

Document Pack



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FRIDAY, 7 APRIL 2017

TO: THE EXECUTIVE BOARD MEMBER FOR HR, EFFICIENCIES AND COLLABORATION

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE **EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR HR, EFFICIENCIES AND COLLABORATION** WHICH WILL BE HELD IN ROOM 72A, COUNTY HALL, CARMARTHEN, AT 9.00 AM, ON **THURSDAY, 13TH APRIL, 2017** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA.

Mark James CBE

CHIEF EXECUTIVE



PLEASE RECYCLE

Democratic Officer:	Martin S. Davies
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Ref:	AD016-001

A G E N D A

1. DECLARATIONS OF PERSONAL INTEREST.
2. TO SIGN AS A CORRECT RECORD THE DECISION RECORD
OF THE MEETING HELD ON 6TH JULY 2016. 3 - 4
3. REVISED CORPORATE HEALTH AND SAFETY POLICY. 5 - 38

Agenda Item 2

EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR HUMAN RESOURCES, EFFICIENCIES AND COLLABORATION

WEDNESDAY, 6TH JULY, 2016

PRESENT: Councillor: L.M. Stephens [Executive Board Member]

The following officers were in attendance:

Mrs L. Evans - HR Officer (Strategy)
Mrs M. Evans Thomas - Principal Democratic Services Officer

Democratic Services Committee Room, County Hall, Carmarthen : 2.00 p.m. – 2.20 p.m.

1. DECLARATIONS OF PERSONAL INTERESTS

There were no declarations of personal interest.

2. DECISION RECORD - 8TH JUNE, 2016

RESOLVED that the Decision Record of the meeting held on the 8th June, 2016 be signed as a correct record.

3. REVISED SECONDMENT POLICY

The Executive Board Member considered the revised Secondment Policy. The policy was last reviewed in 2008 and the recent review was undertaken as there was a need to bring the policy up to date with current best practice.

Also, a number of key issues had been highlighted in recent months which needed to be addressed, including:-

- highlighting the benefits of secondment;
- issues around redundancy where permanent employees apply for fixed term contracts;
- ensuring the policy refers to project posts;
- managing temporary posts that become permanent.

The policy had been revised to address these issues accordingly.

RESOLVED that, subject to the inclusion of the amendments noted, the revised Secondment Policy be approved.

EXECUTIVE BOARD MEMBER

DATE

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13TH APRIL 2017

Executive Board Member:	Portfolio:	
Cllr LM Stephens	Human Resources, Efficiencies & Collaboration	
REVISED CORPORATE HEALTH AND SAFETY POLICY		
RECOMMENDATIONS / KEY DECISIONS REQUIRED: To consider the amendments, listed below:-		
REASONS: To gain approval for the revision of the policy.		
Directorate People Management and Performance Name of Head of Service Paul R Thomas Report Author Heidi Font	Designation Assistant Chief Executive (People Management) Employee Wellbeing Manager	Tel No. 01267 246123 E Mail Address: PRThomas@carmarthenshire.gov.uk 01267 246060 HFont@carmarthenshire.gov.uk
Declaration of Personal Interest (if any): None.		

Dispensation Granted to Make Decision (if any):

DECISION MADE:

Signed:

EXECUTIVE BOARD MEMBER

DATE: _____

The following section will be completed by the Democratic Services Officer in attendance at the meeting

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted subject to the amendment(s) and reason(s) specified:	
Reason(s) why the Officer's recommendation was not adopted:	

EXECUTIVE SUMMARY
EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR
HUMAN RESOURCES, EFFICIENCIES & COLLABORATION
13TH APRIL 2017

REVISED CORPORATE HEALTH AND SAFETY POLICY

1. SUMMARY OF PURPOSE OF REPORT.

Introduction

Following the People Management realignment , the Corporate Health and Safety policy has been reviewed and updated in line with changes to roles and responsibilities and to refocus the strategic management of safety, the new H&S Leadership board Introduced

CCC's Corporate Health and Safety policy and Strategy have been held as a good exemplar by the Health and Safety Executive and have been recommended for adaption and adoption by other authorities.

The enhancements to the policy are not significant, but better clarify key responsibility.

The policy is divided into 2 parts the first is our statement of intent. The second part outlines the organisational arrangements.

Including responsibilities for:

- Members
- Officers
- Responsibilities at schools
- Corporate Responsibilities
- Employee Wellbeing Support functions
- Responsibilities of Non employees
- Collective responsibilities

Summary of the main changes

- The Corporate Health and Safety Management Steering Group has been refocused and the membership has been amended to reflect the status and the profile of the new Corporate Health and Safety Leadership Board
- Assistant Chief Executive to chair the Leadership Board (consider adding in a deputy chair to step in where required)
- Nominated Executive Board member (PM) portfolio holder to attend New Corporate Health and Safety Leadership Board
- Directors to Nominate a Head of Service as a representative of the department to attend the Leadership Board
- DMTs to ensure the Strategic Advisor (H&S) attend DMT regularly
- Corporate Advisory and Risk Group (CARG) replaces HASAG.
- All roles reviewed to ensure they reflect suitable and achievable responsibilities
- Emergency planning added – give due consideration to health, safety and wellbeing issues when developing, reviewing and implementing plans and responses
- Property Division – has been amended in line with new structure and responsibilities.
- Employee Wellbeing Manager, Lead Business Partner (H&S), Strategic Advisor (H&S) Health and Safety Advisors, Senior Business Partner (Working Safely) Working Safely Advisors – roles have all been refocused in line with the realignment and new responsibilities outlined in the policy.
- Lead Business Partner (H&S) will lead the H&S function and will manage the team, allocating resources in line with risk and business priorities.
- The Strategic Advisors (H&S) will support DMTs and will ensure the H&S implications of change are considered at the planning stage.
- The Health and Safety Advisors will work with managers to support the implementation of policies and will monitor H&S performance through audit.
- The Working Safely team will work with the H&S team and will prepare and provide H&S training, development and advice in line with identified risks

2. OTHER OPTIONS AVAILABLE AND THEIR PROS AND CONS

N/A

DETAILED REPORT ATTACHED?	NO
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IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Paul R Thomas Assistant Chief Executive (People Management and Performance)

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	YES	NO	YES	YES	NO

1. Policy, Crime & Disorder and Equalities

The guidance supports the strategic aim of Making Better Use of Resources

2. Legal

The Health and Safety at Work at 1974 and the Management of Health and Safety at Work Regulation 1999 and other relevant approved codes of practices and regulations.

3. Finance

The cost implications for any prosecution, including legal costs and fines and possible personal injury claim or claims for compensation. Also sickness absence, lost time and replacements costs.

5. Risk Management Issues

Insurance, management of any PI or other claims, identification and management of risk

7. Staffing Implications

Competent health and safety advice in order to minimise risk and to ensure the authority complies with its duties.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below
Signed: Paul R Thomas Assistant Chief Executive (People Management)

1. Scrutiny Committee N/A
2. Local Member(s) N/A
3. Community / Town Council N/A
4. Relevant Partners N/A
5. Staff Side Representatives and other Organisations The policy has been consulted on.

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report: N/A



CORPORATE HEALTH AND SAFETY POLICY

Managers have a responsibility to ensure that **ALL** staff have access to this document.

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GENERAL STATEMENT OF INTENT

The Council recognises that good health, safety and wellbeing 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, safety and wellbeing 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 good health and wellbeing. To achieve this 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 and 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 and safety culture, with managers visibly demonstrating their commitment to achieving high standards of health, safety and risk management,
- Ensure roles and responsibilities for delivering our health, safety and risk management arrangements are clearly defined and communicated, with successful delivery monitored via our performance management and appraisal procedures,
- Provide adequate resources, proportionate to the level of risk, 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 and supervision,
- Promote effective employee involvement and support the role of safety representatives in the delivery of our health, safety and risk management arrangements,
- Learn from any accidents, hazardous events or work-related ill health and regularly monitor, review and report on health, safety and wellbeing 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, safety and wellbeing.

Delivery of this policy is the responsibility of every manager throughout our organisation. However, every employee has a part to play in the safe and 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:		Mark James Chief Executive Date:	Signed:		Cllr. Emlyn Dole Leader of the Council Date:
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ORGANISATIONAL ARRANGEMENTS

To achieve effective health, safety and wellbeing 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.

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 this policy,
- Give due consideration to health, safety and wellbeing matters when developing all Carmarthenshire County Council policies and strategies,
- 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.

1.2 Nominated Executive Board Member (People Management (PM) Portfolio Holder) – Health, Safety and Wellbeing

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

- Keep Elected Members 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,
- Attend the Corporate Health, Safety and Wellbeing Leadership Board
- Attend, periodically, the Corporate Health, Safety and Wellbeing Employee Relations Forum.

1.3 Executive Board Members

Elected Members shall, with the support of the relevant Directors:

- Challenge, support, monitor and promote the development and performance of health, safety and wellbeing arrangements and initiatives within their areas of responsibility to ensure they are delivered within our organisation,

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, safety and wellbeing within Carmarthenshire County Council. In addition to their responsibilities as part of Corporate Management Team, they shall:

- Promote a positive health and safety culture by demonstrating leadership and clear commitment to achieving high standards of health, safety and wellbeing management and encouraging the involvement of all employees in improving our management standards and arrangements,
- Establish and ensure effective delivery of health and safety policies, procedures 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 are put in place, 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 periodically,
- Keep themselves informed of the general requirements of, and developments in legislation and best practice.

2.2 Assistant Chief Executive (People Management (PM))

The Assistant Chief Executive (PM) has been given special responsibility for strategic health, safety and wellbeing management within Carmarthenshire County Council. They shall:

- Promote a positive health and safety culture by demonstrating leadership and clear commitment to achieving high standards of health and safety management across the authority,
- 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 and health, safety and wellbeing performance information at Corporate Management Team and Executive Board,
- Ensure there are adequate, competent resources, within Employee Wellbeing (proportionate to the level of risk) available for the effective implementation of this policy and associated management arrangements,
- Ensure that health and safety performance is reviewed periodically and a report is prepared for consideration within the authority,
- Ensure the provision of competent resources to support effective arrangements for the monitoring and surveillance of the health of employees who are exposed to specific risks,

- Ensure that health and safety management is an integral part of all management plans, strategies and activities of the Council, and are given due consideration when endorsing any policies and strategies, and when allocating associated responsibilities and resources,
- Ensure consultation with the Corporate Employee Relations Forum on relevant health, safety and wellbeing matters,
- Chair the Corporate Health and Safety Leadership Board.

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 Occupational Health and Safety Centre. In addition to their responsibilities as line managers, Directors shall:

- Promote a positive health and safety culture by demonstrating leadership and clear commitment to achieving high standards of health and safety management across their department,
- Ensure that health, safety and wellbeing is an integral part of the departmental management arrangements and that health and safety objective(s) are included within the Departmental Business Plan,
- Ensure that suitable resources, in terms of time, finance and personnel are provided to implement health and safety procedures and arrangements within their department,
- Establish arrangements to monitor the effectiveness of health and safety management and progress toward achieving the health, safety and wellbeing objectives set out in the departmental business plan,
- Ensure health and safety performance is discussed and reviewed periodically with each Head of Service,
- Ensure that the Strategic Advisor (Health and Safety) regularly attends Departmental Management Team,
- Nominate a Head of Service as a representative for the Department at the Corporate Health and Safety Leadership Board and authorise them to make strategic decisions on behalf of the Department,
- Nominate a Head of Service as a deputy representative for the Department at the Corporate Health and Safety Leadership Board to attend in the absence of the nominated Head of Service,
- Chair the Departmental Employee Relations Forum where health, safety and wellbeing performance is reviewed,
- Ensure a Premises Responsible Person is nominated for each building being occupied by the department in liaison with relevant Heads of Service,
- 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 Strategic Advisor (Health and Safety).

2.4 Heads of Service

Heads of Service are responsible for the planning and implementation of health, safety and wellbeing procedures 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,
- Ensure that risks within their areas of responsibility are identified, controlled and monitored,
- Regularly review health, safety and wellbeing performance within their areas of responsibility and communicate the performance to the Director,
- Ensure that adequate resources, proportionate to the level of risk, are provided to implement health and safety procedures, management arrangements and control measures,
- Ensure regular health and safety attendance at Senior Management Team meetings,
- Nominate, in liaison with the Director, a Premises Responsible Person,
- Nominate appropriate staff to represent their service(s) at the Departmental Health and Safety Group and assist them in implementing departmental and corporate health and safety procedures and arrangements,
- 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 all accidents, occupational ill health and hazardous incidents are reported and investigated in accordance with relevant procedures,
- Ensure that 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 groups / safety action groups within the service area and ensure managers support safety representatives in the delivery of their functions,
- In liaison with the Strategic Advisor (Health and Safety), 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.

2.5 Nominated Head of Service 'Health and Safety Representative'

In addition to their responsibilities as a Head of Service, they shall:

- Act as an advocate for health, safety and wellbeing 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 Leadership Board,
- Coordinate, with the assistance of the Occupational Health and Safety Centre, the implementation of health, safety and wellbeing procedures and management arrangements across the department,

- Monitor and support the progress towards meeting annual health, safety and wellbeing objectives established in the Departmental Business Plan,
- Ensure matters concerning health, safety and wellbeing are given due consideration by the Departmental Management Team when developing policies and allocating responsibilities and resources,
- Establish and Chair a Departmental Health and Safety Group **(which may include union and non-union representatives)** to promote health, safety and wellbeing and resolve department wide issues.

2.6 Senior Managers, Line Managers, Team Leaders and Supervisors

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

- 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 staff in the completion of risk assessments and ensure identified control measures are implemented and maintained,
- 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,
- Ensure that all employees who have sustained a work related injury or ill health are referred to the Occupational Health Centre
- Identify health and safety deficiencies within their area of responsibility and take appropriate remedial action, seeking advice where necessary from competent persons from within the Occupational Health and Safety Centre. Where significant and ongoing concerns are identified, ensure the relevant Head of Service, Nominated Head of Service, Health, Safety and Wellbeing Representative and the Director are informed,
- Co-operate fully with enforcing authorities (e.g. Health & Safety Executive, Fire Authority) and their inspectors in relation to any enquiries and investigations, in liaison with the Occupational Health and Safety Centre,
- Ensure that equipment, machinery and dangerous substances are used, stored and transported in accordance with the relevant instruction and training,
- Ensure that equipment and machinery is maintained in accordance with manufacturer's instructions, service requirements and statutory inspections,
- Ensure that the Property Division are notified and consulted in relation to any works to be undertaken on premises Carmarthenshire County Council own or occupy,
- Support safety representatives in the delivery of their functions.

2.7 Employees

Employees must take reasonable care for their health, safety and wellbeing and that of others and co-operate fully with management on health, safety and wellbeing 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,
- Co-operate with any investigation of health and safety in their workplace,
- Make themselves familiar with, 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.

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 Committee Regulations 1977 (as amended) and the Health and Safety (Consultation with Employees) Regulations 1996.

In addition to representing employees on all matters relating to health, safety and welfare, 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 (HSE) 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 and Safety at Work etc. Act 1974,
- Attend meetings of specific health, safety and wellbeing groups relevant to their function.

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 Head Teacher 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 that school specific health and safety arrangements are developed and effectively implemented,
- Ensure that the authority's Model Health, Safety and Wellbeing Policy for Schools (or equivalent) is developed and implemented by the Head Teacher,
- Co-operate with advice and directions issued by Carmarthenshire County Council relating to matters concerning health, safety and wellbeing or establish and adopt other equally effective measures,
- Ensure consultation with the Property Division at the planning stage of building work or projects, which they initiate or are considering and appropriately consult the Occupational Health and Safety Centre, on issues affecting the health, safety and wellbeing of all persons at the planning stage and include any necessary measures to control risks.

3.2 Head Teachers

Head Teachers 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 Head Teacher is responsible for the day to day management of the school, and shall:

- Ensure that the authority's Model Health, Safety and Wellbeing Policy (or equivalent) is developed and effectively implemented, and its requirements are communicated to all relevant persons,
- Ensure that risks are identified
- Ensure local management arrangements and emergency response arrangements (e.g. fire evacuation procedure) are introduced which effectively control risks associated with the school premises or activities. These should be subject to periodic review to ensure that all risk control measures remain effective,
- Ensure that the Property Division and the Occupational Health and Safety Centre are notified and consulted in relation to any works to be undertaken on premises that Carmarthenshire County Council own or occupy,
- Ensure that 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,
- Co-operate with the requirements, guidance or directions issued by the authority relating to matters concerning health and safety,
- Act as the Premises Responsible Person in liaison with the Property Division,

- Nominate a member of the management team with sufficient authority to take the lead responsibility for operational health and safety. The nominated management team member will have the time, resource and competence to fulfil the role and implement appropriate health, safety and wellbeing 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,
- Provide visible health and safety management and leadership to ensure a positive health and safety culture.
- Ensure that health, safety and wellbeing is a core element at all meetings and, where necessary, establish a local health, safety and wellbeing group,
- Ensure that 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.
- Ensure that all identified deficiencies brought to their attention are acted upon in an appropriate manner and timescale
- Consult and work with recognised Trade Unions Safety Representatives / Employee Representatives and Safety Committees

3.3 Heads of Department

Heads of Department are responsible for the effective implementation of health, safety and wellbeing 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 advisory services (e.g. Consortium of Local Education Authorities for the Provision of Science Services,[CLEAPPSS]) 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,

- Co-operate fully with, in liaison with the Occupational Health and Safety Centre, 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 that all plant, equipment, personal protective equipment and other safety devices are 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 within the Occupational Health and Safety Centre and Officers from the Property Division. Where significant and ongoing concerns are identified ensure that the Head Teacher, Governing Body or Occupational Health and Safety Centre are informed.

3.4 Employees (Teaching and Non-Teaching Staff)

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

- Not interfere with or misuse anything provided in the interests of health, safety and wellbeing,
- 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,
- Co-operate 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, safety and wellbeing 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.

4. CORPORATE RESPONSIBILITIES

4.1 Property Division

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

- Ensure that property risks are suitably and sufficiently identified and managed,
- Ensure that the findings of all risk assessments, surveys, inspections and any other relevant documentation are recorded and communicated to all relevant persons, including the Occupational Health and Safety Centre and Premises Responsible Persons,
- Clearly identify and communicate the responsibility for implementation of remedial actions,
- Ensure that resources are allocated to implement arrangements which achieve effective control over premises related risks,
- Ensure that premises are suitable and sufficient for the purpose for which we use them and are accessible to all,
- Ensure that adequate property maintenance arrangements are in place,
- Ensure effective consultation and communication with the Occupational Health and Safety Centre and other relevant persons on relevant property related issues,
- Inform Premises Responsible Persons of their statutory responsibilities and duties to ensure compliance with relevant legislation and in line with the Premises Responsible Persons Code of Practice document,
- Provide advice, guidance and, where necessary, training on property related issues, in liaison with the Occupational Health and Safety Centre,
- Ensure that premises are designed, constructed, upgraded and maintained in accordance with relevant statutory and legislative requirements,
- Ensure suitable and sufficient property risk management arrangements are effectively developed, implemented and maintained,
- Ensure that risks associated with the fabric and condition of our properties are identified and a prioritised schedule of measures to address these risks is established,
- Ensure that properties are provided with effective conditional surveys prior to acquisition and disposal in order that statutory requirements are met,
- Ensure that registers relating to properties are compiled, maintained and updated including identification of Premises Responsible Persons.
- Ensure, where property issues are creating health and safety risks, that they are prioritised in balancing competing demands for expenditure of property maintenance budgets.

4.2 Risk Management

In liaison with relevant persons, Risk Management shall:

- Promote greater awareness of adequate risk management arrangements and contribute to ensure such arrangements are developed, implemented and maintained,
- Set up and maintain a Risk Management Steering Group, Property and Liability Group and Transport Road Risk Group,
- 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,
- Liaise with the Occupational Health and Safety Centre on health and safety risk management issues such as personal injury claims and statutory inspections.

4.3 Corporate Procurement

- The Corporate Procurement Unit shall ensure that all arrangements are in place to enable due consideration to health and safety in the procurement process,
- 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 adequately addressed,
- Liaise with the Occupational Health and Safety Centre on health and safety aspects of the procurement process.

4.4 Fleet Management

In liaison with relevant persons, Fleet Management shall:

- Ensure that arrangements are in place to enable due consideration to health and safety in the selection, use and maintenance of all fleet vehicles, in liaison with the Occupational Health and Safety Centre,
- 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,
- Ensure a representative attends the Transport Road Risk Management Group.

4.5 Emergency Planning / Business Continuity

The emergency planning / business continuity sections will ensure that:

- They give due consideration to health, safety and wellbeing issues when developing, implementing and reviewing plans and responses.

4.6 Premises Responsible Persons (P.R.P.)

The Premises Responsible Person will ensure that risks relating to the condition and use of our premises are adequately controlled. Premises Responsible Persons shall:

- Nominate a suitable number of Premises 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 that 'Premises Responsible Person' training is undertaken,
- Ensure that the Property Division are notified and consulted in relation to any works to be undertaken on premises that Carmarthenshire County Council own or occupy,
- Ensure that the duties set out in the 'Premises 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'.

5. HEALTH, SAFETY AND WELLBEING SUPPORT FUNCTIONS

5.1 Employee Wellbeing Manager

The Employee Wellbeing Manager will support the Corporate Management Team and the Assistant Chief Executive (PM) in the delivery of their health, safety and wellbeing responsibilities and in particular shall:

- Ensure that corporate health and safety policies, procedures and guidance are produced and promoted to ensure an effective and consistent approach to health, safety and wellbeing management throughout the authority,
- Ensure that the authority has access to appropriate competent support, advice, guidance and training regarding health and safety management,
- Promote good health and wellbeing amongst employees, through employee wellbeing services, by raising awareness of healthy lifestyles and promoting health initiatives,
- Ensure that there is sufficient, competent Corporate Health and Safety Training resource and Health and Safety Leadership development available which supports the reduction of risk and enhances the way that health and safety is managed across the authority,
- Provide adequate resources and competent persons within the Occupational Health and Safety Centre to undertake monitoring of the health of our employees in line with relevant legislation,
- Effectively support and provide specialist advice to managers regarding ill health or sickness management, in liaison with People Services,
- Ensure that Departmental Management Teams are supported in developing and effectively implementing departmental health, safety and wellbeing procedures and guidance,
- Co-ordinate 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, safety and wellbeing performance,
- Co-ordinate, in liaison with the Corporate Health and Safety Leadership Board, Council-wide priorities for health, safety and wellbeing,
- Ensure, in liaison with Assistant Chief Executive (PM), that health and safety performance is reviewed and reported periodically,
- Manage the Employee Wellbeing Service.

5.2 Lead Business Partner (Health and Safety)

The Lead Business Partner (Health and safety) will lead the health and safety function and shall:

- Provide a corporate overview of health and safety management to all departments,
- Attend the Corporate Health and Safety Leadership Board,
- Allocate adequate competent health and safety resources in line with risk and the priorities identified by Corporate and Departmental Management Teams (DMTs),

- Support Strategic Advisors (Health and Safety) to develop Corporate and Departmental work plans in line with priorities identified through the assessment of risk,
- Develop, in liaison with DMTs, an audit programme to monitor the effectiveness of health and safety management arrangements,
- Monitor and report on health and safety performance within the authority and within individual departments and service areas,
- Provide the corporate lead for liaison with external agencies and enforcing authorities,
- Ensure that Health and Safety Advisors maintain relevant competence through continuous professional development,
- Develop and maintain a comprehensive and consistent strategic approach to the management of health and safety through the development of policies, procedure and best practice guidance,
- Work in conjunction with Lead and Senior Business Partners across People Management on key projects which have health, safety and wellbeing implications.

5.3 Strategic Advisors (Health and Safety)

Strategic Advisors (Health & Safety) 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.

Strategic Advisors (Health & Safety) will provide support as the business partner to departments to ensure that health, safety and wellbeing is considered at a strategic level. In order to do this they shall:

- To provide strategic advice and guidance to Directors, Heads of Service, Managers, councillors, governing bodies, etc. so that they clearly understand their roles and responsibilities in order to manage health and safety in their areas of responsibility,
- To support the adoption and Implementation of a structured Health & Safety management system across the department,
- Apply health and safety business challenge to ensure that health and safety considerations of planned organisational and departmental change are considered,
- Attend Departmental Management Team (DMT) and Senior Management Team meetings regularly and support the DMT in meeting their statutory requirements,
- Promote best practice and compliance with statutory requirements and corporate policies or standards,

5.4 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, safety and wellbeing 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, safety and wellbeing procedures and safety management systems,
 - assessment and control of risks associated with our workplaces and activities,
 - the interpretation of legal requirements and management standards,
 - the 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.
- Produce, promote and assist in implementing corporate and departmental health, safety and wellbeing policies, procedures and guidance,
- Monitor and report on health and safety performance within the authority and within individual departments and service areas including:
 - auditing management systems to ensure compliance with legal requirements and policies and standards,
- 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,
 - Support departmental managers to identify health and safety training needs in liaison with the Senior Business Partner (Working Safely),
- Attend departmental, service area and other health, safety and wellbeing groups as appropriate and report and advise on health, safety and wellbeing performance.

5.5 Senior Business Partner (Working Safely) Health and Safety

The Senior Business Partner (Working Safely) shall:

- Manage the Working Safely function,
- Lead on the planning and resourcing of a comprehensive and authority-wide Health & Safety Training Strategy and annual training programme linked to the required health and safety competencies of managers and staff that reflect current legislation, the assessment of risk, policy, guidance, procedures and good practice,
- Consult with managers across the Authority and provide advice on appropriate Health & Safety training and development programmes that meet or exceed current legislation, policy, guidance, procedures and support the management of risk,
- To contribute to and support the implementation of strategic and operational health, safety and wellbeing objectives and priorities set out in the Authority's Health & Safety Policy and supporting arrangements, to minimise risk to the Authority.

5.6 Working Safely Advisors

Working Safely Advisors shall:

- Prepare and provide competent health and safety training and advice on a range of topics in consultation with the Corporate Advisory and Risk Group,
- Prepare and provide bespoke training to support the reduction of identified risk and the implementation of health and safety management systems and procedures in liaison with relevant Managers,
- Periodic audit of working practices following implementation of learning.

5.7 Occupational Health Centre

The role of the Occupational Health Centre is to promote and monitor the health and wellbeing of our employees. The Occupational Health Centre shall:

- Assist Managers and Human Resources (HR) Advisors with:
 - the management of sickness absence and ill health retirement cases,
 - advice on rehabilitation and reasonable adjustments necessary to facilitate employees' return to work, or to maintain work,
 - in liaison with the Health and Safety Advisors, report and investigate work-related ill health or disease in accordance with procedures and as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013,
 - effective support and provision of specialist advice regarding the management of employees' ill health,
- Undertake statutory health surveillance and medical screening,
- Assist the Employee Wellbeing Manager to monitor and report upon Occupational Health performance and activities,
- Ensure that all third parties working with the Occupational Health Centre are made aware of all Carmarthenshire County Council health, safety and wellbeing 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.

6. RESPONSIBILITIES OF NON-EMPLOYEES

6.1 Volunteers

Whilst they are a representative of the authority, Volunteers 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, Agency and Partnership Workers

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

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

7. COLLECTIVE RESPONSIBILITIES

7.1 Executive Board

Executive Board shall:

- Ensure that its decisions and actions are consistent with the promotion of positive health, safety and wellbeing 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,
- Ensure that it is kept informed of Carmarthenshire County Council health and safety performance via the Assistant Chief Executive and the PM Executive Board Member,
- Ensure adequate financial resources are included in the annual budget allocations to enable Carmarthenshire County Council to meet its statutory health, safety and wellbeing obligations.

7.2 Corporate Management Team

Corporate Management Team (CMT) has overall responsibility for ensuring that the authority meets its health, safety and wellbeing 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 supporting 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,
- Receive minutes of the Corporate Health and Safety Leadership Board along with regular briefings and updates on health and safety matters from the Assistant Chief Executive (PM) as the nominated health, safety and wellbeing advocate,
- Regularly monitor health and safety performance and progress.
- Ensure that health and safety performance is reviewed periodically and a report is submitted from the Corporate Health and Safety Leadership Board.

7.3 Departmental Management Teams

This forum shall:

- Ensure that health, safety and wellbeing management is an integral part of all departmental management plans, strategies and activities,

- Ensure that the Strategic Advisor (Health & Safety) attends regularly and contributes by providing updates, guidance and advice on health and safety implications of departmental change,
- Ensure, with the support of the Occupational Health and Safety Centre that applicable health and safety policies and arrangements are effectively implemented across the department,
- Ensure that adequate resources are made available for the effective implementation and maintenance 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 periodically 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, safety and wellbeing risk management issues and they are appropriately addressed within the department,
- Receive minutes of the Corporate Health and Safety Leadership Board along with regular briefings and updates on health and safety matters from the Departmental Head of Service Health and Safety Representative,
- Receive minutes of the Departmental Health and Safety Group.

7.4 Structured Meetings / Groups

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

8. COMMUNICATION AND CONSULTATION

8.1 Corporate Health and Safety Leadership Board

The Corporate Health and Safety Leadership Board will provide the strategic direction for the management and leadership of health, safety and wellbeing across Carmarthenshire County Council. The Corporate Health and Safety Leadership Board shall:

- Challenge, endorse and monitor:
 - corporate health, safety and wellbeing 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, safety and wellbeing management and priorities for the authority,
- Consider the resources and arrangements required to successfully introduce, improve or maintain health, safety and wellbeing management arrangements,
- Direct the formation and responsibilities of relevant task and finish groups as required,
- Consider and review:
 - statistical reports and accident / incident data including work-related ill-health, ,
 - summary of relevant audit and inspection reports,
 - the Corporate Health, Safety and Wellbeing Performance Report,
- The Corporate Health and Safety Leadership Board shall be chaired by the Assistant Chief Executive (PM). Membership of the group shall be:
 - Assistant Chief Executive (PM) (Chair) Director of Environment (Second to cover in Assistant Chief Executive's absence),
 - Nominated Head of Service Health and Safety Representative from each department
 - Lead Business Partner (Health & Safety),
 - Executive Board Member (People Management),

The Corporate Health and Safety Leadership Board may co-opt any person with specialist knowledge to assist them in carrying out their functions.

8.2 Corporate Advisory and Risk Group (C.A.R.G.)

The Corporate Advisory and Risk Group shall be responsible for providing competent health, safety and wellbeing support, advice and guidance consistently to all areas of the authority.

This group shall:

- Consider and develop, in liaison with the Corporate Health and Safety Leadership Board, corporate health and safety policies, management arrangements and key performance indicators;
- Identify and prioritise key risks and make recommendation for appropriate management action,
- Discuss and develop the provision of effective risk management arrangements across the authority,
- Review accident, incident and claim data and trends,

- Agree the design and delivery of corporate health and safety training programmes, in line with business risk and priorities,
- Develop and co-ordinate the structure and implementation of health and safety audit arrangements and inspections,

This group will be held on a monthly basis and attended by:

- Chaired by the Lead Business Partner (Health and Safety);
- Strategic Advisors (Health and Safety);
- Health and Safety Advisors;
- Senior Business Partner (Working Safely);

C.A.R.G. may co-opt any person with specialist knowledge to assist them in carrying out their function i.e. Senior Business Partner (Occupational Health), HR Advisors, Property Officers.

8.3 Employee Relations Forums – Health, Safety and Wellbeing

These groups shall:

- Consult with all staff, via their representatives, on matters of health, safety and wellbeing to ensure all relevant information is cascaded to all staff they represent,
- Consider relevant health and safety consultative documentation.

8.4 Departmental Health and Safety Groups

Departmental Health and Safety Groups shall keep under review the risks and associated management arrangements relevant to their 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 departmental health and safety procedures and arrangements to adequately address health and safety risks within the department,
- Assist in establishing health, safety and wellbeing objectives to be included within Departmental Health and Safety Reports,
- 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, safety and wellbeing 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 Specific or Local Level Health and Safety Groups

Service Specific and Local Level Health and Safety Groups form part of the health and safety communication structure and shall be used to consult and promote on all matters concerning health, safety and welfare at work.

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 specific and local level health, safety and wellbeing procedures and arrangements to adequately address health, safety and wellbeing risks,
 - identifying areas for improved risk control and establishing health, safety and wellbeing 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, safety and wellbeing 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.

9. FURTHER INFORMATION

If you require this information in large print, Braille or on audiotape please contact the Occupational Health and Safety Centre via [email](#).

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