



CORPORATE HEALTH AND SAFETY POLICY

Managers have a responsibility to ensure All staff have access to this document.

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Title:	Corporate Health and Safety Policy		Author:	CHSU		Owner:	Mark James	
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Corporate Health and Safety Policy

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Part 1 - General Statement of Intent

The Council recognises that good health and safety management supports the delivery of services to the people of Carmarthenshire County Council.

We are committed to providing and maintaining a healthy and safe working environment for all our employees and ensuring that our work does not adversely affect the health and safety of other people such as service users, visitors and contractors. Our employees are our most important asset and we will therefore aim not only to prevent their injury and ill health, but also to positively promote their good health and well being. To achieve these aims the Council will:

- Ensure that, as a minimum, we **comply with relevant legislation** and management standards and that we effectively **manage all significant risks** associated with our activities, workplaces, equipment and facilities,
- Recognise that the **management of health & safety is a core management function** and is as important as any other aspect of our business performance,
- In accordance with our aim to be a good and caring employer, promote a **positive health & safety culture**, with managers visibly demonstrating their commitment to achieving high standards of health, safety & risk management,
- Ensure **roles and responsibilities** for delivering our health, safety & risk management arrangements are clearly defined and communicated, with successful delivery monitored via our performance management & appraisal procedures,
- Provide **adequate resources**, proportionate to the level of risk, are provided to ensure the effective delivery of this policy and our associated management arrangements,
- Ensure that all our employees are **competent** to carry out their work without risk to themselves or others, by providing adequate training, information & supervision,
- Promote effective **employee involvement** and support the role of safety representatives in the delivery of our health, safety & risk management arrangements,
- Learn from any accidents, hazardous events or work-related ill health and regularly monitor, review and report on health and safety performance. We will develop improvement plans to help us deliver **continual improvement** in our performance,
- Monitor the **health of our employees**, where appropriate, and provide them with effective occupational health support services,
- Ensure that our **partners, suppliers and contractors** employed to work with us are competent and that they conduct their activities so as not to expose themselves, our staff, service users, and members of the public to unnecessary risks to health and safety.

Delivery of this policy is the responsibility of every manager throughout our organisation. However, every employee has a part to play in the safe & successful delivery of our services.

This policy will be reviewed and revised as necessary, and in any case not less than every 3 years.

Signed



Date: 01/04/2010

Signed



Chief Executive

Leader of the Council

Part 2 - Organisational Arrangements

To achieve effective health and safety management arrangements everyone has to understand their role in managing the risks that arise from the work we do. It is therefore important that roles and responsibilities at all levels within Carmarthenshire County Council are clearly defined and understood.

This section outlines the general roles and responsibilities of persons and forums. Additional roles and responsibilities may be found in supplementary health and safety procedures which deal with specific hazards. e.g. Asbestos, Manual Handling.

1. Members

1.1 Elected Members

Elected members shall:

- Ensure that all their decisions and actions are consistent with the promotion of health and safety as stated in our health and safety policy statement,
- Give due consideration to health and safety matters when developing all Carmarthenshire County Council policies and strategies.

1.2 Nominated Executive Board Member (Health and Safety)

The nominated elected member will champion health and safety and with the support of the Chief Executive and Directors, shall:

- Ensure that Corporate Management Team and Elected Members are kept informed of strategic health and safety issues,
- Support and promote the development of health and safety arrangements and initiatives to ensure they are delivered within our organisation,
- Ensure that our health and safety performance is reviewed annually and a report is prepared for both consideration within the authority and publication (the report shall cover our health and safety management activities and performance during the preceding year and set priorities for the year ahead),
- Attend the Corporate Health and Safety Consultative Group i.e. Employee Relations Group.

1.3 Executive Board Member (Portfolio Holder)

The Elected Member will, with the support of the relevant Directors:

- Ensure health and safety matters are appropriately addressed within each department and that corporate health and safety objectives are successfully achieved,
- Ensure that departmental health and safety performance is reviewed annually and a report is prepared (the report shall cover the health and safety management activities and performance during the preceding year and the priorities for the year ahead).

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2. Officers

2.1 Chief Executive

The Chief Executive, under the Health and Safety at Work etc Act 1974, has ultimate management responsibility for health and safety within the County Council. In addition to their responsibilities as part of Corporate Management Team, they shall:

- Promote a positive health and safety culture by demonstrating clear commitment to achieving high standards of health and safety management and encouraging the involvement of all employees in improving our management standards and arrangements,
- Establish and ensure effective delivery of health & safety policies and management arrangements within the authority,
- Ensure adequate resources, proportionate to the level of risk, are made available for the effective implementation of this policy and any associated management arrangements, including the maintenance of our premises, facilities and equipment and the delivery of adequate training to our employees,
- Ensure that health and safety management is an integral part of the Council's management plans and strategies and that we deliver our activities in a manner which is fully compliant with relevant legal standards and consistent with best practice,
- Ensure that health and safety performance is reviewed annually and a report is prepared for both consideration within the authority, and publication (the report shall cover our health and safety management activities and performance during the preceding year and our priorities for the year ahead),
- Keep themselves informed of the general requirements of, and developments in legislation and best practice.

2.2 Assistant Chief Executive (People Management and Performance)

The Assistant Chief Executive (PMP) has been given special responsibility for strategic health and safety management within the Carmarthenshire County Council, he/she shall:

- Promote a positive health and safety culture by demonstrating clear commitment to achieving high standards of health and safety management and encouraging the involvement of all employees,
- Act as an advocate for health and safety management within the authority and at Corporate Management Team and support the Chief Executive in meeting the responsibilities set out in this policy,
- Promote and present health and safety policies at Corporate Management Team and Executive Board,
- Ensure adequate resources, proportionate to the level of risk, are made available for the effective implementation of this policy and associated management arrangements, including the delivery of adequate training,
- Ensure sufficient competent persons are appointed, so as to assist the Council to effectively

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deliver its responsibilities for health and safety,

- Ensure health and safety performance standards and indicators are developed and used within the authority in keeping with corporate objectives and government targets,
- Ensure that health and safety performance is reviewed annually and a report is prepared for consideration within the authority, and publication (the report shall cover our health and safety management performance during the preceding year and set priorities for the year ahead),
- Ensure the provision of effective arrangements for the monitoring and surveillance of the health of employees who are exposed to specific risks,
- Ensure health and safety matters are given due consideration when developing any policies and strategies, and when allocating associated responsibilities and resources,
- Ensure that health and safety management is an integral part of all management plans, strategies and activities of the Council,
- Set up and maintain a Corporate Health and Safety Consultative Group i.e. Employee Relations Group,
- Chair the Corporate Health and Safety Management Steering Group.

2.3 Directors

Directors have overall responsibility for the implementation of this policy and associated management arrangements within their department. To assist them in fulfilling their responsibilities Directors will be supported by the Health and Safety Unit. In addition to their responsibilities as line managers, Directors shall:

- Demonstrate clear commitment to achieving high standards of health and safety management through positive leadership on health and safety issues, consultation and cooperation with employees and employee representatives,
- In liaison with the Health and Safety Unit, Directors shall develop local management arrangements to assist in the implementation of the Corporate Health and Safety Policy and related documents,
- Where necessary develop and implement sector specific health and safety policies and management arrangements to ensure significant risks are adequately managed,
- Ensure that health and safety is an integral part of the departmental management arrangements and that health and safety objective(s) are included within the Departmental Business Plan,
- Nominate a senior manager to act as Health and Safety ‘Champion’ to represent the Department at the Corporate Health and Safety Management Steering Group and assist them in implementing health and safety policies and arrangements,
- Ensure that suitable resources, in terms of time, finance and personnel are provided to implement health and safety policies and arrangements within their department,

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- Establish a Departmental Health and Safety (consultative) Committee (including union and non-union representatives) to promote health and safety and resolve department wide issues,
- Work towards establishing arrangements to monitor the effectiveness of health and safety management and progress toward achieving the health and safety objectives set out in the department plan,
- Ensure a Premises Responsible Person is nominated for each building being occupied by the department in liaison with Heads of Service and Corporate Property,
- Ensure that all staff receive adequate training, instruction and supervision to enable them to effectively carry out their responsibilities;
- Keep themselves informed of the general requirements of health, safety and welfare legislation and standards relevant to the workplaces and activities within their area of responsibility, in liaison with the Health and Safety Advisor,

2.4 Departmental Health and Safety Champion

In addition to their responsibilities as a line manager, they shall:

- Demonstrate clear commitment to achieving high standards of health and safety management, act as an advocate for health and safety within the department and support the Director and Departmental Management Team in delivering their responsibilities under this policy,
- Be authorised by the Director to represent and make appropriate decisions for the department at the Corporate Health and Safety Management Steering Group,
- Coordinate, with the assistance of the Health & Safety Unit, the implementation of health and safety policies and management arrangements across the department,
- Monitor and support with the assistance of the Health and Safety Unit and in liaison with the Director, progress toward meeting annual health and safety objectives established in the Departmental Business Plan,
- Draft, with the assistance of the Health and Safety Unit, the annual departmental health and safety report which details activities and performance during the preceding year and establish priorities for the following year,
- Ensure matters concerning health and safety are given due consideration by the Departmental Management Team when developing policies and allocating responsibilities and resources,
- Chair the Departmental Health and Safety Committee.

2.5 Heads of Service

Heads of Service are responsible for the planning and implementation of health and safety policies and management arrangements within their areas of responsibility. In addition to their responsibilities as line managers they shall:

- Demonstrate clear commitment to achieving high standards of health and safety management through positive leadership on health and safety issues, consultation and cooperation with

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employees and employee representatives,

- Ensure that adequate resources, proportionate to the level of risk, are provided to implement health and safety policies, management arrangements and control measures identified by risk assessment,
- Ensure that the Property Compliance Unit are notified and consulted with regards any works to be undertaken on premises Carmarthenshire County Council own or occupy,
- Ensure that health and safety roles and responsibilities are clearly identified and documented in all departmental management arrangements,
- Nominate a manager as a local health and safety coordinator to represent their service at the Departmental Health and Safety Committee and assist them in implementing departmental and corporate health and safety policies and arrangements,
- Appoint sufficient numbers of suitably trained persons to ensure that suitable and sufficient risk assessments are conducted for significant risks arising from all workplaces and activities for which they are responsible,
- Ensure that all staff within their area of responsibility receive adequate training, instruction and supervision to enable them to carry out their responsibilities and work safely,
- Ensure that, in liaison with the Transport Unit, suitable and sufficient Occupational Road Risk management arrangements are effectively developed, implemented and maintained,
- Ensure that all accidents, occupational ill health and hazardous incidents are reported and investigated in accordance with relevant procedures,
- Ensure employees who are exposed to specific risks are identified and provided with health surveillance and monitoring arrangements in line with statutory requirements,
- Support, as necessary, the various safety committees/safety action groups within the service area and ensure managers support safety representatives in the delivery of their functions,
- Work towards establishing appropriate arrangements to monitor the effectiveness of health and safety arrangements and progress toward achieving the departmental and service area health and safety objectives,
- Keep themselves informed of the general requirements of health, safety and welfare legislation and standards relevant to the workplaces and activities within their area of responsibility.

2.6 Senior Managers, Principal Officers, Line Managers, Team Leaders, and Supervisors

These are responsible for the effective implementation of health and safety policies and management arrangements within their areas of responsibility. They shall therefore:

- Ensure all work related hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place,
- Support risk assessors in the completion of risk assessments and ensure identified control measures are implemented and maintained,

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- Ensure that all employees within their control are provided with adequate training, instruction, supervision and information to allow them to work safely,
- Report and investigate in accordance with the relevant procedures all accidents, occupational ill health and hazardous incidents,
- Identify health and safety deficiencies within their area of responsibility and take appropriate remedial action, seeking advice where necessary from competent persons including Health and Safety Advisors. Where significant and ongoing concerns are identified ensure the relevant Head of Service, Health and Safety Departmental Champion or Director are informed,
- Cooperate fully with, in liaison with the Health & Safety Unit, enforcing authorities (e.g. Health & Safety Executive, Fire Authority) and their inspectors in relation to any enquiries and investigations,
- Ensure that equipment, machinery and dangerous substances are always used in accordance with the relevant instruction and training,
- Ensure that the Property Compliance Unit are notified and consulted with regards any works to be undertaken on premises Carmarthenshire County Council own or occupy,
- Provide employees with appropriate personal protective equipment, and ensure it is used when necessary,
- Support safety representatives in the delivery of their functions.

2.7 Employees

Employees must take reasonable care for their health and safety and that of others and co-operate fully with management on health and safety matters. In particular, employees shall:

- Not interfere with or misuse anything provided in the interests of health and safety,
- Report any medical condition which makes them unfit for or at increased risk from any particular work activity either temporarily or permanently,
- Attend safety training courses as and when directed to do so,
- Assist management with the assessment and control of risks,
- Use equipment (including personal protective equipment), machinery or dangerous substances in accordance with instructions and training,
- Report any accidents, hazardous event or conditions to their manager and to seek first aid treatment for any injury sustained at work,
- Cooperate with any investigation of health and safety in their workplace,
- Make themselves familiar and comply with relevant health and safety policies, procedures and safe systems of work and notify their line manager of their safety training needs.

All employees, including managers, should note that serious or reckless disregard of their responsibilities may result in the use of disciplinary procedures. Furthermore individuals should

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note that they may be personally prosecuted should serious health and safety offences be committed due to their consent or connivance.

Where there are concerns with the reporting of serious malpractices to line management employee's attention is drawn to Carmarthenshire County Council's 'Whistle Blowing' Policy.

2.8 Safety Representatives

Safety representatives shall be appointed to represent employees in respect of health, safety and welfare in line with the Safety Representatives and Safety Committees Regulations 1997 (as amended) and the Health and Safety (Consultation with Employees) Regulations 1996.

In addition to representing employees on all matters relating to health and safety, representatives will be allowed the time and facility to:-

- Periodically inspect the workplace for hazards, investigate complaints received from staff and make representations to the employer on matters arising from the above and on general matters relating to the health, safety and welfare at work of any employee,
- Represent employees in consultations at the workplace with any Health and Safety Executive Inspector, or any other enforcing authority, in relation to health and safety matters affecting any employee. The representative may also receive information from the Inspector in accordance with the Health Safety at Work etc. Act 1974,
- Attend meetings of specific health and safety committees and groups relevant to their function.

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3. Responsibilities at Schools

3.1 School Governors

School Governors of community, special and voluntary controlled schools, shall:

- Ensure that they are aware of their duties and responsibilities under safety legislation and ensure that the Headteacher is aware of and implements the authority's health and safety policy,
- Give due consideration to health and safety when developing, amending and delivering school policies and when allocating associated responsibilities and resources,
- Ensure, so far as it is within their power, that school specific health and safety arrangements are developed and effectively implemented to deliver the authority's health and safety policies,
- Cooperate with advice and directions issued by Carmarthenshire County Council relating to matters concerning health and safety or establish and adopt other equally effective measures,
- Ensure that in respect of any project that they initiate, consider and appropriately consult, on issues affecting the health and safety of all persons at the planning stage and include any necessary measures to control risks.

3.2 Headteachers

Headteachers shall, in liaison with the governing body, ensure the health, safety and welfare of employees, pupils and others who may be affected by the school premises or activities. The Headteacher is responsible for the day to day management of the school, and shall:

- Ensure an appropriate school-specific health and safety policy is developed and effectively implemented and its requirements are communicated to all relevant persons,
- Ensure local management arrangements are introduced which effectively implement the requirements of corporate, departmental or other policies or procedures of the authority, including procedures which control risks associated with the school premises or activities, and emergency response arrangements (e.g. fire evacuation procedure),
- Ensure that the Property Compliance Unit are notified and consulted with regards any works to be undertaken on premises Carmarthenshire County Council own or occupy,
- Ensure the school premises are maintained in a safe state of repair, in accordance with the requirements and procedures of Carmarthenshire County Council, including those associated with the assessment and appointment of contractors,
- Cooperate with the requirements, guidance or directions issued by the authority relating to matters concerning health and safety,
- Ensure that sufficient assessments are conducted for significant risks arising from the school premises and activities,
- Act as the Premises Responsible Person, in liaison with Building Services, Corporate Property

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and Property Compliance,

- Nominate a manager(s) to help them implement appropriate health and safety arrangements,
- Ensure that all staff receive adequate training, instruction and supervision to enable them to carry out their responsibilities and work safely,
- Keep themselves informed of the general requirements of health, safety and welfare legislation and standards relevant to the premises and activities,
- Ensure that health and safety is a core element at all meetings and where necessary establish a local health and safety committee,
- Ensure all hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place,
- Ensure that employees have access to the “Health and Safety Law – What you should know” poster or the associated leaflet.

3.3 Heads of Department

Heads of Department are responsible for the effective implementation of health and safety arrangements in their areas of responsibility. They shall therefore:

- Allocate appropriate health and safety responsibilities to line managers and supervisors, ensuring they are understood and effectively implemented,
- Keep up to date with legislative changes, codes of practice, industry best practice, and corporate and departmental procedures,
- Ensure all hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place,
- Ensure that the risk control measures identified by risk assessment are implemented and their effectiveness monitored,
- Monitor the health and safety performance of employees and contractors,
- Ensure that all employees within their control are provided with adequate training, instruction, supervision and information to allow them to work safely,
- Ensure that all accidents, occupational ill health and hazardous incidents are reported and investigated in accordance with the relevant procedures,
- Cooperate fully with, in liaison with the Health & Safety Unit, enforcing authorities (e.g. Health & Safety Executive, Fire Authority) and their inspectors in relation to any enquiries and investigations,
- Ensure that only competent contractors are engaged and that their work is suitably monitored and supervised to ensure that they discharge their health and safety responsibilities appropriately,
- Ensure all plant, equipment, personal protective equipment and other safety devices are

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maintained, repaired and replaced as necessary,

- Ensure that all statutory and other appropriate tests are carried out on equipment at appropriate intervals,
- Identify health and safety deficiencies within their area of responsibility and take remedial action, seeking advice where necessary from competent persons including Health and Safety Advisors. Where significant and ongoing concerns are identified ensure the relevant Head of Service, Head Teacher, Health and Safety Advisor or Director are informed.

3.4 Employees

Employees must take reasonable care for their health and safety and that of others and co-operate fully with management on health and safety matters. In particular, employees shall:

- Not interfere with or misuse anything provided in the interests of health and safety,
- Report any medical condition which makes them unfit for or at increased risk from any particular work activity either temporarily or permanently,
- Attend safety training courses as and when directed to do so,
- Assist management with the assessment and control of risks,
- Use equipment (including personal protective equipment), machinery or dangerous substances in accordance with instructions and training,
- Report any accidents, hazardous event or conditions to their manager and to seek first aid treatment for any injury sustained at work,
- Cooperate with any investigation of health and safety in their workplace,
- Make themselves familiar and comply with relevant health and safety policies, procedures and safe systems of work and notify their line manager of their safety training needs.

All employees, including managers, should note that serious or reckless disregard of their responsibilities may result in the use of disciplinary procedures. Furthermore individuals should note that they may be personally prosecuted should serious health and safety offences be committed due to their consent or connivance.

Where there are concerns with the reporting of serious malpractices to line management employee's attention is drawn to Carmarthenshire County Council's 'Whistle Blowing' Policy.

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4. Corporate Responsibilities

4.1 Building Services / Corporate Property

In order to ensure that all premises Carmarthenshire County Council own or occupy are in a suitable and safe condition the Building Services Section within Property Services and Corporate Property sections shall ensure that:

- They cooperate with the Property Compliance Unit with regards any works undertaken to premises or where premises are acquired, disposed of or leased and that all relevant information relating to statutory requirements are obtained from vendors or given to prospective purchasers / tenants,
- That remedial actions identified to priorities following risk assessments or service contracts are addressed and are programmed into maintenance regimes,
- Resources are allocated to implement arrangements which achieve effective control over premises related risks,
- Premises are suitable and sufficient for the purpose we use them and are accessible to all,
- All premises are provided and maintained in a safe condition,
- A Premises Responsible Person register is developed, maintained, updated and communicated to the Property Compliance Unit,
- Health and Safety Advisors and other relevant persons are consulted on relevant property related issues e.g. rental of business units etc.

4.2 Property Compliance Unit

The Property Compliance Unit within Property Services is responsible for overseeing the management and implementation of all property related statutory and legislative requirements.

In order to ensure that all premises Carmarthenshire County Council own or occupy are in a suitable and safe condition, Property Compliance Unit shall:

- Ensure that risks relating to all premises owned or occupied by Carmarthenshire County Council are suitably and sufficiently identified and managed, e.g. Fire, Asbestos, Legionella etc,
- Record and communicate the findings of all risk assessments, surveys and inspections,
- Maintain a register of Premises Responsible Persons for each location and liaise with Corporate Property to ensure it is kept up-to-date,
- Inform and support Premises Responsible Persons of their statutory responsibilities and duties to ensure compliance with relevant legislation,
- Provide advice, guidance and, where necessary, training on property compliance issues,
- Premises are designed, constructed, upgraded and maintained in accordance with relevant statutory and legislative requirements,
- Suitable and sufficient property risk management arrangements are effectively developed, implemented and maintained,

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- Risks associated with the fabric and condition of our properties are identified and a prioritised schedule of measures to address these risks established,
- Properties are provided with effective conditional surveys prior to acquisition and disposal in order that statutory requirements are met,
- Registers relating to properties and premises responsible persons are compiled and maintained.

4.3 Risk Management Unit

In liaison with relevant persons, Risk Management Unit shall:

- Promote greater awareness of adequate risk management arrangements and contribute to ensure such arrangements are developed, implemented and maintained,
- Assist with resources through supporting applications to the Risk Management Fund, to enable the authority to effectively manage health and safety risks, minimise insurance costs, mitigate liabilities and ensure compliance with statutory duties and management standards.

4.4 Corporate Procurement Unit

- The Corporate Procurement Unit shall ensure that all arrangements are in place that enable due consideration to health and safety in the procurement process. The direct responsibility for each tender exercise is with the relevant lead officer and any evaluation team brought together for the tender exercise,
- Where Carmarthenshire County Council is not the lead authority in a collaborative arrangement with other partners, the authority will only enter into the arrangement if it is reasonably satisfied that health and safety considerations have been properly considered.

4.5 Transport Unit

In liaison with relevant persons the Transport Unit shall:

- Ensure arrangements are in place that enable due consideration is given to health and safety in the selection, use and maintenance of all fleet vehicles,
- Ensure that directors, heads of service and line managers are made aware of their duties contained within the Fleet Road Risk Policy,
- Ensure the safety of all fleet drivers by assisting in the promotion and provision of effective driver training,
- Provide heads of service and line managers with advice and guidance on the development, implementation and maintenance of Occupational Road Risk management arrangements,
- Assist and support relevant managers to ensure the efficient management of individual functions e.g. consideration of health surveillance,
- Ensure a representative attends the Transport Road Risk Management Group.

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4.6 Premises Responsible Persons

Each Director has appointed a Premises Responsible Person to ensure that risks relating to the condition and use of our premises are adequately controlled. Premises Responsible Persons shall therefore:

- Appoint a suitable number of assistants, sufficient to cater for the size and number of staff levels within the premises, to undertake operational duties,
- Ensure that risks associated with the use of the premises by our employees and other persons e.g. visitors are identified, assessed and managed,
- Ensure the ‘Premises Responsible Person’ training is undertaken,
- Ensure that the Property Compliance Unit are consulted on issues relating to the premises,
- Ensure that the duties set out in the ‘Responsible Persons Code of Practice’ document are implemented.

4.7 Nominated Premises Assistants

Nominated premises assistants will assist the premises responsible persons with their duties outlined in this policy. The nominated premises assistants will carry out duties placed upon them in the ‘Responsible Persons Code of Practice’.

4.8 Project Managers, Designers, Technical Officers and Persons Procuring Work to Premises

It is important that premises and workplaces are designed in a way which reduces the risk of injury from premises related hazards. In order to avoid or control risks project managers, designers, technical officers and persons procuring work to premises must ensure that:

- The Property Compliance Unit are notified and consulted with regards any works to be undertaken on premises Carmarthenshire County Council own or occupy,
- Recommendations made in relation to health and safety are considered and implemented to avoid, eliminate or control hazards,
- Adequate risk assessments are undertaken and appropriate action taken to control any risks identified,
- As a minimum standard, Property Safe Systems of Work (PSSW) and Property Guidance Notes (PGN) are met,
- All risk assessments, method statements and relevant documentation are submitted to Property Compliance Unit / Gateway prior to commencement of works and copies of all documentation are kept on site for inspection for the duration of the works,
- Property Compliance Unit are notified within 7 days of completion of works to any asbestos containing materials so that the asbestos documentation can be updated. Copies of all certificates including waste transfer notes must be sent to the Property Compliance Unit for inclusion in the premises asbestos documentation,

The works are monitored to ensure risk control measures are in place and are adequate.

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5. Health and Safety Support Functions

5.1 Fitness for Work Manager

The Fitness for Work Manager will support the Corporate Management Team and the Assistant Chief Executive (PMP) in the delivery their health and safety responsibilities and in particular shall:

- Ensure, in liaison with all relevant parties e.g. health and safety advisors and the Corporate Health and Safety Management Steering Group that corporate health and safety policies, procedures and guidance are produced and promoted to ensure an effective and consistent approach to health and safety management throughout the authority,
- Ensure the authority has access to sufficient competent advice regarding health & safety management,
- Promote good health and wellbeing amongst employees, in liaison with the Occupational Health Unit, by raising awareness of healthy lifestyles and promoting health initiatives (e.g. smoking, alcohol, & nutrition),
- Identify, in liaison with the Health and Safety Advisors Group and the Corporate Learning and Development Unit, health and safety training needs and ensure arrangements are made for their funding and effective delivery,
- Manage the Fitness For Work Occupational Health and Safety Unit and ensure Health and Safety Advisors:
 - effectively support the management teams in their delivery of health and safety management,
 - are effectively deployed in line with the priorities of both Corporate and Departmental Management Teams,
 - ensure continuous professional development of Health and Safety Advisors to ensure they provide competent advice, support and guidance.
- Monitor the health of our employees in line with relevant legislation,
- Effectively support and provide specialist advice to managers regarding ill health or sickness management,
- Ensure that Departmental Management Teams are supported in developing and effectively implementing departmental health and safety policies, procedures and guidance,
- Coordinate the development and effective use of reporting procedures for work related accidents, incidents and ill-health and use this information to identify and report on trends, and recommend actions to improve health and safety performance,
- Coordinate, in liaison with the Corporate Health and Safety Management Steering Group, the development and use of key health and safety performance indicators and recommend Council-wide priorities for health and safety,

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- Ensure, in liaison with Assistant Chief Executive (PMP) that health and safety performance is reviewed and reported annually. The report shall outline our activities and performance during the preceding year and establish our priorities for the year ahead,
- Attend the Corporate Health and Safety Management Steering Group.

5.2 Health and Safety Advisors

Health and Safety Advisors shall be allowed uninhibited access to any Carmarthenshire County Council workplaces, including schools, should they consider it necessary for the purposes of carrying out their duties.

Health and Safety Advisors shall provide health and safety support and advice to managers and employees. In particular, Health and Safety Advisors shall;

- Promote best practice and compliance with statutory requirements and corporate policies or standards,
- Provide managers and employees with competent health and safety advice on;
 - the creation, implementation and review of health and safety policies, procedures and safety management systems,
 - assessment and control of risks associated with our workplaces and activities,
 - the interpretation of legal requirements and management standards,
 - monitoring, reporting and investigation of accidents, hazardous events and work-related ill health,
 - the isolation or making safe of workplaces or equipment under our control which present serious and imminent danger.
- Assist in producing, promoting and implementing corporate and departmental health and safety policies, procedures and guidance,
- Monitor and report on health and safety performance, within the authority and individual departments and service areas including:
 - the use of performance indicators and standards,
 - auditing management systems to ensure compliance with legal requirements and policies and standards,
 - contributing to annual health and safety reports,
- Ensure accidents and incidents are reported and investigated in accordance with management procedures, including:
 - supporting managers during the reporting and investigation of incidents to ensure underlying causes are identified,

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- liaising with the enforcing authorities (e.g. the Health & Safety Executive, CSSIW, Fire Authority, Highways Agency etc.),
 - identify health and safety training needs and where appropriate devise, organise or deliver health and safety training, in liaison with the Corporate Learning and Development Advisor (Health and Safety).
- Attend departmental, service area and other health and safety groups and committees as appropriate.

5.3 Corporate Learning and Development Advisor (Health and Safety)

The Learning and Development Advisor (Health and Safety) shall:

- Liaise with the Health and Safety Advisors Group to ensure suitable and sufficient training programmes are developed and delivered,
- Liaise with heads of service, health and safety advisors, service managers or line managers to determine the training requirements within their area.

5.4 Manual Handling Co-ordinator

The Manual Handling Co-ordinator shall be the source of competent advice on corporate manual handling and ergonomics issues and in particular shall:

- Manage manual handling trainers and ensure the effective delivery of manual handling training courses,
- Ensure the development of appropriate policies and procedures and promote best practice in the management of manual handling and ergonomic risk,
- Undertake, along with manual handling trainers, specialist assessments and provide advice as appropriate on effective control measures,
- Provide advice where appropriate,
- Assist in ensuring that Carmarthenshire County Council meets the requirements of the Manual Handling Operations Regulations and the standards set out in the All Wales Local Government Manual Handling Passport Scheme.

5.5 Occupational Health Unit

The role of the Occupational Health Unit is to promote and monitor the health and well being of our employees.

- They shall assist managers with:
 - the management of sickness absence and ill health,
 - rehabilitation and redeployment or any adjustments necessary to an employees work activities or workplace,

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- retirement of employees who are no longer fit to perform their work activities,
- the reporting and investigation of work-related ill health or disease in accordance with procedures and as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995,
- the effective support and provision of specialist advice regarding the management of employees ill health,
- Undertake pre-employment health screening and medicals as well as statutory and ‘best practice’ health surveillance of employees,
- Assist the Fitness for Work Manager to monitor and report upon occupational health performance and activities,
- Ensure that all third parties that work with the Occupational Health Unit are made aware of all Carmarthenshire County Council health and safety policies and procedures,
- Manage records associated with their activities in accordance with the Access to Medical Reports Act 1988 and the Access to Health Records Act 1990.

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6. Responsibilities of Non-employees

6.1 Volunteers

Volunteers whilst they are a representative of the authority they shall;

- Be afforded the same conditions in terms of equipment (including personal protective equipment) instruction, training and supervision as employees
- Ensure that they follow all safety arrangements and procedures so as to minimise risk to themselves and others who may be affected by their acts or omissions.

6.2 Persons on work experience or placements

Persons on work experience or placements shall have the same responsibilities as employees. Carmarthenshire County Council shall ensure that our risk assessment arrangements and risk control measures take account of the relative lack of experience or maturity of young persons.

6.3 Contractors and agency workers

Contractors, agency workers or employees of other employers working within or on behalf of our organisation have similar responsibilities as our employees. They shall be required to cooperate with us to ensure that risks associated with their activities are effectively managed.

Carmarthenshire County Council shall cooperate fully with other employers to ensure that our respective roles and responsibilities are clearly understood and all relevant information is effectively shared. Contractors or agency workers shall comply with our health and safety management arrangements, including those relating to the reporting and investigation of incidents and accidents.

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7. Collective Responsibilities

7.1 Executive Board

Executive Board shall:

- Ensure that its decisions and actions are consistent with the promotion of health and safety as articulated in our health and safety policy statement,
- Give due consideration to health and safety matters when developing all County Council policies and strategies,
- Nominate an member of the cabinet to have responsibility for ensuring that health and safety is given appropriate consideration in the authority's business,
- Ensure that it is kept informed of Carmarthenshire County Council health and safety performance,
- Ensure adequate financial resources are included in the annual budget allocations to enable Carmarthenshire County Council to meet its statutory health and safety obligations.

7.2 Corporate Management Team

Corporate Management Team has overall responsibility for ensuring that the authority meets its health and safety responsibilities. Corporate Management Team shall therefore;

- Promote a positive health and safety culture within the authority by demonstrating clear health and safety leadership in our organisation,
- Commit to achieving high standards of health and safety management, actively support managers in implementing this policy and encourage the involvement of all employees,
- Ensure corporate health and safety policies and arrangements are developed and consistently implemented across the authority,
- Give due consideration to health and safety when developing policies and strategies and allocating associated responsibilities and resources,
- Ensure adequate resources are made available to effectively implement this policy and associated health and safety management arrangements,
- Nominate a member of the Corporate Management Team as champion for health and safety issues to ensure that it is kept informed of relevant health and safety management issues,
- Approve a Corporate Health and Safety Improvement Plan annually which sets objectives for improved health and safety risk management,
- Regularly monitor health and safety performance and progress, in line with the Corporate Health and Safety Improvement plan,

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- Ensure that health and safety performance is reviewed annually and a report is prepared for both consideration within the authority and publication (the report shall cover health and safety performance during the preceding year and outline priorities for the year ahead).

7.3 Departmental Management Teams

This forum shall:

- Ensure that health and safety management is an integral part of all departmental management plans, strategies and activities,
- Ensure, with the support of Health and Safety Unit that applicable health and safety policies and arrangements are effectively implemented across the department,
- Ensure adequate resources are made available for the effective implementation of health and safety policies and arrangements, including those required for the provision of equipment, adequate training and the maintenance of our premises and facilities,
- Receive and consider periodic reports on health and safety performance to monitor progress against the health and safety objectives within the Departmental Business Plan,
- Ensure that departmental health and safety performance is reviewed annually and consider the findings of the report to establish objectives and priorities for the year ahead,
- Ensure that they are kept informed of, and alert to, relevant health and safety risk management issues to ensure they are appropriately addressed within the department.

7.4 Structured Meetings / Groups

Ensure that members are alert to, and give due consideration to any health and safety aspects that could arise from their challenges and undertaking.

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8. Communication and Consultation

8.1 Corporate Health and Safety Management Steering Group

This group shall keep under review health and safety management arrangements and provide the forum by which health and safety policies, procedures and arrangements are developed, consulted upon and implemented. The Corporate Health and Safety Management Steering Group shall:

- Consider, develop and publish
 - corporate health and safety policies and strategies,
 - management arrangements (i.e. procedures and guidance) which consistently and efficiently deliver effective risk control throughout the authority,
 - key performance indicators for health and safety management, and recommend authority-wide priorities for health and safety improvement plans,
- Consider the resources and arrangements required to successfully introduce, improve or maintain health and safety management arrangements,
- Review the design and delivery of the corporate health and safety training and ensure Corporate Management Team provide adequate resources for effective delivery of training and competence,
- Arrange for sub-groups to be convened as required to consider and develop detailed management arrangements (e.g. on specific topic areas).
- Monitor and review:
 - statistical reports and accident / incident data including work-related ill-health to identify trends and recommend actions,
 - health and safety audit and inspection reports and outputs of other ongoing monitoring mechanisms,
 - the development and delivery of Corporate Health and Safety Improvement Plan and objectives,
 - reports from representatives of departmental health and safety groups with particular regard to issues that have not been resolved at local committees;
- Provide a formal means of consulting with employees on health and safety matters, in particular:
 - the introduction of new or amended corporate health and safety policies and procedures,
 - information and instructions to employees across the authority regarding health and safety risks and associated preventative measures,
 - the planning, delivery and adequacy of corporate health and safety training across the authority;

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The Corporate Health and Safety Management Steering Group shall be chaired by the Assistant Chief Executive (PMP).

Membership of the group shall be;

- Assistant Chief Executive (People Management & Performance) (chair),
- Fitness for Work Manager,
- 1 Health & Safety “Champion” from each of the (6) Departments,
- Head of Corporate Property,
- Property Design & Compliance Manager,
- Head of Audit, Risk & Procurement,
- Health & Safety Advisor x 1,

The Corporate Health & Safety Steering Group may co-opt any person with special knowledge to assist them in carrying out their functions, such as property managers, transport or fleet managers, occupational health professionals, safety or training advisors, as required.

8.2 Health and Safety Advisory Group (H.A.S.A.G)

This forum shall:

- Consider and develop, in liaison with the Corporate Health and Safety Management Steering Group:
 - corporate health and safety policies, strategies, management arrangements and key performance indicators; and
 - guidance and recommendations for Council-wide health and safety priorities,
- Ensure that consistent health and safety advice is provided across the authority,
- Liaise with the Corporate Learning and Development Advisor (Health and Safety) on the design and delivery of corporate health and safety training programmes,
- Develop and co-ordinate the structure and implementation of health and safety audit arrangements and inspections,
- Be attended by all Health and Safety Advisors, Property Compliance Officer, Manual Handling Co-ordinator, Corporate Learning and Development Advisor (Health and Safety) and, where necessary, the attendance of other relevant persons.

8.3 Employee Relations Group / Employee Consultative Group

These groups shall:

- Consult with all staff on matters of health, safety and welfare on a quarterly basis to ensure all relevant information is cascaded to all staff they represent,
- Consider relevant health and safety consultative documentation.

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8.4 Departmental Health and Safety Groups

Departmental health and safety groups shall keep under review the risks and associated management arrangements relevant to the department and in particular shall:

- Assist in, and monitor, the implementation of corporate policies, procedures and management arrangements including the development, as necessary of supplementary arrangements,
- Assist in the development and implementation of department health and safety procedures and arrangements where corporate procedures do not exist or do not adequately address health and safety risks within the department,
- Assist in establishing health and safety objectives to be included within the Departmental Business Plan,
- Consider the resources and arrangements required to successfully introduce, improve or maintain health and safety management arrangements,
- Monitor and review:
 - statistical reports and accident / incident data including work-related ill-health to identify trends and recommend actions,
 - health and safety audit and inspection reports and outputs of other ongoing monitoring mechanisms,
- Provide a formal means of consulting with employees within the department on health and safety matters, in particular:
 - the introduction of new or amended health and safety policies and procedures,
 - information and instruction to employees regarding health and safety risks and associated preventative measures,
 - the planning, delivery and adequacy of health and safety training.

8.5 Service and Local Health and Safety Action Groups

In addition to departmental health and safety committees, service areas and business units may wish to establish health and safety action groups to better address the health and safety risks they are faced with.

Service and local health and safety action groups shall promote co-operation between the authority and its employees on all matters concerning health, safety and welfare at work. In particular such groups shall:

- Assist in:
 - the implementation of corporate policies, procedures and management arrangements including the development, as necessary of supplementary arrangements,
 - the development and implementation of service health and safety procedures and

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arrangements to adequately address health and safety risks,

- identifying areas for improved risk control and establishing health and safety objectives,
- Monitor and review:
 - statistical reports and accident / incident data including work-related ill-health to identify trends and recommend actions,
 - health and safety audit and inspection reports and outputs of other ongoing monitoring mechanisms,
- Provide a formal means of consulting with employees within the service on health and safety matters, in particular:
 - identifying means to resolve health and safety concerns identified by employees,
 - the introduction of new or amended health and safety policies and procedures,
 - information and instruction to employees regarding health and safety risks and associated preventative measures,
 - the planning, delivery and adequacy of health and safety training.

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9. Health and Safety Policies, Procedures and Guidance

9.1 Policy

This Corporate Health and Safety Policy establishes over arching roles, responsibilities and arrangements for the management of health and safety within the authority. Supplementary health and safety policies may be developed to address areas of significant concern. Supplementary responsibilities and management arrangements for specific or local health and safety issues will be established through health and safety procedures and management guidance.

9.2 Procedures

Health and safety procedures shall establish responsibilities and management arrangements supplementary to those set out in this policy where they are required to address specific health and safety risks.

9.3 Guidance

Corporate Health and Safety Unit shall develop, publish and communicate guidance on health and safety issues to support managers and employees in meeting their responsibilities as established in this policy and related health and safety procedures.

9.4 Review

This policy shall be reviewed and revised as necessary and in any case not exceeding three years.

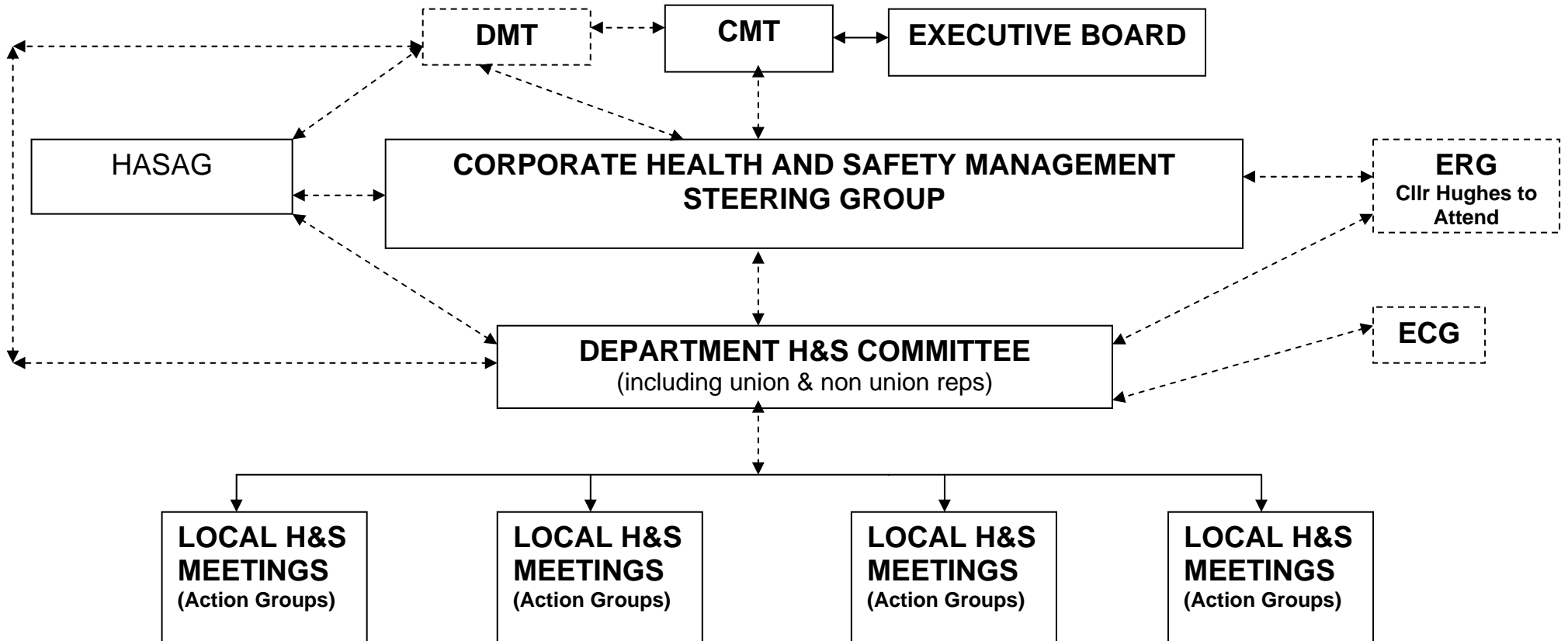
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Strategic responsibilities			Operational responsibilities		
Chief Executive	Directors	Heads of Service / Headteachers	Senior Managers / Principal Officers / Heads of Department	Line Managers / Team Leaders / Supervisors	Employees
Health and safety Responsibilities	Culture Setting Strategic over view Setting health & safety policy Providing Resource				
			Planning for health & safety		
			Monitoring Performance		
			Allocating Resource		
			Reporting on health & safety performance		
			Record health & safety performance Assess health & safety risks Implement risk controls Supervision Accident and incident investigation		
			Identifying risks/hazards Cooperate with health & safety procedures Report accidents & incidents		

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Summary of Responsibilities

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