



“Through the way we work and behave, all our people and working partners will be protected from risks of occupational injury or ill health.”

PART I

Our Health and Safety Policy: Statement of intent

It is our intent to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organisation.

We will ensure the health and safety at work of all our people and any other people who may be affected by our work activities. We will comply with the requirements of health and safety legislation.

We will aim for excellence in health and safety by promoting best practice and exceeding the guidance of the Health and Safety Executive and other regulatory bodies.

This policy reflects our commitment to ensuring that health and safety at work is paramount to our purpose, and that effective health and safety actively contributes to our success.

1. AWARENESS: “All our people and the people we work with, have an awareness and understanding of health and safety hazards and risks that affect our business.”

1.1 Health and Safety Policy statement.

Adequate resources will be provided to ensure all our people, contractors and working partners are aware of this policy and committed to its effective implementation.

1.2 Communication and consultation.

There will be active open communication and consultation between all our people, contractors and working partners. Health and safety will be integrated into our communications, wherever appropriate.

1.3 Management roles and responsibilities.

Roles and responsibilities for health and safety will be defined, as necessary, within job descriptions and routinely included in service plans. Management will ensure that:

- adequate resources are provided for health and safety;
- health and safety is adequately assessed, controlled and monitored; and
- our people are actively involved on matters that affect health and safety.

1.4 Hazard identification.

We will identify our workplace health and safety hazards. We will inform our people, contractors and working partners, as appropriate, of these workplace hazards.

We will require our contractors and working partners to identify health and safety hazards that may impact on our work activities.

2. COMPETENCE: “All our people and working partners have the competence to undertake their work with minimum risks to health and safety.”

2.1 Health and safety training.

All our people will be adequately instructed and trained on the health and safety issues that affect them, and the safe working practices that should be followed.

We will ensure the health and safety competence of our contractors and working partners.

2.2 Behaviour and culture.

The Senior Leadership Team (SLT) will demonstrate leadership in health and safety, including undertaking tours to ensure that health and safety issues are identified, assessed and managed. Systems will be in place and people will be empowered to raise health and safety concerns with all levels of management.

2.3 Risk assessment and management.

We will assess the risks associated with health and safety hazards in the workplace. All our people will be informed of the health and safety hazards and risks that affect their work. We will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents. We will require our contractors and working partners to identify health and safety risks that may impact on our work activities.

3. COMPLIANCE: “Our work activities achieve compliance with legislation, and our people are empowered to take action to minimise health and safety risks.”

3.1 Incident investigation.

We will report and investigate accidents, incidents and near misses to drive improvement in our health and safety management. Any lessons learned from such events will be used to take corrective action to prevent recurrences.

3.2 Measuring performance.

We will actively and openly, review and report on our health and safety performance against agreed objectives and targets. Action plans will be developed to support the delivery of these objectives and targets.

3.3 Health and safety management system.

We will implement management systems to ensure we:

- comply with health and safety legislation; and
- continually improve our health and safety performance.

3.4 Contractor improvement.

We will engage and collaborate with our contractors to ensure their:

- health and safety capability and competence fulfil our expectations;
- health and safety performance is monitored and reviewed; and
- work activities have minimal health and safety impacts on our activities.

4. EXCELLENCE: “PDNPA is recognised for excellence in the way it manages health and safety.”

4.1 Developing innovative practices.

We will constantly encourage, develop, review and share “health and safety good practice” both internally and externally.

4.2 Influencing working partners.

We will only work with others who are willing to meet and achieve our health and safety expectations. We will engage and influence working partners to drive improvements in health and safety.

4.3 Work-related health.

We will assess our occupational health risks. All our people will be informed of the occupational health risks that affect their work. We will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health, including assessing all our people’s fitness for work. Health surveillance will be conducted, as necessary.

PART II

5. Delivering our policy

Our policy will be delivered by:

- generating a culture that does not tolerate threats to health and safety
- ensuring the real involvement of all our people, contractors and working partners
- all Directorates, Services and Teams implementing management systems and processes that fully explain how this policy will be delivered in the workplace

5.1 Organisation and arrangements for implementing the Authority's Health and Safety Policy

Roles and responsibilities for Authority Members, all tiers of management, those with special responsibilities for occupational health and safety and for all staff are clearly stated in job descriptions.

5.1.1 Authority Members

Authority Members have a duty to ensure that health and safety is effectively managed through the organisation. Having delegated authority to deal with health and safety matters to the Strategic Leadership Team and Heads of Service, Members ensure that there are in place comprehensive corporate health and safety arrangements through the scrutiny of reports at the Local Joint Committee.

5.1.2 Chief Executive Officer and the Strategic Leadership Team

The Chief Executive Officer (CEO) is responsible for providing leadership to SLT. SLT is responsible for setting the strategic direction of health and safety management, ensuring delivery and for monitoring and reviewing health and safety performance. SLT shall receive an annual report on safety performance from the Safety Officer and conduct an annual review of this Policy.

5.1.3 Directors

Directors shall:

- (a) allocate appropriate resources to enable Heads of Services and Team Managers to discharge their health and safety responsibilities;
- (b) commission investigations in the case of work-related accidents which involve a fatality, specified injury, occupational disease or dangerous occurrence, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

5.1.4 Director of Corporate Strategy and Development

With the assistance of the Head of Human Resources, will act as SLT lead on health and safety, including: representation from and to the Health and Safety Committee.

5.1.5 Heads of Service

Heads of Service shall be responsible for putting the Authority's policy arrangements into practical effect to properly manage workplace risks for their service(s). Though this may in practice be devolved to other staff and services, the responsibility will remain with the Head of Service. (See Appendix A).

5.1.6 Team Managers

Team Managers are responsible for the day-to-day operational safety management of their team members and others working with or for them, for risks which they create or have control over. Key safety management tasks include:

- (a) ensuring that all employees (and particularly those engaged in high risk activities) are given sufficient information, appropriately supervised and/or trained and are suitably competent, for the tasks they are expected to undertake;
- (b) where necessary, the production, maintenance and use of suitable and sufficient risk assessments;
- (c) ensuring that all safeguards and safety procedures identified by risk assessments and by other relevant documents, such as manufacturers operating instructions, are properly used and followed;
- (d) ensuring that an incident report form is completed and received for any significant incident, including: accidents, near-misses and incidents of violence;
- (e) consider, for all reported incidents received, whether any further action is necessary and for these incidents complete an incident investigation report. Completed reports are sent to a Director/Head of Service for comment;
- (f) ensuring appropriate arrangements are put in place for dealing with emergencies;
- (g) ensuring that work to be carried out by contractors is organised and managed so that risks to Authority staff, contractors and members of the public are reduced to the lowest practicable level.

(See also Appendix A).

5.1.7 Employees and Authority Members

There is a general legal requirement for all those at work to work safely, so that neither they nor anyone else is put at risk. This means that:

- (a) employees and Members shall co-operate with managers so that the Authority is not prevented from carrying out its legal obligations;
- (b) all safeguards, safety procedures and other controls identified by risk assessments shall be complied with;
- (c) any accident, near-miss or violent incident shall be reported promptly to the appropriate line manager using an official accident report form.

5.1.8 Role of the Safety Officer

The Authority has one professional, part-time (18.5 hs/week) Safety Officer (SO) who is responsible to the Head of Human Resources. The role of the SO includes:

- a) The provision of competent advice in respect of Occupational Health and Safety (OHS) to the Authority, its officers and staff.
- b) The introduction, maintenance and continuous development/improvement of suitable corporate systems and processes to ensure key statutory obligations are met in respect of OHS.
- c) The production, presentation and ratification of an annual OHS report providing evidence of the Authority meeting its statutory obligations, making continuous improvements in OHS management, identifying incidents and actions taken in the previous year and planning for further improvements.
- d) Carrying out premise and service OHS inspections and audits identifying any matters requiring attention, giving advice and assisting in the completion of those actions where appropriate.
- e) Assisting line managers in the preparation and review of specific risk assessments, on request.
- f) Supporting the provision of OHS training as necessary/appropriate.
- g) Conducting incident/accident investigations as directed by the Authority and its officers.

5.1.9 Role of Safety Representatives

Safety Representatives play a key role in promoting and supporting good health and safety management. Safety Representatives are all members of the Health and Safety Committee and represent all areas of the Authority and its staff. The role of Health and Safety Representatives includes:

- a) Participating as a member of the Health, Safety Committee and attending meetings of the committee as required;
- b) Promoting good health and safety practice;
- c) Acting as a point of contact for all staff, volunteers and members for all matters concerning occupational health and safety;
- d) Encouraging and monitoring incident and near-miss reporting and initiating further incident investigation, where necessary;
- e) Monitoring and reporting on working practices to line managers in accordance with a forward work programme agreed by the Health and Safety Committee;
- f) Reporting all activity performed and findings to the Health and Safety Committee.

PART III

6. Governance arrangements

6.1 A Health and Safety Committee is constituted under the Safety Representatives and Safety Committees Regulations 1977. It comprises:

- Director of Corporate Strategy and Development
- Head of Human Resources
- UNISON Accredited H&S Representative
- A Staff Committee Representative
- Safety Officer
- Representatives from all Services

The Committee, which has both consultative and performance management roles, shall routinely meet twice a year in Spring and Autumn. At the Spring meeting the Committee will:

- (a) Receive and review the Health and Safety Annual Report from the previous year. This report shall include performance information;
- (b) Agree and set strategic objectives for the following year. This to include health and safety training and system developments including new documentation such as policies, procedures, codes of practice, briefing notes and other guidance.;
- (c) Consider any further safety matters raised by UNISON and Staff Committee Representatives.

At the Autumn meeting the Committee will:

- (d) Receive, review and agree the Health and Safety Policy to be implemented the following year;
- (e) Receive an update on progress with meeting strategic objectives (see above);
- (f) Consider any further safety matters raised by UNISON and Staff Committee Representatives.

The constitution of the Committee allows for the co-option of other members of staff and specialists as necessary.

The Committee may convene a meeting at any other time, as necessary, to be arranged by mutual consensus.

6.2 Strategic Leadership Team (SLT) receives reviews and approves the Annual Report and the Health and Safety Policy following the respective Health &

Safety Committee meetings for implementation the following year. SMT also receives reviews and approves specific Codes of Practice and Guidance defining PDNPA policy for dealing with particular safety matters in accordance with agreed strategic objectives. SLT may also receive reports of safety matters escalated to executive level for action and incident investigations sponsored by its' members.

- 6.3 Local Joint Committee (LJC) receives, for consultation and endorsement, the annual report in and the revised Health and Safety Policy following SLT approval for implementation the following year. LJC receives such reports on behalf of the Authority.

Appendix A**A guide to OSH responsibilities for specific matters**

SPECIFIC SAFETY RESPONSIBILITIES SUMMARY	PDNPA Safety Officer	Line/Team Manager or other nominated person	Head of Service (HoS) or other nominated person	Notes/further guidance
Accident records (central record maintenance and security)	Routine administration		Head of HR has overall responsibility	From 2018 electronic records only are kept
Accident Incident and Near-Miss reporting	For advice reporting to HSE/LA	For all routine reporting	Head of HR for RIDDOR reporting	Fatality, Major Accident, Dangerous Occurrence to be reported immediately
Accident and Incident investigation	As directed by Senior Management	For all routine incidents	All HoS for incidents in their Service	
Asbestos (buildings)	Audit role	Property Services Team Manager is Asbestos Co-ordinator	To appoint Duty Holder for each property	U:\Document\CoP\Ratified versions\Current versions\Management of Asbestos 2012.doc
Construction, Design and Management (CDM Regulations)	Support for Client and internal Principal Designer, Designer roles	For Control of Contractors appointed	Property Services Team Manager has overall responsibility	
COSHH	Audit & assist on request Completion and review of generic assessments	Routine completion of specific COSHH assessments	All HoS for hazardous substances in their Service	
Display Screen Assessments (DSE)	Carried out on request. Audit & Assist Provision and review of guidance	Routine completion of self-assessments	All HoS for DSE in their Service	Self-assessment to be supported by Learning Pool online resource from 2018
Electricity at Work (Portable appliances) Electricity at Work (Portable appliances) cont'd	Audit & assist on request Provision and review of	Routine for electrical safety (equipment)	All HoS for electrical equipment in their Service	U:\Document\CoP\Ratified versions\Current versions\Electrical Safety 2014.doc

SPECIFIC SAFETY RESPONSIBILITIES SUMMARY	PDNPA Safety Officer	Line/Team Manager or other nominated person	Head of Service (HoS) or other nominated person	Notes/further guidance
	guidance			
Electricity at Work (Electrical Supply and Systems)	Audit & assist on request Provision and review of guidance	Routine for electrical safety (installations)	Property Services Team Manager has overall responsibility	U:\Document\CoP\Ratified versions\Current versions\Electrical Safety 2014.doc
Exhibitions and Shows	Audit & assist on request			
Fire Risk Assessment	Completion and review	Routine for all Fire Safety as Duty Holder	Property Services Team Manager has overall responsibility	U:\Document\CoP\Ratified versions\Current versions\Fire Safety Management 2.doc
Fire alarm testing	Weekly tests AH only. Audit other property	Routine for all Fire Safety as Duty Holder	Property Services Team Manager has overall responsibility	U:\Document\CoP\Ratified versions\Current versions\Fire Safety Management 2.doc
Fire Drills	Aldern House only. Audit other property	Routine for all Fire Safety as Duty Holder	All HoS for properties/premises in their Service	U:\Document\CoP\Ratified versions\Current versions\Fire Safety Management 2.doc
Fire extinguisher servicing	Contract arrangement	Property Services Team Manager	Property Services Team Manager has overall responsibility	Annually
First Aid provision	Corporate provision (AH) Audit other Services.	For first aid risk assessment	All HoS for their Service	U:\Document\CoP\Ratified versions\Current versions\First Aid at Work 2.doc
Homeworking assessment	Provision and review of guidance Advice on request.	For homeworking self-assessment	All HoS for their Service	Self-assessment for regular and permanent Work-Life Balance Agreements. Safety Officer visit only in exceptional circumstances.
Inspections and Audits	For OSH sample audit and inspection across the organisation	Routine for all OSH matters as required	All HoS for their Service	Safety Officer may also assist with inspections by UNISON Safety Rep(s) as requested

SPECIFIC SAFETY RESPONSIBILITIES SUMMARY	PDNPA Safety Officer	Line/Team Manager or other nominated person	Head of Service (HoS) or other nominated person	Notes/further guidance
	Reports to HSC, SLT and LJC			
Legionnaire's Disease (Legionellosis)	Provide and review guidance Audit arrangements & assist	Property Services Team Manager	Property Services Team Manager has overall responsibility	U:\Document\CoP\Ratified versions\Current versions\Control of Legionella 2.doc
Manual Handling Assessments	Provide and review guidance Provide and review generic assessments Audit & Assist	Routine for all manual handling activities	All HoS for their Service	Manual Handling assessors/trainers additional resource identified for 2018
Pregnant Women, safety assessments	Provide and review guidance Provide and review generic assessments Audit & Assist	Routine risk assessment and provision of reasonable adjustments	All HoS for their Service	Checklist sent to Service Head/Line Manager by HR when advised of pregnancy (For review 2018)
Radon		Property Services Team Manager	Property Services Team Manager has overall responsibility	
Trees at work bases		Designated persons	Property Services Team Manager has overall responsibility	Tree and Woodland Conservation Officers (shared responsibility)
Vehicle safety	Provide and review guidance Provide and review generic assessments	Routine for all vehicle use	All HoS for their Service	U:\Document\CoP\Ratified versions\Current versions\Driving at Work 4.doc

SPECIFIC SAFETY RESPONSIBILITIES SUMMARY	PDNPA Safety Officer	Line/Team Manager or other nominated person	Head of Service (HoS) or other nominated person	Notes/further guidance
	Audit & Assist			
Violence and aggression	Provide and review guidance Provide and review generic assessments Audit & Assist	Routine for all threats of violence and aggression	All HoS for their Service	See guidance on rules for record keeping and risk assessment for personal safety
Volunteers	Provide and review guidance Provide and review generic assessments Audit & Assist	Designated persons for Volunteers	All HoS for their Service	See also Volunteering Policy
Work Equipment Regs	Provide and review guidance Provide and review generic assessments Audit & Assist	Routine for all use of work equipment	All HoS for their Service	
Young Persons Regs	Provide and review guidance Provide and review generic assessments Audit & Assist	Routine for all young persons under their line management	All HoS for their Service	Advice note for parent(s)/carer(s) available from Safety Officer/HR

Notes:

1. In the context of this table of responsibilities the word *routine* is given to mean: the normal day to day responsibility for ensuring those specific OSH matters are suitably and sufficiently attended to for those persons under their control. Line Managers will generally be expected to perform or oversee many of the *routine* OSH tasks such as: incident reporting, risk

assessments, provision of adequate supervision/instruction and training, inspection of premises and equipment.

2. In general, Heads of Service shall be responsible for all OSH matters within their service except for those specific matters as listed above.

3. The Safety Officer (SO) is responsible for ensuring corporate policies, procedures, generic risk assessments and other guidance is up-to-date and for providing advice and support as requested.