



## Health and Safety Policy and Procedure

### Statement of Intent

West Oxfordshire District Council (WODC) recognises employees are a valuable resource and the health, safety, wellbeing and security of our colleagues is paramount:

Our commitment to managing health and safety:

- Encourage a positive health and safety culture where employees, councillors, suppliers, contractors and other stakeholders respect and support each other, stepping in where necessary to maintain a safe working environment.
- Comply with all applicable legal (and other) requirements appropriate to our businesses.
- Consider health and safety in our business decisions, ensuring all risks are properly assessed and managed.
- Elected councillors of West Oxfordshire District Council understand that the health and safety implications of decisions, particularly budget and target setting must be considered alongside other decision-making criteria. Councillors acknowledge the key part they must play in the monitoring and review of health and safety performance and support the principles of this policy in the council's approach to managing health and safety.
- Provide information, instruction, training and supervision to employees and others as is necessary to implement and maintain high standards of health and safety.
- Require everyone who works for and with us to take responsibility for their own health and safety, consider how their actions may impact on others and empower them to stop work when an unsafe condition arises.
- Ensure we provide and maintain a working environment that is safe and has appropriate facilities.
- Ensure we provide and maintain safe plant and equipment.
- Involve and listen to employees in matters relating to their health and safety to secure their commitment and participation at all levels.
- Develop appropriate health and safety procedures to prevent accidents and cases of work-related ill health and ensure we learn from our experiences.
- Implement emergency procedures, including evacuation in case of fire or another significant incident.

This policy is regularly reviewed to ensure it continues to meet the council's business requirements and legislation.

Signed

Signed

Cllr Andy Graham  
Leader of West Oxfordshire District Council

Giles Hughes  
Chief Executive Officer

Date:

Date:

## Legislation

Health and Safety Legislation is regulated by the Health and Safety Executive, with the main piece of legislation being the Health and Safety at Work Act 1974 which places general duties on employers in protecting employees and others in the workplace. To support the Health and Safety at Work Act, various regulations have been developed that place more specific responsibilities on employers, compliance with which must be demonstrated.

To support this policy and the council's overall health and safety management, specific policies and statements have been produced by Publica Group (Support) Ltd which demonstrate compliance with the statutory duties placed on West Oxfordshire District Council.

## Roles and Responsibilities

### Elected Councillors

- Ensure that suitable and adequate resources and strategic direction are available to discharge the Council's health and safety responsibility
- Monitor, the overall performance of the Council's health and safety management system
- Have a duty to conduct their business and make decisions in conformity with health and safety legislation and the council's own policies.
- Agree all new or amended policies and statements as they are updated or developed

### Chief Executive Officer

- Take overall responsibility for health and safety across the Council and lead in setting policy and direction.
- Take responsibility for ensuring that the overarching Health and Safety Policy is in place and that it is reviewed and updated on a regular basis.
- Ensure that suitable and adequate resources and strategic direction are available to discharge the council's health and safety responsibility.
- Monitor the overall performance of the council's health and safety management system.
- Ensure health and safety is a regular agenda topic at LMT meetings and that the LMT attendees are kept informed by the health and safety business partner of significant health and safety developments and performance matters.

### Deputy Chief Executive and Director of Governance and Development

- Ensure that this policy is put into practice.
- Provide strategic direction and oversight of health and safety policies.
- Ensure that robust health and safety management arrangements and organisation exist.
- Support the Chief Executive Officer by meeting their health and safety responsibilities.

### Managers

- Ensure that robust health and safety arrangements exist in their areas of responsibility.
- Ensure staff are aware of and comply with health and safety arrangements.
- Report and investigate all accidents and incidents as required.

## Health & Safety Business Partner (Publica Ltd)

- Be the 'Competent Person' as set out in the Management of Health and Safety at Work Regulations 1999.
- Keep up to date with current legislation and best practice and provide appropriate and timely advice and support to employees.
- Report injuries, diseases and dangerous occurrences to the Health and Safety Executive.
- Support incident investigations as appropriate and liaise with enforcing authorities.

## Employees / Councillors / Volunteers / Contractors

- Familiarise themselves with the contents of this policy, Publica statements and guidance that relate to their work and meet the standards required of them whilst carrying out their work activities.
- Attend any specific health and safety training required to enable them to carry out their job/role safely.
- Work with due regard to the health and safety of themselves and others affected by their work activities.
- Draw attention to any health and safety hazards or deficiencies to an appropriate person.
- Provide relevant documentation as required with regard to matters of health and safety, including insurance and competency certificates.

## Arrangements for Health and Safety

### Workplace (Health, Safety & Welfare)

Property Services (Publica Ltd.) will:

- Ensure the relevant legislative requirements are met including the display of the Health and Safety Law Poster and Public Liability Certificate.
- Ensure working areas and arrangements meet the minimum standard as set out in the Workplace (Health, Safety and Welfare) Regulations.
- Ensure a suitable and sufficient assessment is carried out to identify adequate health, safety and welfare provision for the premises.
- Ensure the premises are inspected, tested and maintained for safe use as necessary.
- Ensure that appropriate records are kept of all risk assessments and information, training and instruction given to staff, maintenance records and inspection sheets.

### Risk Assessments

Managers will ensure that suitable risk assessments are implemented, and relevant action taken. Risk Assessments will be reviewed when work or working conditions change.

### Training

All staff receive a full induction and online refresher training where necessary. Specific training needs can be addressed via Publica's Learning & Development Team. Suitable arrangements are in place for employees who work remotely.

## Consultation

Managers will consult with employees on all matters affecting their health and safety, including risk assessments. The council will also consult with staff representatives (including unions) as appropriate.

## Monitoring and audit

Monitoring will be by way of inspection of workplaces and properties occupied by Publica, other clients and owned by West Oxfordshire District Council.

Audits will be carried out by the Health and Safety Business Partners on a regular basis and the results communicated at the appropriate level (Audit and Governance Committee) for consideration and if necessary, action on an annual basis.

## Evacuation

The Chief Executive, who is the responsible person under the RRFSO (Regulatory Reform Fire Safety Order), has overall responsibility for fire safety. The Evacuation Plan applies to everyone working on or visiting the premises. The plans are tested regularly and updated if necessary.

## Support

Publica guidance documents support the arrangements in place to achieve the statement of intent. (Available via the staff portal) These documents are reviewed on a regular basis, to take into account legal requirements and best practice guidance.

<b>Version Control:</b>	
<b>Document Name:</b>	Health and Safety Policy and Procedure
<b>Version:</b>	1.0
<b>Responsible Officer:</b>	
<b>Approved by:</b>	
<b>Date First Approved:</b>	
<b>Next Review Date</b>	
<b>Retention Period:</b>	