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<b>Category</b>	Unclassified	<b>Page</b>	1 of 18

# HEREFORDSHIRE COUNCIL

## HEALTH & SAFETY POLICY AND STRATEGY



Prepared by the Herefordshire Council's Resilience Team (Health & Safety)

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## AUTHORISATION

The Resilience Team (H&S Advisor) is responsible for publishing policy and arrangements within a hierarchy of similar publications. Readers wishing to quote these policies and arrangements as reference material in other work should confirm with the Resilience Team whether the individual particular publication and amendment state remains authoritative.

## FREEDOM OF INFORMATION AND DATA PROTECTION

Release of information contained in this plan should be considered with regard to Freedom of Information and Data Protection Legislation.

## PARTNERS TO THE PLAN

Partnerships associated with the Herefordshire Council must have documented and effective H&S arrangements, management procedures and controls in place with agreement as to responsibilities and accountabilities, means of co-ordination and communication of H&S issues. Those occupying Council-owned property must comply with the principles of this document.

They include:-

Partnership Working Groups  
Partners  
Contracted Services

## LINKS TO H&S ARRANGEMENTS

This policy and protocol document should, where necessary, be read in conjunction with the specific H&S arrangements listed in Part 4 of this document. This document also links with the Council's wellbeing arrangements. Link below:

[https://apps.herefordshire.gov.uk/HR/Shared%20Documents/Employee\\_health\\_safety\\_and\\_wellbeing/Employee\\_health\\_safety\\_and\\_wellbeing\\_policy.pdf](https://apps.herefordshire.gov.uk/HR/Shared%20Documents/Employee_health_safety_and_wellbeing/Employee_health_safety_and_wellbeing_policy.pdf)

(<https://apps.herefordshire.gov.uk/staffhealthandwellbeing/SitePages/Home.aspx>)

## AMENDMENTS

This document replaces:

H&S Policy Statement (Final 1.0 June 2012).  
H&S Policy Statement (Version 4 April 2011).  
Level 1 H&S Policy Statement – Responsibilities (Version 1 2008)

### Amendments:

#### **PART 3 – H&S MANAGEMENT ARRANGEMENTS**

Main amendments, other than typographical, are to the management arrangements and structure of communication health, safety and welfare issues up and down the structure of the Council

The Resilience Team is responsible for the writing and maintenance of this document. In so doing, they have consulted with the Management Board, H&S committee, managers, staff and trade unions. Comments on factual accuracy or proposals for amendment are welcomed by the Resilience Team who will give consideration to any proposed amendments and, if appropriate, ensure that all modifications are incorporated into this document. The document will be formally reviewed on an annual basis, with amendments issued as appropriate; any significant changes will be addressed via amendments as-and-when necessary.

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## PART 1 – POLICY<sup>1</sup>

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The Council is committed to providing and maintaining a healthy and safe working environment for all its employees, and for ensuring that the H&S of others – partners, employees, members of the public, service users, pupils, visitors and contractors - is not adversely affected by its undertaking.

Furthermore, the Council will co-operate and co-ordinate with its partner organisations to secure a safe and healthy workplace and work environment for both its employees and partnership employees.

The Council will as a minimum comply with all relevant H&S legislation; namely

Health & Safety at Work etc. Act 1974 (HASWA 1974), and  
Management of H&S at Work Regulations 1999

In doing so, the Council will follow associated Approved Codes of Practice, and in the pursuit of excellence in H&S the Council will apply, as far as is reasonably practicable, standards as detailed in appropriate industry best practice guidelines.

To fulfil its duties and corporate governance responsibilities, the Council has a system of devolved management. That said, although H&S management is devolved for practical purposes, the overall responsibility for the H&S of employees and others rests with the Chief Executive.

Indicative of the importance put on H&S at management board level, they have established a H&S Board. This is made up from directors and assistant directors from each Directorate and 3 Council members (including one from an opposition party). The terms of reference for this board are structured by the main management board.

All directors, assistant directors and line managers will promote and provide leadership on H&S matters as part of their normal business, and create a culture where everyone understands and delivers their contribution to protecting people from harm.

Employees have a legal duty to take reasonable care of their own H&S, and for the safety of others who may be affected by their acts or omissions.

Suppliers, contractors and their subcontractors must co-operate with the Council to enable the requirements of the policy and statutory duties to be met. The Council will ensure that suppliers and contractors selected are competent to manage the safe completion of work on their behalf.

As site occupier and client, the Council will co-ordinate, control, monitor and review the activities of contracted organisations to effectively minimise the risks presented by contract work.

The Council's H&S Management system is based on The Management of Health and Safety at Work Regulations and the HSE Guidance; HSG 65 'Successful Health and Safety Management'.

To achieve continuous improvement in the Council's H&S performance through management leadership and the commitment of our employees we have developed 5 guiding principles (taken from '*Successful Health and Safety Management*, HSG 65), together with the fifth principle of '*Sensible Risk Management*'.

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<sup>1</sup> This policy and supporting principles fulfils the legal obligation of Herefordshire Council. Failure on the part of any employee (irrespective of their position within the organisation) to comply with this policy may render that employee liable to disciplinary action.

**Control**

Management are responsible for the clear allocation of H&S responsibilities and for monitoring the implementation of those responsibilities.

**Co-operation**

We all have a responsibility to co-operate as individuals and as groups to make H&S a collaborative effort.

**Communication**

Communication of H&S information is essential and includes our visible behaviour, written communication and face to face discussions.

**Competence**

Developing H&S competence of elected members, directors, managers, employees, H&S advisors, volunteers and contractors is at the heart of good H&S management. The Council will endeavour to comply with Approved Codes of Practice and where possible and practicable best practice

**Sensible Risk Management**

The Council will adopt a pragmatic approach to risk management, by encouraging all to manage risks in a sensible, responsible and proportionate manner in line with all relevant regulatory requirements, with a focus on the effective management of real risks - including those that are most likely to cause serious harm and those which are likely to happen more frequently.

The H&S Policy and its accompanying arrangements and procedures apply to all Council activities and workplaces. Compliance with this range of policies and related standards is mandatory and subject to periodic audit.

The Council will implement this policy through structured management systems.

Leader of Herefordshire Council

Date

Chief Executive Herefordshire Council

Date

**Approval Log**

		Date
<i>Impact assessment by</i>	Health and Safety Committee & Trade Unions	October 2014
<i>To be agreed by</i>	Chair Health and Safety Committee	Jan 2015
<i>To be approved by</i>	Management Board	June 2015
Revised	In accordance with the instructions from Members	July 2015
<i>Finally to be ratified by</i>	Cabinet	
<i>To be reviewed by:</i>	Resilience Team Health & Safety Advisor	July 2016

## PART 2 - ORGANISATION AND RESPONSIBILITIES

### Introduction

2.1 The principal duty holder under the HASWA 1974 is the employer. The Council, through the leader and cabinet, will set the ultimate direction for H&S through its strategy and policy which will then be implemented by officers and overseen by the chief executive as head of paid service. The senior management board made up of departmental directors will support the Chief Executive and give guidance to elected members

#### Note 1

“There is a collective responsibility for providing leadership and direction, which means that all elected members still have a responsibility for ensuring health and safety within the authority. The goal of effective management is achieved where all elected members have a proper understanding of the risks, the systems in place for managing the risks and an appreciation of the causes of any failures” [IOSH - what elected members of local authorities need to know](#)

#### Note 2

The Chief Executive, as the Employers Representative, has the overall responsibility for keeping Members up to date on issues and for setting a personal example on all matters relating to H&S.

They must also ensure there are adequate resources available to deal with issues relating to H&S (including training) and support the Management Board in ensuring H&S compliance by promoting and leading on this issue.

### 2.2 Elected Members Note 1

- a. Ensure that suitable resources are available to discharge the Council’s H&S responsibilities.
- b. Ensure that any decision made by Cabinet is in line with the Council’s own policies and procedures as they relate to H&S.
- c. Via the Management Board, review the measures taken by the Council to ensure the health, safety and welfare at work of its employees and others who may be affected by the Council’s undertakings is maintained.

### 2.3 Chief Executive Note 2

- a. Providing visible and active leadership for good H&S.
- b. The provision and implementation of an effective Health and Safety and Policy (which includes Wellbeing) and supporting arrangements for all areas of Herefordshire Council’s operation.
- d. To support the use of a system that ensures materials (including substances), equipment, plant and buildings are procured to comply with legislative, specific and general commercial H&S standards.
- e. To support the provision and maintenance of a system that captures and enables the use of incident recording and the ability to manipulate the data for use in report compilation for Herefordshire Council.
- f. To support H&S compliance by promoting H&S training, initiatives, standards and promotions Council wide and throughout the workforce.
- g. Monitoring and review of H&S management performance for all areas of Herefordshire Council’s operations in accordance with the Safety Management System. This system will include the control of the contactors we employ are competent to undertaken the work they are employed to

**Note 3**

The Board will support the Chief Executive in the day to day management of H&S

They will be responsible within their own Directorates for ensuring H&S legislation is being met and, where possible and appropriate, exceeded

**Note 3 (a)**

The Main Board will produce the Terms of Reference for the H&S Management Board.

The H&S Management Board will support the Director Responsible for Health and Safety and help give guidance to the main Board on any impact or legislation changes which could adversely affect staff or others Health, Safety or Welfare

**2.4 The Management Board Note 3**

The Management Board will:

- a. Take the lead in ensuring the communication of H&S duties and benefits throughout the organisation.
- b. Ensure an effective management system to provide, so far as is reasonably practicable, the H&S of employees, customers and members of the public.
- c. Review H&S performance, allowing the Management Board to establish whether the essential H&S principles – strong and active leadership, worker involvement, and assessment and review – have been embedded in the organisation.
- d. Ensure management systems are in place that allow the Management Board to receive both specific (e.g. incident-led) and routine reports on the performance of H&S policy.
- e. Ensure that 'H&S' is a standing agenda item at Management Board meetings.
- f. Ensure the organisational structure of the Council is appropriate to secure effective H&S management.

**2.4 (a) The Health and Safety Management Board Note 3(a)**

In support of the Management Board and to demonstrate the significance that the Management Board places on H&S, a H&S Management Board is in place to give structure to decisions made, which may impact of employees and others, health, safety or welfare

To take responsibility and ownership of H&S, members of the H&S Board will ensure that:

- H&S arrangements are adequately resourced;
- Competent health and safety advice is available;
- Risk assessments are carried out in all the areas of their activities; and,
- There is a mechanism in place to ensure employees or their representatives are involved in decisions that affect their health, safety or welfare.

The H&S Board will consider the H&S implications of introducing new ways of working, new working practices or new personnel, dedicating adequate resources to the task and seeking advice where necessary.

## 2.5 Directors/Assistant Directors Note 4

### Note 4

Directors/Assistant Directors will support the Management Board and the H&S Management Board and highlight significant shortfalls in the requirements to meet Health, Safety and Welfare legislation and Council policies

They will review all corporate decisions to ensure the outcome takes into account issues which will impact of staff and others Health, Safety or Welfare

Directors/Assistant Directors will provide their senior management with H&S reports detailing H&S performance for their own areas of responsibility.

### Note 5

A Manager is any staff member who manages others (and is required to annually appraise staff working on their behalf)

Managers should demonstrate a personal commitment to H&S by providing visible and active leadership and leading by example.

Managers should also integrate H&S into everything they do including meetings and appraisals. So that it becomes a natural part of the department ethos

Directors are responsible for:

- a. Provide strategic direction and endorse corporate H&S strategies.
- b. When assessing and evaluating corporate risks, to consider H&S risks as a priority.
- c. Monitoring and reviewing H&S performance annually, including monitoring progress in line with the Corporate H&S Action Plan.
- d. Ensuring that H&S is a standing agenda item at team meetings.
- e. Ensuring that their department/area recognises H&S as an integral element of its operation.
- f. Providing visible and active leadership for good H&S practice.
- g. Ensuring that a pro-active approach to H&S management is developed across the Council and throughout the services it provides.
- h. Ensuring that Managers fulfil their responsibilities for H&S.
- i. Ensuring that Managers are adequately trained to manage H&S.

## 2.6 Managers Note 5

Managers are responsible for:

- a. Recognising the extent of their own personal liabilities under H&S law and ensuring they are fully conversant with those responsibilities.
- b. Ensuring the effective implementation of the Council's H&S policies and performance standards within their respective service area. To ensure that H&S risks to employees, visitors and third parties are properly controlled within their Service Area/Department or activity and is fully understood by staff.
- c. Ensuring a proactive approach to H&S management is adopted within their Service Area or activity.
- d. Identify and making available resources for the management of H&S commensurate with the risk profile of their area of responsibility.



**2.6 Managers Note 5 (continued)**

- e. Ensuring all relevant decisions take into account H&S considerations and that H&S risks are considered at an early stage during project design and planning and ongoing management. That relevant risk assessment records are kept
- f. Ensuring their own staff recognise H&S as an integral element of their business, and that H&S is given equal status alongside other management functions.
- g. Ensuring the objectives and content of Herefordshire Council's H&S policy and protocols are fully understood by all the staff under their control. That staff have been made aware of their duties and responsibilities in line with the Policy.
- h. Ensuring that, where appropriate, job descriptions identify H&S responsibilities within their main duties; for example, first aid, fire warden or risk assessor duties.
- i. Cooperating and working closely with the Management Board, DMTs and the Resilience Team H&S Advisor to achieve a safe and healthy working environment and obtaining competent advice and assistance
- j. Ensuring that all staff, including team leaders are adequately trained to manage H&S within their own activity area and that adequate training records are kept.
- k. Ensuring that there are adequate arrangements in place for the recording, reporting and investigation of accidents, significant near misses, incidents of violence and aggression and cases of work related ill health, and that suitable records are kept and that incidents are reported promptly. That staff (including contractors) are aware of these
- l. Ensuring that employees are provided with adequate and suitable equipment (as identified through risk assessment) and that this equipment is properly used and maintained in a safe condition and that when personal protective equipment is required, it is provided free of charge.
- m. Ensuring that employees are adequately consulted on matters that affect their H&S. As a minimum, H&S should be included as a standing item at all team meetings. This will ensure staff have a healthy working environment and obtaining competent advice and guidance where necessary
- n. Ensuring that the findings of risk assessments including revisions are effectively communicated to relevant employees and reviewed on a regular basis. Part of this will then be to ensure safe systems of work relevant to the work activities of their team are developed, implemented, controlled and monitored as necessary.

**Note 6**

By law, employers must consult all employees on H&S matters. Some workers who are self-employed are still classed as employees under health and safety law.

A Safety Representative is a member of staff designated by his union to represent them on issues related to Health, Safety or Welfare and who have legal powers under the HASWA 1974 and The Safety Representative and Safety Committees Regulations

A Representative of Employee Safety is a member of staff either voted or given the task of representing a group of staff who may not have union representation, however are still recognised in law under the Health and Safety (Consultation with Employees) Regulations 1996

## 2.7 Safety Representatives & Representatives of Employee Safety Note 6

Safety Representatives & Representatives of Employee Safety operate within their respective service areas/union group and coordinate H&S procedures for their service areas. They are to be a focal point for receiving and disseminating H&S information. The Representatives' activities include:

- a. Risk Assessment. Reviewing risk assessments for their service areas or departments (e.g. generic risk assessment, display screen equipment, home-working, manual handling, COSHH assessments).
- b. Accidents and Incidents.
  - (1) Receiving notifications of accidents from employees and others.
  - (2) Ensuring accidents are properly investigated.
  - (3) Forwarding their quarterly accident/incident reports to their divisional risk lead at least 10 days prior to a Corporate H&S Committee Meeting
  - (4) Maintaining a database of accidents that have occurred in their service area or department.
- c. Investigate complaints by any employee represented relating to that employee's health, safety or welfare at work.
- d. Make representations to the employer on matters arising out of subparagraphs (1) to (5) above.
- e. Represent employees in consultation at the workplace with inspectors of the HSE and any other enforcing authority.
- f. Receive information from inspectors in accordance with HASWA 1974
- g. Attend meetings of Management Board and safety committees where attending in the capacity as a safety representative or Representative of Employee Safety in connection with any of the above functions
- h. Training. Arranging for staff to receive any required training (e.g. manual handling techniques, fire safety, fire warden, first aid, display screen equipment use).
- i. Self-Audit. Carry out periodic audit inspections of their service's activities.
- j. Safety Records. Maintain safety records to help them to discharge their duties.

## 2.8 Employees Note 7

### Note 7

A person who is hired to provide services to the Council on a regular basis in exchange for compensation and who does not provide that service as part of an independent business

This does include work experience students and temporary agency staff

All Herefordshire Council employees are directly responsible for:

- a. Taking reasonable care for the H&S of themselves and of other persons who may be affected by their acts and/or omissions.
- b. Cooperating fully with their manager or responsible person on all matters pertaining to their H&S at work.
- c. Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that have been provided in the interests of their H&S at work.
- d. Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill health.
- e. Reporting to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- f. Wearing any protective clothing or equipment and using any safety devices that have been provided for their H&S while at work.
- g. Observing safety rules, complying with codes of practice, corporate H&S policy and guidance, and adhering to safe working procedures at all times.
- h. Acquainting themselves and complying with the procedure to follow in case of a fire or other emergency.
- i. Challenge any unsafe acts or conditions that they see. If they feel that any task allocated to them is unsafe, they are empowered to stop the job and raise their concerns with their line manager.
- j. Showing respect to fellow workers and managers by accepting constructive intervention in a positive manner when any member of staff, regardless of appointment, takes action to stop an unsafe act.

## 2.9 H&S Advisor (Resilience Team) Note 8

### Note 8

Without detracting from the primary responsibility of the aforementioned managers/officers the Council will provide, through Resilience Team, competent advice on health, safety and welfare matters, to assist managers to effectively discharge their statutory obligations.

H&S Advisor (Resilience Team) will:

- a. To improve and develop the systems within the Council, thereby ensuring the principles contained in the Health and Safety Executives guidance HSG 65 are followed.
- b. To evaluate those risk assessments carried out by service and team managers where those assessments have been called in for review.
- c. In reviewing and/or evaluating written policies, arrangements and safe working procedures, where those documents have been called in by for review.
- d. In reviewing and/or evaluating contractor H&S responsibilities, where those contracts have been called in by the Management Board for review.
- e. For the Management Board, the H&S Advisor will:
  - Contribute to the assembly of the agenda (in consultation with the chairman, and any appropriate appointed trade union safety representatives).
  - Support and where requested, attend each H&S meeting of the Management Board; by providing relevant and appropriate technical and legal advice.
  - Collate, and present the accident/ill-health statistics and other relevant information. Presenting the information for the Management Board to identify potential deficiencies that may increase the risk of accident/ill health within Council controlled areas.
  - Advise the Management Board of any impending changes in legislation or statutory guidance relevant to H&S.
  - Support and encourage the Management Board to develop a H&S plan. This plan will be a rolling plan with the potential for items to be added at each meeting (with targets set by the Management Board).
  - Encourage service managers to develop performance indicators by which the performance of safety management and risk control within the Council can be judged.

**2.10 Commissioning Staff Note 9****Note 9**

Partners and others working on behalf of HC.

Partners and others working on behalf of the council must abide to the same requirements as employees and support the Council in their H&S Aims and Objectives

Herefordshire Council is increasingly commissioning work with partner organisations. Whilst the contracted service providers have their own responsibilities, the ultimate responsibility for the H&S of the public remains with Herefordshire Council. Commissioning/Contracting staff have appropriate H&S measurers in place to ensure partnerships and contracted services are carried it out on behalf of the Council, in compliance with the requirements of the HASWA 1974, supporting regulations and where possible best practice.

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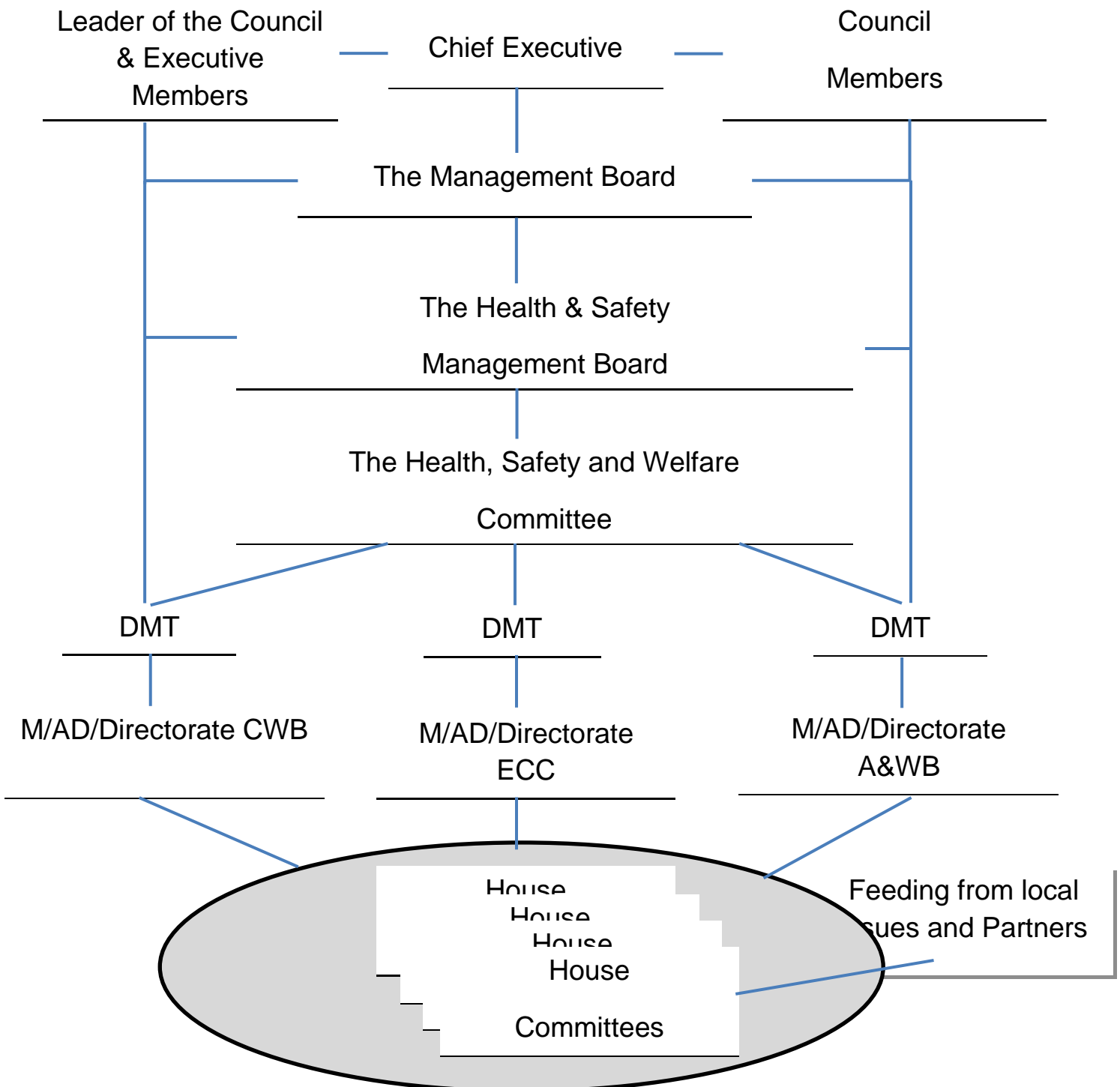
## **PART 3 – H&S MANAGEMENT ARRANGEMENTS**

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- 3.1 This 'Arrangements' section sets out the framework for the implementation of an effective H&S management system. Arrangements are in place for (but not limited to):
- Protocols for co-operation and working together (to include partner organisations)
  - Co-ordination of effective consultation with employees and employee representatives
  - Communication and employee involvement
  - Provision of H&S training to improve competency
  - The setting of H&S performance standards and targets
  - The monitoring and auditing of H&S standards and processes to secure compliance
- 3.2 Good communications over H&S matters is critical. Without this there can be a tendency for managers, H&S advisers and unions to operate in isolation. This can result in duplication of effort, conflicting messages and disagreements, none of which support a safe and health workforce.

Below is the structure for managing H&S within Herefordshire Council

## The Health and Safety Management Structure



**DMT = Directorate Management Team**

**A&WB = Adults & Wellbeing Directorate**

**CWB = Children's Wellbeing Directorate**

**ECC = Economy, Communities and Corporate Directorate**

## Competency – H&S Training

- 3.3 H&S training is central to the successful implementation of the Council's Health & Safety Policy. There are clear legal requirements for the Council to provide information, instruction and training to ensure the health, safety and welfare of Council employees whilst at work.
- 3.4 The obligation to provide H&S training is one of the general duties imposed by Section 2 of the HASWA 1974. This duty was extended by Regulation 13 of the Management of H&S at Work Regulations 1999.
- 3.5 All employees (full-time, part-time, job-share, long/short-term contracts) and agency employees or employees contracted from agencies should receive H&S information, instruction and training as appropriate, when they start employment, and on-going to enable them to work safely and be competent in the H&S requirements of the activities they are engaged to undertake.

## Setting Objectives and Targets

- 3.6 H&S objectives and performance targets will be produced corporately by the Health and Safety Management Board, departmentally and locally. These will be reviewed on an annual basis and revised as appropriate. This will need to happen in the lead up to the end of the financial year. Union safety reps will be actively consulted and involved in this process.

## Monitoring and Auditing

- 3.7 **Workplace Inspections.** The inspection of workplaces plays an important part in identifying hazards and maintaining a good level of risk control. Managers or their representative should conduct workplace inspections to ensure the control measures identified in risk assessments are working in practice. Unions have a legal right to conduct workplace inspections but this should be seen as an addition to and not a replacement of the manager's own inspection. The H&S Advisor may also conduct such inspections from time to time.

*The H&S Advisor, will:*

- Support the management in resolving any issues identified by their own or a Union workplace/workforce inspection report.
- Where serious hazardous conditions are found, escalate the matter to the Management Team and through to the Health and Safety Management Board and where necessary onto the Main Management Board, for action.

*Managers will:*

- Carry out regular workplace inspections and annual audits.
- Allow full access for union workplace safety inspections.
- Promptly implement the requirements of any recognised inspection, seeking clarification from health & safety adviser where necessary.
- Where improvements have been identified ensure these are integrated into an action plan and that this is sent to Union Safety Representatives.

*Trade Unions will:*

- Conduct workplace inspections.
- Prioritise workplace inspections in accordance with risk where possible.
- Issue formal notice to the manager of the intention to carry out a workplace inspection.
- Issue written inspection report to manager.



- Collate basic data on the number and location of Union workplace inspections and provide a copy for the Management Board for information.

3.8 **Health & Safety Audits.** Each directorate is required to have a schedule of H&S audits, which should ultimately cover all sections of significant risk within their service area. These provide important information on the performance of each business unit, and provide recommendation for improvement. These audits can also be used to check any shortfall in risk assessments or controls

### **Escalating Persistent Health, Safety and Welfare Concerns**

3.9 The escalation of safety concerns can help resolve unacceptable risks.

*Trade Union, Managers and the H&S Advisor will:*

- Agree what needs to be done and by when. (The timescale for remedial action must be appropriate to the level of risk).
- If the original deadline is not met then the issue is discussed with the manager involved and new date agreed.
- If issue remains unresolved then formal written notice of escalation must be issued to the manager concerned.
- Where the issue is severe and needs a higher level of agreement or resource this can be escalated up the normal management chain or through the Health, Safety and Welfare Structure

3.10 It is acknowledged that where there are continual failings to be resolved within set timescales, or issues are more serious in nature, escalation may need to be more rapid. In cases of the latter, trade unions representatives may use their powers to stop a process or activity, (and swiftly seek the specialist advice of the H&S Advisor).

3.11 The H&S Advisor may serve internal prohibition or improvement notices on the responsible managers, which will be supported by the Management Board.

3.12 An internal prohibition notice demands the immediate termination of the work or process presenting a serious or imminent danger. An internal improvement notice demands that significant improvements are implemented without delay to reduce significant risks

## **PART 4 – ADDITIONAL SUPPORTING CODES OF PRACTICE OR ARRANGEMENTS**

To support this policy and to effectively manage the varied portfolio of H&S risks, the Council has developed a series of topic-based health, safety and wellbeing policies and arrangements. An overview of these arrangements is provided below; further reference should be made to the documents.

NB: Please refer to the intranet for current up to date information. **For Health & Safety** use link below

<https://apps.herefordshire.gov.uk/healthandsafety/layouts/15/start.aspx#/SitePages/Home.aspx>

NB: Please refer to the intranet for current up to date information. **For Health and Wellbeing** use link below:

([SitePageshttps://apps.herefordshire.gov.uk/staffhealthandwellbeing/Home.aspx](https://apps.herefordshire.gov.uk/staffhealthandwellbeing/Home.aspx))

Some of these arrangements are currently being reviewed and updated and may not be available online, please contact the Health & Safety Team for further information.

- 4.1 Accident Reporting and Recording – HSA001**
- 4.2 Asbestos – HSA002**
- 4.3 Control of Contractors – HSA003**
- 4.4 COSHH – HSA004**
- 4.5 Display Screen Equipment – HSA005**
- 4.6 Driving at Work – HSA006**
- 4.7 Electricity at Work – HSA007**
- 4.8 First Aid – HSA008**
- 4.9 Fire Safety – HSA009**
- 4.10 Legionella – HSA010**
- 4.11 Lone Working – HSA011**
- 4.12 Manual Handling – HSA012**
- 4.13 New and Expectant Mothers – HSA013**
- 4.14 PPE – HSA014**
- 4.15 Risk Assessments – HSA015**

Risk assessments are a fundamental requirement and form the cornerstone of H&S management arrangements. H&S legislation requires that all employers assess the risks to workers and any others who may be affected by their work activities or business. All directorates should carry out a systematic general examination of the effect of their undertaking, their work activities and the impact the condition of the premises has on staff.

These assessments need to identify how the risks arise and how they impact on those affected. This information is needed on how to manage those risks so that decisions made are in an informed, rational and structured manner and the action taken is proportionate to the risk.

Reference should be made to the Council's Management Arrangements for Risk Assessment which will assist Managers and nominated officers in putting together suitable and sufficient risk assessments.

- 4.16 Stress – HSA016**
- 4.17 Violence at Work – HSA017**
- 4.18 Young Person at Work – HSA018**