

**Bolton
Council**

**Bolton Council
Health, Safety and
Wellbeing Policy**



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DOCUMENT CONTROL

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VERSION CONTROL

Version	Summary of change	Author	Approved by	Date
1	Review and approval of new policy	HSWT Team	CJCC	April 2013
2	Inclusion of responsibilities H&S and TU functions	FW	CJCC	June 20105
3	Review of document	FW	CJCC	June 2018
4	Amended format for Document Control review. Incorporated Team name change and removal of 'and Procedures to be followed' from guidance documents titles.	ML	FW	11.10.20
5	Review of document. No changes	SC	FW	Feb 2024

1. Policy Statement

The Health, Safety and Welfare of our employees is an important priority for Bolton Council. The sensible and robust management of health and safety adds value to our organisational performance by reducing accidents, injuries and ill health and helps us fulfill our duty of care to staff and others who may be affected by our activities.

As far is reasonably practicable, we will:

- Identify and control significant health and safety risks which arise from our work activities.
- Provide information, instruction and supervision to employees, volunteers and agency personnel.
- Consult with employees and others on matters which affect their health and safety.
- Provide and maintain premises and work equipment.
- Ensure employees know how to store, use and dispose of hazardous substances.

2. Responsibilities - Organisational Structure

Everyone in the Council is responsible for health and safety of themselves and others who may be affected by our work activities. Expected roles/responsibilities are outlined below:

2.1 Elected members and chief officers have overall responsibility for health and safety compliance and performance and must ensure that health and safety risks are managed as part of corporate governance.

2.2 Operational responsibility for preventing accidents and managing occupational ill health rests with **managers/head teachers**. They must ensure that employees have access to this Health, Safety and Wellbeing Policy, risk assessments and other relevant health and safety documentation, and ensure that these are implemented and followed

2.3 We expect **staff** to share responsibility by exercising reasonable care and by supporting the efforts of managers and others with responsibilities to deliver this policy. Both managers and staff have a strong mutual interest to foster co-operation and trust to achieve this aim.

2.4 The Health, Safety and Wellbeing Team

- Provide competent health and safety advice and audit assurance through specialist Health, Safety and Wellbeing Practitioners.
- Prepare quarterly reports to the central and departmental Joint Consultative Committees (JCC's), including statistics on work-related and workplace incidents, health and safety training, and other proactive and reactive work.
- Establish and maintain operational policies and guidance documents.
- Investigate serious accidents/incidents.
- Liaise with key departmental stakeholders, for example Directors, HR, TU and CPS, and with external bodies including the Health and Safety Executive (HSE).
- Give technical advice on health and safety matters that may arise during TU workplace inspections.

3. Arrangements - Meeting the Policy Objectives

The Council aims to meet its health and safety objectives by focusing on three key areas, consultation and communication, robust safety management systems and effective training and development. These methods are supported by a number of guidance documents or best practice documents which should be followed by all Council employees.

3.1 Health and Safety Governance

A robust health and safety management system is an important part of corporate governance, and the Council has arrangements in place for Health and Safety Governance at a senior level. Membership of the CJCC provides for representation of all lines of business and the Trade Unions.

These arrangements include the following:

- The Central Health, Safety and Wellbeing Committee (CJCC) which is led by Elected members.
- Departmental Joint Consultative Committees: (JCCs) which are led by Department Directors
- Joint Operational Groups (JOGs) which are led by divisional Assistant Directors.

3.2 Co-operation and Consultation (functions and Structure)

The Council actively promotes staff participation in health and safety at work. This includes arrangements for co-operation and consultation with TU, (both formal and informal), who undertake safety representation on behalf of all staff.

In addition, we communicate with staff using the following tools:

- The Health, Safety and Wellbeing Team Intranet site.
- Team meetings.
- Project/event meetings.
- Briefing notes.
- Supervision.
- 1 to 1 discussion with Managers.

3.3 The Functions of a Trade Union Safety Representative

The functions of a TU Safety Representative are set out fully in The Safety Representatives and Safety Committees Regulations 1977 and include:

- Investigating potential hazards and dangerous occurrences at the workplace; and to examine the causes of accidents at the workplace.
- Investigating complaints by employees he/she represents concerning their health, safety and welfare at work.

- Making representations to the employer on the above or on general matters relating to their health and safety at work.
- Carrying out inspections (this does not negate manager's legal responsibilities to perform inspections or tours to support their risk assessments or H&S planning.)
- Representing members of staff during consultations at their workplace with Health and Safety Executive (HSE) inspectors.
- Receiving information from HSE Inspectors; following an inspection of their workplace.
- Attending meetings of the appropriate H&S committee.
- Facility time-reasonable paid time off from their regular job to enable them to perform their union duties.

3.4 Training and Development

The Council takes the training of staff seriously and employs a number of methods to communicate and reinforce learning

- Local Induction.
- Corporate Health, Safety and Wellbeing Induction.
- Corporate health and safety training based on common Council wide risks.
- Bespoke training aimed at risks relevant to service areas.
- E learning used to supplement face to face training.
- Shadowing, mentoring.

3.5 Health and Safety Management Systems

The following systems are available and used by managers to ensure that health and safety is managed across the Council to a consistent and satisfactory standard:

- Guidance documents.
- Completion of suitable and sufficient risk assessments.
- Completion of safe systems of work.
- Instruction and where appropriate mentoring.
- Supervision.
- Monitoring and reviewing safety and health performance.
- Internal audits (completed by the Health, Safety and Wellbeing Team).
- Health surveillance.
- Emergency planning and response.

Advice and training on key areas of the management system is provided by the Health, Safety and Wellbeing Team

4 Guidance Documents to be followed by Managers, LA Head teachers and Staff.

This policy is supported by guidance documents or best practice documents. The guidance documents provide Managers/head teachers and Staff with practical information on hazards which arise out of our work activities and how to control them.

Managers must ensure that guidance documents or best practice documents are disseminated to all their staff and developed (where appropriate) for tasks or hazards

unique to a site or service. The Health, Safety Wellbeing Team will provide support where these are required.

5. Monitoring and Review

The policy statement and these outline arrangements will be subject to review every 3 years, or sooner in the case of any significant changes, including where:

- Legislation has been introduced or revised.
- Guidance has been introduced or revised.
- Incident investigation suggests that a review may be required.
- Research, monitoring or audit suggests that a review may be required.

On-going monitoring will include proactive and reactive measures, incorporating spot checks, accident investigations, statistical analysis and audits of departments. Results of monitoring activities will be reported at Joint Consultative Committee.

Departments must monitor their own guidance documents, procedures and risk assessments to check their effectiveness. Guidance documents and procedures should be reviewed every three years or sooner in the case of any significant changes.