



East Sussex County Council Health and Safety Policy

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Document summary

This document addresses East Sussex County Council's legal and moral duty to provide a safe working environment for all our employees, our contractors and other persons who may be affected by the services we provide.

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East Sussex County Council Health and Safety Policy

Statement of Intent

Health, Safety and Welfare is a top priority for the council. We are committed to ensuring a healthy working environment for our staff, visitors, supply chain and the public through our work, buildings and activities. No one should be injured as a result of coming to work.

This policy is in place to ensure we all understand our responsibilities for Health, Safety and Welfare, whether as an employer, employee or volunteer, for ourselves and others.

The key to a healthy working environment is supporting our policies and process by having a sound behavioural approach to Health, Safety and Welfare. This means having a culture that recognises its importance and strives for improvement.

This policy statement states the Council's "Health and Safety Behaviours" which must be adopted throughout the organisation to help work towards improving our Health and Safety culture.

Health, Safety and Welfare is a fundamental integrated business principle and visible commitment and leadership is expected from all staff to ensure we meet our aim of preventing injuries and occupational illnesses.

Please take time out to read this policy and understand its content. If there are areas you do not understand then please speak with your manager. Additionally, if you see something that you know to be unsafe or not dealt with properly raise this with your manager or Assistant Director.

We are all responsible for safety.



Becky Shaw - Chief Executive

June 2019

1. Legal Duties

1.1 East Sussex County Council acknowledges its legal duty to provide a safe working environment for all our employees, our contractors and other persons affected by the service we provide.

1.2 We will work to and comply with:

- the statutory duties embodied in the Health and Safety at Work etc. Act 1974
- specific statutory duties contained in associated regulations, principally the Management of Health and Safety at Work Regulations 1999
- our Common Law duty of care, owed to all employees and the public, to take reasonable care for their health and safety.

2. Corporate Health and Safety Behaviours

- Health and safety is at the top of the agenda in all decision making
- Remember everyone is responsible for their own and others health and safety
- It's ok for staff to challenge unsafe working practices and expect a fair response
- Health and safety needs working at so we will strive for continuous improvement and not be complacent
- We will show care and concern for the welfare of all

3. Roles and Responsibilities

3.1 Chief Executive and Chief Officers - The overall direction and formulation of the corporate safety policy rests with the Chief Executive. Responsibility for implementing this policy is delegated to Chief Officers who must also ensure that their specific departmental responsibilities and arrangements are agreed and implemented. Chief Officers are assisted in the discharge of these duties by their departmental managers. It is the Chief Officers duty to ensure that:

3.1.1 managers endorse and encourage the Corporate Health and Safety behaviours above;

3.1.2 effective safety policies and procedures, based on a risk management approach, are formulated, implemented and audited and complement the County Council's Corporate Safety Policies;

3.1.3 suitable and sufficient risk assessments are undertaken and periodically reviewed (at least annually) by competent persons and any resultant control measures are implemented so as to achieve safe working practices;

3.1.4 working practices are regularly monitored;

3.1.5 effective information, instruction, training and supervision are provided;

3.1.6 "**controllers of premises**" are identified for all buildings to oversee fire, emergency, asbestos management and other related safety arrangements, in particular the safe working of contractors with support / assistance for the Business Services Department;

3.1.7 regular recorded inspections of premises and work activities are carried out to confirm high standards of health, safety and quality;

3.1.8 accidents/incidents are promptly reported and, where necessary, investigated;

3.1.9 there is effective consultation with trades union accredited safety representatives to enable them to carry out their functions;

3.1.10 an effective Corporate Health & Safety Steering Group is maintained (see section 4).

3.2 Head Teachers will

3.2.1 ensure that managers endorse and encourage the Corporate Health and Safety Behaviours above;

3.2.2 ensure effective safety policies and procedures, based on a risk management approach, are formulated, implemented and audited and complement the County Council's Corporate Safety Policies;

3.2.3 ensure risk assessments are undertaken and periodically reviewed (at least annually) by competent persons and any resultant control measures are implemented so as to achieve safe working practices;

3.2.4 ensure working practices are regularly monitored;

3.2.5 ensure regular recorded inspections of premises and work activities are carried out to confirm high standards of health, safety and quality;

3.2.4 ensure accidents/incidents are promptly reported and, where necessary, investigated;

3.2.6 ensure there is effective consultation with trades union accredited safety representatives to enable them to carry out their functions;

3.2.7 ensure that line managers and employees within their schools are aware of their responsibilities in 3.4 and 3.5 below.

3.3 Line Managers will:

3.4.1 embrace the Corporate Health and Safety behaviours and incorporate them within the work of their teams/service areas;

3.4.2 ensure that employees receive Health & Safety induction training and other relevant Health & Safety training required in order for the employee to effectively and safely undertake their job role;

3.4.3 ensure that all accident and incidents are reported in line with East Sussex County Council incident reporting policy;

3.4.4 ensure that workplace inspections are completed and that Health & Safety defects / shortfalls are brought to the attention of the relevant personnel e.g. ESCC Property Helpdesk;

3.4.5 complete, when required, risk assessments for hazardous work activities and ensure that control measures are introduced to eliminate or control the risk to staff as far as is reasonable practicable;

3.4.6 ensure that where Health & Safety control measures are introduced, they are monitored and reviewed to maintain their effectiveness.

3.4 Employees' responsibilities:

3.5.1 adopt the Corporate Health and Safety behaviours within their day to day activities for the County Council;

3.5.2 take care of their own Health and Safety and that of others who may be affected by what they do. This will include complying with County Council and departmental policies, training, procedures and safe working practices;

3.5.3 ensure that any Health & Safety defect or shortfall is brought to the attention of their line manager.

3.5 PAT Health and Safety Team will:

3.3.1 provide safety advice to departments on Health & Safety matters including legislative changes;

3.3.2 work with services to create, maintain and review Health & Safety policies, procedures & working practices;

3.3.3 work with services to monitor and review Health & Safety performance to ensure we understand what is happening and learn from incidents across the council.

4. Arrangements

4.1 Corporate Health and Safety Steering Group

4.1.1 The Corporate Health and Safety Steering Group will meet quarterly, chaired by the Director of Communities, Economy and Transport, to decide on Health and Safety priorities, to review accident data and plan for strategic Health and Safety management. Appropriate time and resource will be made available to the Corporate Health & Safety Steering Group to enable them to achieve key strategic Health & Safety goals.

4.2 Departmental Steering / Working Groups

4.2.1 Departments will establish a Health & Safety Working / Steering Group to discuss and action local Health & Safety issues, ensure learning takes place across services and to work with the Corporate Health & Safety Steering Group to devise and implement recommendations.

4.3 Unions

4.3.1 The Council's health and safety objectives can be achieved through good communication and with the effective co-operation of all managers, staff and their elected representatives. The role of trade union accredited safety representatives and the operation of the formal consultative committees in departments in promoting high standards of health and safety is recognised as important.

4.3.2 Appropriate facilities will be provided to safety representatives to enable them to carry out their functions, including safety inspections etc. and to make representations on behalf of their constituents on health and safety matters.