisions.
  - Shall report to the HASAG in line with agreed health and safety monitoring and review processes, monitor the overall performance of the Council's health and safety management systems and ensure that any decision made is in line with the Council's own policies and procedures related to health and safety.

## **Line Manager and Supervisor responsibilities**

18. Managers and supervisors will, so far as is reasonably practicable:
- Be responsible for the health, safety and welfare of persons under their supervision and other persons who may be affected by work activities e.g. visitors, service users, members of the public and contractors.
  - Ensure that all persons under their supervision have completed mandatory induction training and further training as required, reviewing on an annual basis.
  - Ensure that the Health and Safety Policy is effectively communicated to personnel under their control and that employees and contractors comply with the Health and Safety Policy.
  - Conduct or ensure that risk assessments are undertaken and reviewed regularly within their area of responsibility and any appropriate remedial action necessary to deal with highlighted problems are taken.
  - Ensure all persons under their supervision are provided with information, instruction, training and supervision as is necessary to ensure their health, safety and welfare whilst at work.
  - Monitor and assess the competence of employees in relation to health, safety and welfare and take into account the capabilities of employees when allocating tasks.
  - Inform employees and other persons, such as contractors, of any potential safety hazards that may be encountered in the course of their work and the measures that have been taken to protect them.
  - Ensure the safe use, handling, storage and transport of all articles and substances under their control.
  - Encourage effective reporting from all employees in making suggestions to their line manager, senior manager or a representative of the HASAG for the improvement of health, safety and welfare in their workplace.
  - Ensure completion and reporting of accident, incident and dangerous occurrences.
  - Investigate all accidents promptly to discover their cause and ensure appropriate action is taken to prevent a recurrence.
  - In the event of a serious accident, incident or dangerous occurrence, follow the necessary emergency procedures and inform the SMR and/or the Health and Safety Advisor by the quickest practicable means, usually by telephone. Once any casualty has been removed, secure the site in

order that a detailed investigation may be made by the HASAG and the HSE.

- Accompany members of the HASAG on planned health and safety inspections or audits.
- Ensure that employees are issued with suitable PPE and ensure it is maintained in good condition and used as instructed.
- Ensure all safety rules are observed, including any contractors and visitors to the Council premises, and that any defective or damaged plant or premises are promptly reported and rectified.
- Ensure all instructions to employees are not in conflict with the Council's Health and Safety Policy or with good health and safety practice.
- Ensure that all proposed new buildings, plant, equipment or substances are assessed to ensure compliance with the Council's health, safety and welfare obligations.
- Consult and co-operate with members of the HASAG on health, safety and welfare issues.

## **Employee responsibilities**

19. Every employee has a duty under the Health and Safety at Work etc. Act 1974 to take reasonable care to avoid injury to themselves or others who may be affected by their acts or omissions at work and to co-operate with the Council in meeting the statutory requirements of the Act.
20. Any employee that knowingly contravenes or disobeys, or causes others to disobey instructions or interferes with any measure the Council takes to ensure health and safety at work may be liable to disciplinary action which may result in dismissal in serious cases.
21. Any work situation that is considered to represent serious and immediate danger to health and safety, or any shortcomings in the Council's arrangements for health and safety that an employee would reasonably consider to be so, must be reported immediately to the Health and Safety Adviser and the work ceased until any required mitigating actions are taken.
22. All employees will:
  - Co-operate with all managers and supervisors on all health and safety matters to enable legal duties to be met.
  - Report all accidents/incidents, near misses and dangerous occurrences to the appropriate responsible person on site to ensure appropriate

investigations can be undertaken, whether this relates to persons being injured or not, and submit a report for recording in the Accident Book via the reporting process. ( Ref : 26-33)

- Report all dangerous actions and work practices by colleagues to their manager/supervisor.
- Report all hazards and accept responsibility for removing such hazards where it is safe and reasonable for them to do so, and informing their manager accordingly.
- Take responsibility for good housekeeping in the area in which they work, making suggestions to their manager or to a representative of the HASAG for the improvement of health, safety and welfare in their workplace.
- Only undertake work for which they have been trained and are authorised, qualified and competent to undertake.
- Ensure that all equipment or machinery issued to them, or for which they are responsible, is correctly used as per manufacturer's instructions and training and stored safely.
- Use, and maintain in accordance with instructions and training given, appropriate PPE when and where there is a requirement to do so and report the loss or defect of all PPE provided.
- Not intentionally or recklessly interfere with, or misuse anything provided in the interest of health, safety and the environment.
- Not undertake any new activity until a suitable and sufficient risk assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- Make themselves aware and follow all first aid, fire and emergency procedures.

### **Other persons on Council premises**

23. All persons visiting council premises are given the councils prescribed Health and Safety information about such aspects of the way in which he conducts his undertaking as might affect the Council's health or safety.
24. All persons visiting Council premises are required to observe the Council's health and safety rules and instructions given by those persons implementing the Council's health and safety policies.

25. All contractors and their staff working with or on behalf of the Council shall comply with all health and safety obligations for their own safety, their workers and that of others who may be affected by their work activities.

## **Incident reporting and recording**

26. Employees are required to report incidents verbally at the earliest possible convenience to their manager/supervisor.
27. The manager/ supervisor is required to complete an internal Accident/ Incident Report form. Completed report forms are sent immediately to [environmentalhealth@scilly.gov.uk](mailto:environmentalhealth@scilly.gov.uk) and recorded, handled and actioned by the Health and Safety Advisor. Copies will be sent to Human Resources and the Chief Executive/S151 Officer-for insurance purposes. The necessary form can be found at *Collaborative Workspace\Health and Safety - Accident and Incident reporting*.
28. Failure to report an incident may result in disciplinary action.
29. Contractors or persons visiting Council premises must report incidents immediately to the client as well as to their remote line manager.
30. When fatal or major injuries, high cost dangerous occurrences, high profile incidents or environmental events or an injury that may prevent a person from working for 3 days occur, a senior manager and the Health and Safety Advisor must be informed immediately by the relevant manager/ supervisor.
31. The Member representative, Senior Managers, Human Resources and worker representatives, must be informed as appropriate or necessary.
32. The Health and Safety Advisor informs enforcing authorities of reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 as amended within the appropriate timescale and copies the report to the Chief Executive/S151 Officer for insurance purposes.
33. Further action by notified officers and representatives may require external parties to be informed as necessary. The external parties may include the family of the casualty, external authorities, insurance companies and public relations advisers.

## **Human Resources responsibilities**

34. Human Resources (HR) will provide support and/or provide health, safety and welfare information to ensure policy and procedures are fully implemented, monitored and reviewed. HR will also:

- As part of the HASAG support and/or provide an advisory, consultancy, information and monitoring service on health, safety and welfare issues.
- Ensure 'effective communication' and that strong consultation links are made with Senior Managers, employee and safety representatives and the HASAG, through regular contact.
- Co-ordinate a confidential counselling service for all employees in relation to health and safety at work or personal issues with welfare and ensure that all employee consultations remain confidential.

## **Policy management**

The SMR in consultation with the Health & Safety Advisor can authorise amendments of an administrative nature as are necessary, or to secure continuing compliance with the law. Any amendments will be communicated to the Council's Officer: Policy & Scrutiny and subsequently throughout the Council using appropriate communication channels (including via the Council's policy dissemination tool where appropriate) and will be available on the Council's Shared Drive.

## **Breaches and non-compliance**

Any breaches of this policy may lead to disciplinary action being taken, which may result in dismissal. Breaches of this policy by Council employees will be considered in the context of other relevant policies of the Council. If you are aware of a breach of this policy, you must report it to a Senior Manager.

## **Evaluation and review**

The Health and Safety Policy will be reviewed annually or when significant changes occur in the nature of the business or relevant legislation by a nominated competent person.

The HASAG will ensure that knowledge sharing is prompt and effective, for example an effective or required control of a hazard or risk in one department may also apply to another.

Section health and safety risk assessments will be held in the Health and Safety folder in the Collaborative Workspace. The actions identified to eliminate or reduce risk will be reviewed annually, or following on from concerns raised, or when significant changes occur in the nature of the service area or relevant legislation.

## Further information

Contact [environmentalhealth@scilly.gov.uk](mailto:environmentalhealth@scilly.gov.uk) for further advice and details of the current Health and Safety Advisor.

In addition to this Health and Safety Policy, related policies and guidance are available from:

[emergencyplanning@scilly.gov.uk](mailto:emergencyplanning@scilly.gov.uk)

[humanresources@scilly.gov.uk](mailto:humanresources@scilly.gov.uk)

Health and Safety information is also held in a Health and Safety folder in the Collaborative Workspace. This contains Policies, Risk Assessments and information resources. This folder is continually under review.

The HSE offers guidance on all areas of Health and Safety at work and can be found at Guidance on Health & Safety <http://www.hse.gov.uk/guidance/index.htm> in addition to the following links:

Asbestos: <http://www.hse.gov.uk/asbestos/essentials/>

Back pain: <http://www.hse.gov.uk/msd/backpain/>

Display Screen Equipment: <http://www.hse.gov.uk/contact/faqs/vdubreaks.htm>

Electrical Safety: <http://www.hse.gov.uk/electricity/>

Expectant Mothers: <http://www.hse.gov.uk/mothers/faqs.htm>

First Aid: <http://www.hse.gov.uk/firstaid/faqs.htm#first-aiders>

Legionella: <http://www.hse.gov.uk/legionnaires/>

Lone Working: <http://www.hse.gov.uk/toolbox/workers/lone.htm>

Manual Handling <http://www.hse.gov.uk/msd/manualhandling.htm>

Musculoskeletal Disorders: <http://www.hse.gov.uk/msd/index.htm>

Temperature guidelines: <http://www.hse.gov.uk/temperature/faq.htm#minimum-maximum-temperature>

Work related stress: <http://www.hse.gov.uk/stress/index.htm>

Working at Height: <http://www.hse.gov.uk/toolbox/height.htm>

We want to ensure that your needs are met.

If you would like this information in an audio format, Braille, large print, any other format or interpreted in a language other than English, please contact:

Officer: Policy & Scrutiny  
Council of the Isles of Scilly  
Town Hall  
St Mary's  
Isles of Scilly TR21 0LW  
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