
Health & Safety Policy



Council of the
ISLES OF SCILLY

June 2014

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REVISIONS TO THE SOURCE DOCUMENT

Nature of modification	Section modified	Edition date	Author
<p>Insert - to enable legal duties to be met – 12.1</p> <p>Amendments to wording of 12.2</p> <p>Replace 'wellbeing' with 'the environment' at 12.9</p> <p>Insert new point as 12.6 Only undertake work</p> <p>Insert 'and maintain in accordance with instructions and training given' at 12.8</p> <p>Insert new point at 12.10 Not undertake any new activity....</p> <p>Insert new point 12.11 Make themselves aware of all first aid, fire and emergency procedures</p>	12 Employees	1/11/11	PA/CGRL
New 11.10 renumber last point	11 H&S Advisor	1/11/11	PA/CGRL
<p>Updated 7.3</p> <p>Insert new point at 7.9</p>	7 Chief Executive	1/11/11	PA/CGRL
Insert 'and to enable legal and moral obligations to be met' at 6.2	6 Elected Members	1/11/11	PA/CGRL
New 10.2 and following numbers altered	10 Managers	1/11/11	PA/CGRL
Change to reflect the current Council structure	5 Council Structure	21/11/13	PA/CGRL
Changes to reflect the current Council structure	5 Council Structure	04/06/14	PA/CGRL

GENERAL STATEMENT OF POLICY

1. STATEMENT OF INTENT

- 1.1 The Council of the Isles of Scilly ('the Council') is a small unitary authority delivering a broad range of services to a unique island community, located 45km south west from mainland Britain.
- 1.2 The Elected Members and Officers of the Council recognise that good health and safety management supports the delivery of the services to the island community and believes in actively involving management and workers in its efforts to achieve a safe and healthy working environment.
- 1.3 The Council accepts and seeks to meet their obligations under all relevant health and safety legislation by making every effort, as far as is reasonably practicable, to provide a safe and healthy working environment for all its employees and ensure that all reasonably practical steps are taken to protect the health and safety of those who come into contact with its services and premises.
- 1.4 In order to achieve the Council's health and safety obligations, adequate budgetary provision is made within the limits of the finances available to provide all necessary information and training.
- 1.5 The Council will endeavour to consult and co-operate with Trade Union Safety Representatives and, for those who are not in a union, Representatives of Employee Safety, through a Health and Safety Advisory Group, and will provide appropriate facilities to enable them to carry out their duties and responsibilities in accordance with the relevant legislation and Codes of Practice.

2. THE COUNCIL

- 2.1 Managers shall conduct suitable and sufficient general and specific assessments for risk to the health, safety and well-being of their employees and others who may be affected by their operations, and all significant findings are recorded.
- 2.2 Written arrangements are in place to ensure effective planning, organisation, control, monitoring and review of the preventative and protective measures for the management of health and safety.
- 2.3 Competent persons are available to assist the Council in undertaking the measures needed to fulfil its legal obligations.
- 2.4 Where the Council shares a workspace, Managers must co-operate and co-ordinate to ensure health and safety and to inform the other employers and their employees of the risks to their health and safety and preventative control measures.
- 2.5 Employees will be provided with comprehensive and relevant information on risks to health, preventative control measures and emergency procedures and are provided with appropriate health surveillance and procedures in the event of serious and imminent

danger.

- 2.6 Appropriate training, information and instruction for employees is provided, taking into consideration the capabilities of the tasks allocated, and health and safety training is provided as part of induction training or where the employee is exposed to increased risk. Refresher courses are available periodically.
- 2.7 Personal protective equipment is provided where the risk cannot be otherwise or equally effectively controlled.
- 2.8 Particular attention is paid to the prevention of risk and protection of new and expectant mothers and young persons.
- 2.9 The Council will monitor health and safety performance to ensure implementation of the Council's health and safety policy and standards are being maintained and progressively improved.
- 2.10 Any alterations to this policy shall be circulated as necessary.

3. EMPLOYEES

- 3.1 Employees are required to take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions at work.
- 3.2 All employees must co-operate with the Council to enable compliance with legal requirements concerning health and safety.
- 3.3 All employees must use equipment and materials in accordance with any instruction and training given.
- 3.4 Any work situation that represents serious and immediate danger to health and safety or any shortcomings in the Council's arrangements for health and safety that a trained employee would reasonably consider to be so, must be reported.

4. OTHER PERSONS ON COUNCIL PREMISES

- 4.1 All persons visiting Council premises are required to observe the Council's health and safety rules and instructions given by those persons implementing the Council's health and safety policies.
- 4.2 All contractors and their staff working with or on behalf of the Council shall comply with all health and safety obligations for their own safety, their workers and that of others who may be affected by their work activities.

The Council of the Isles of Scilly is committed to the development of a strong and positive health, safety and wellbeing culture throughout the Authority. This will be achieved with a strong policy to establish and maintain control by setting clear objectives and providing a strong positive leadership that is cascaded to all levels to ensure everyone co-operates and works safely.

General Objectives to be achieved by the Council include:

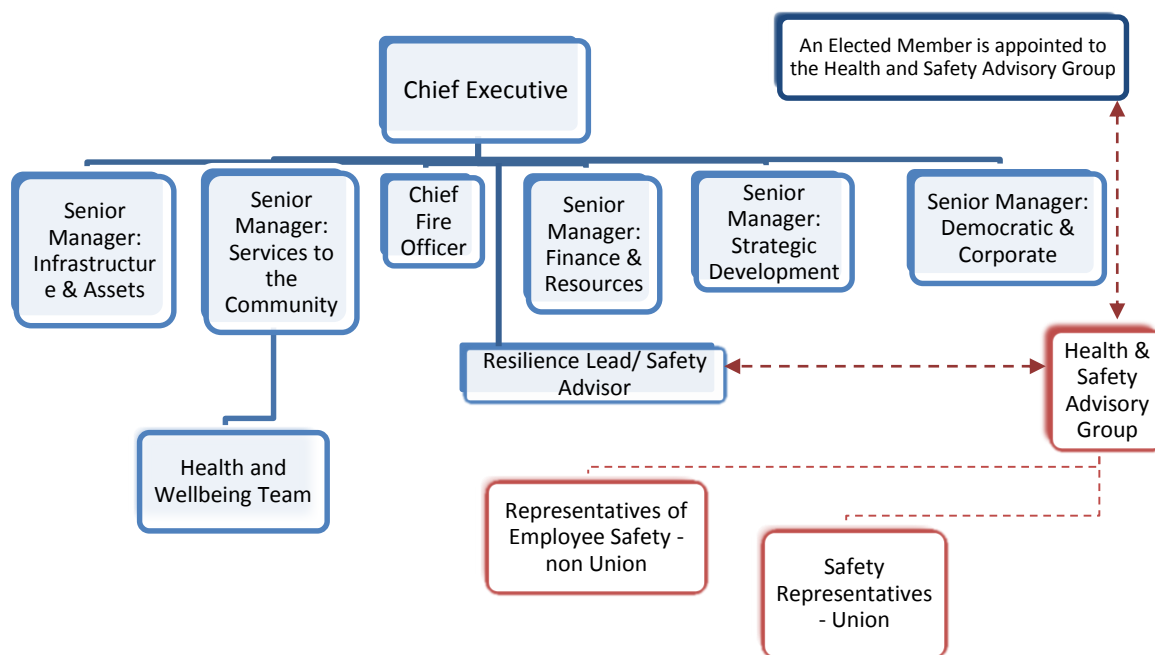
- Meeting the Council's legal health and safety obligations
- Providing a safe workplace, safe equipment and safe systems of work, information, instruction, training and supervision
- Conducting risk assessment of all relevant workplace activities
- Monitoring and reviewing performance
- Providing adequate resources
- Effectively communicating and consulting with the Council's workers

This policy was approved and signed by the Chairman of the Council and the Chief Executive in July 2011 and is due to be reviewed in Autumn 2014, following the reshaping of the Authority.

ORGANISATION STRUCTURE AND ROLES AND RESPONSIBILITIES

5. COUNCIL STRUCTURE

- 5.1 The following structural chart indicates the Senior Leadership Team, their operational duties and line of responsibility in terms of health and safety. A structure chart consisting of all Council staff will be available on the Council website following the reshaping of the Authority.



6. ELECTED MEMBERS

- 6.1 Members of the Council are required to comply with the Council's Health and Safety Policy and attend a briefing on health and safety.
- 6.2 Members shall ensure that suitable resources and strategic direction are available in order to achieve the Council's health and safety responsibilities and to enable legal and moral obligations to be met.
- 6.3 Members shall nominate a lead Member for health, safety and wellbeing.
- 6.4 The Lead Member for Health and Safety shall be the Chairman of the Health and Safety Advisory Group and provide feedback on health and safety performance to other elected Members.
- 6.5 The Lead Member for Health and Safety shall ensure that health and safety considerations are included in all corporate decisions and shall promote good health and safety practice.
- 6.6 Members, via reports to committee, shall monitor the overall performance of the Council's health and safety management systems and ensure that any decision made is in line with

the Council's own policies and procedures related to health and safety.

7. CHIEF EXECUTIVE

As well as the duties and responsibilities assigned to each Chief Officer, the Chief Executive will, so far as reasonably practical:

- 7.1 Be directly responsible for the overall development and implementation of the Health and Safety Policy and compliance with health and safety legislation.
- 7.2 Ensure the Senior Managers are aware of, understand and fulfil their duties and responsibilities in relation to the requirements of current health, safety and wellbeing legislation.
- 7.3 Set, monitor and review the effectiveness and performance of the Council in relation to health, safety and wellbeing, ensuring that the Health & Safety Policy meets current legislative requirements and accurately reflects the Authorities activities.
- 7.4 Provide visible and active leadership for good health and safety practice.
- 7.5 Ensure a positive health and safety culture is encouraged and a pro-active approach to health and safety management is developed throughout the Council and the services it provides.
- 7.6 Ensure the appointment of one or more competent persons to assist in undertaking the measures needed to comply with health and safety legislation and ensure access to competent advice.
- 7.7 Ensure that a Health and Safety Officer Representative is appointed at Chief Officer level.
- 7.8 Ensure that the Council's Health and Safety performance and the Health and Safety Policy is reviewed at least annually.
- 7.9 Ensure that the management of health, safety and environment within the Authority is periodically audited to ensure that high standards of health, safety and environment performance are being maintained and to identify areas where improvements are to be made.

8. SENIOR MANAGERS

The Senior Managers are responsible for implementing the requirements of all relevant health, safety and wellbeing legislation within their department and will, so far as reasonably practical:

- 8.1 Be directly responsible to the Chief Executive for effective implementation of the Health and Safety Policy and compliance with health, safety and wellbeing legislation in their functional area of responsibility.
- 8.2 Ensure that all responsibilities allocated to managers or other officers within their area of service are properly and effectively carried out and employees are supported when implementing the requirements of the Health and Safety Policy and relevant legislation.

- 8.3 Provide such information, training, instruction and supervision as is necessary to ensure the health, safety and wellbeing of employees.
- 8.4 Ensure all incidents are reported to the Resilience Lead, who is appointed as Health and Safety Advisor, as soon as possible.
- 8.5 Ensure adequate resources are available to meet health, safety and wellbeing requirements within their area of service.
- 8.6 Ensure the provision and maintenance of a safe and healthy working environment.
- 8.7 Inform and seek advice from the Health and Safety Advisor and safety/employee representatives at the commencement of a project or introduction of new machinery.
- 8.8 Ensure that adequate provision is made for consultation with employees through a Health and Safety Advisory Group to include appointed Trade Union Safety Representatives and non union Representatives of Employee Safety.
- 8.9 The Health and Safety Officer Representative shall be part of the Health and Safety Advisory Group and receive and act upon issues raised by the Health and Safety Advisory Group.

In addition to these responsibilities, the Health and Safety Office Representative will, so far as is reasonably possible:

- 8.10 Promote good health and safety practice and ensure that health and safety considerations are included in all corporate decisions.
- 8.11 Monitor the overall performance of the Council's health and safety management systems and ensure that any decision made is in line with the Council's own policies and procedures related to health and safety.

9. HUMAN RESOURCES

Human Resources will, so far as is reasonably practical:

- 9.1 Support and/or provide health, safety and wellbeing information to ensure policy and procedures are fully implemented, monitored and reviewed.
- 9.2 As part of the Health and Safety Advisory Group, support and/or provide an advisory, consultancy, information and monitoring service on health, safety and wellbeing issues.
- 9.3 Ensure strong consultation links are made with Senior Managers, employee and safety representatives and the Health and Safety Advisory Group, through regular contact.
- 9.4 Co-ordinate a confidential counselling service for all employees in relation to work or personal issues and ensures that all employee consultations remain confidential.

10. MANAGERS AND SUPERVISORS

Managers and supervisors will, so far as is reasonably practical:

- 10.1 Be responsible for the health, safety and wellbeing of their employees and other persons who may come into contact with their premises and functions.
- 10.2 Ensure that the Health & Safety Policy is effectively communicated to the personnel under their control and that employees and contractors comply with the Health & Safety Policy.
- 10.3 Conduct or ensure that assessment of risks are undertaken within their area of responsibility and any appropriate remedial action necessary to deal with highlighted problems are taken.
- 10.4 Ensure all persons under their supervision are provided with information, instruction, training and supervision as is necessary to ensure their health, safety and wellbeing whilst at work.
- 10.5 Monitor the competence of employees in relation to health, safety and wellbeing and take into account the capabilities of employees when allocating tasks.
- 10.6 Inform employees and other persons, such as contractors, of any potential safety hazards that may be encountered in the course of their work and the measures that have been taken to protect them.
- 10.7 Ensure the safe use, handling, storage and transport of all articles and substances under their control.
- 10.8 Ensure completion and reporting of accident, incident and dangerous occurrences.
- 10.9 Investigate all accidents promptly to discover their cause and ensure appropriate action is taken to prevent recurrence.
- 10.10 In the event of a serious accident, incident or dangerous occurrence, inform a Chief Officer and/or the Health and Safety Advisor by the quickest practicable means, usually by telephone. Once any casualty has been removed, secure the site in order that a detailed investigation may be made by the Health and Safety Advisory Group and/or the Health and Safety Executive.
- 10.11 Accompany members of the Health and Safety Advisory Group on planned health and safety inspections or audits.
- 10.12 Ensure that employees are issued with suitable protective clothing and/or equipment and ensure it is maintained in good condition and used as instructed.
- 10.13 Ensure all safety rules are observed, including any contractors and visitors to the Council premises, and that any defective or damaged plant or premises are promptly reported and rectified.
- 10.14 Ensure all instructions to employees are not in conflict with the Council's Health and Safety Policy or with good health and safety practice.
- 10.15 Ensure that all proposed new buildings, plant, equipment or substances are assessed to ensure compliance with the Council's health, safety and wellbeing obligations.

- 10.16 Consult and co-operate with members of the Health and Safety Advisory Group on health, safety and wellbeing issues.

11. HEALTH AND SAFETY ADVISOR

The Health and Safety Advisor is available to provide advice or guidance on health and safety matters and, so far as is reasonably practical, be responsible for:

- 11.1 Providing advice and guidance on the implementation of the Health and Safety Policy and relevant legislation to Members, managers, employees and the Health and Safety Advisory Group.
- 11.2 Liaising with officers of the Health and Safety Executive, Fire Authority and other enforcing authorities and agencies.
- 11.3 Providing health and safety advice to managers in relation to the Council's current and proposed sites, premises, and plant and equipment, making recommendations where necessary for improvement of existing methods of work.
- 11.4 Undertaking investigations of accidents/incidents and dangerous occurrences as necessary, preparing reports, co-ordinating the collection of statistics and reporting these to the Health and Safety Executive, the Health and Safety Advisory Group and the relevant Council committee.
- 11.5 Ensuring that all reports of accidents, incidents and dangerous occurrences, inspections of plant and machinery, equipment and premises are recorded, reports received and co-ordinated and brought to the attention of the relevant manager and Senior Managers.
- 11.6 Undertaking the organisation and delivery of training related to health and safety for Members, Officers and employees.
- 11.7 Liaising with and providing advice to members of the Health and Wellbeing Team.
- 11.8 Organising and liaising with members of the Health and Safety Advisory Group, arranging meetings and team inspections on issues relating to health and safety.
- 11.9 Set, monitor and review the effectiveness of the Council's Health & Safety Policy, ensuring current legislative requirements are met and accurately reflects the Authorities activities.
- 11.10 Monitoring and effective implementation of the Health and Safety Policy and working practices, including a robust framework for risk assessment.

12. EMPLOYEES

Every employee has a duty under the Health and Safety at Work etc Act 1974 to take reasonable care to avoid injury to themselves or others who may be affected by their work or omissions and to co-operate with the Council in meeting the statutory requirements of the Act. Any employee that knowingly contravenes or disobeys, or causes others to disobey, instructions or interferes with any measure the Council takes to ensure health and safety at work will be liable to

disciplinary action which may result in dismissal in serious cases.

All employees will, so far as is reasonably possible:

- 12.1 Co-operate with managers to enable legal duties to be met and in the implementation of the Health and Safety Policy and safe practices of work.
- 12.2 Report all accidents/incidents and dangerous occurrences to the appropriate responsible person on site to ensure appropriate investigations can be undertaken, whether this relates to persons being injured or not, and enter in the Accident Book.
- 12.3 Report all dangerous actions and work practices by colleagues to their manager/supervisor.
- 12.4 Report all hazards and accept responsibility for removing such hazards where it is safe and reasonable for them to do so, and informing their manager accordingly.
- 12.5 Take responsibility for good housekeeping in the area in which they work, making suggestions to their manager for the improvement of health, safety and wellbeing in their workplace.
- 12.6 Only undertake work for which they have been trained and are authorised, qualified and competent to undertake.
- 12.7 Ensure that all equipment or machinery issued to them, or for which they are responsible, is correctly used as per manufacturer's instructions and stored safely.
- 12.8 Use, and maintain in accordance with instructions and training given, appropriate personal protective clothing and equipment when and where there is a requirement to do so and report the loss or defect of all personal protective equipment provided by the Authority.
- 12.9 Not intentionally or recklessly interfere with, or misuse anything provided in the interest of health, safety and the environment.
- 12.10 Not undertake any new activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- 12.11 Make themselves aware of all first aid, fire and emergency procedures.
- 12.12 Have the right to confidential consultation with a staff counsellor, the Health and Safety Advisor and the Health and Safety Advisory Group.

13. HEALTH AND SAFETY ADVISORY GROUP AND SAFETY REPRESENTATIVES

The Council will co-operate in setting up a Health and Safety Committee to comply with their obligations under the Safety Representatives and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996. To avoid confusion with other Council committees, this shall be named the Health and Safety Advisory Group. The responsibilities and functions of the Health and Safety Advisory Group and the Safety Representatives are:

13.1 That the members of the Health and Safety Advisory Group shall include:

- An Elected Member as lead Member for Health and Safety (the Chairman of the Group)
- An Officer Representative from the Senior Management Team
- Health and Safety Advisor
- Human Resources Representative
- A representative of the Health and Wellbeing Team
- Trade Union Safety Representatives
- Non Union Representatives of Employee Safety
- Representative of the Fire Authority

13.2 To attend meetings, that shall be scheduled at least three times per year, and participate in full and frank discussion on health, safety and wellbeing issues for the benefit of the Council and its employees and visitors. The Group will be advised by the appropriate officer of the Council or other specialists as appropriate.

13.3 To review the Health and Safety Policy and framework for safe working practices, receive reports and make recommendations on matters affecting operational health and safety and the wellbeing of the Council's Members and employees.

13.4 To publish notes of the meetings on notice boards and/or internet for information for all Members, Officers and employees, as appropriate.

13.5 To ensure that all agreed actions from the meetings are followed up and reviewed at each meeting.

13.6 To be consulted on all issues concerning health, safety and wellbeing, to include:

- the introduction of any measures which may affect the health, safety and wellbeing of the employees
- any health, safety and wellbeing information which the Council is required to provide to employees
- the plans for and the organisation of health, safety and wellbeing training to Members, Officers and employees
- Receiving information relating to investigations or inspections related to health, safety and wellbeing
- Receive information relating to accidents or incidents and to examine records and documents relating to health, safety and wellbeing.

13.7 To have the right of access at all reasonable times to the Council's premises and workplaces without prior arrangement and to carry out inspections of the workplace.

13.8 That Safety Representatives, nominated by recognised Trade Unions and those persons representing employees not in a Trade Union will be recognised by the Council and afforded the appropriate facilities in accordance with the safety representatives and safety committee regulations noted in 13 above.

ARRANGEMENTS FOR IMPLEMENTATION OF THE POLICY

14. STRATEGIC, DEPARTMENTAL AND COMMUNITY DOCUMENTATION

- 14.1 The corporate documentation, policies and standards set out the overall position the Council takes on issues covered and those responsible for ensuring standards of the Policy are met.
- 14.2 The policy aims to ensure that, as a minimum, the requirements of health and safety legislation are met.
- 14.3 Departments shall meet the requirements of corporate policies as mandatory.
- 14.4 Departmental documentation meets the standard requirements of the corporate documentation as a minimum
- 14.5 Others who work or visit Council premises, shall be made aware of the Council's policies and guidance in relation to health, safety and wellbeing, such as Contractors, Consultants and those hiring Council premises.

15. INCIDENT REPORTING AND RECORDING

- 15.1 Employees report incidents to their immediate line manager verbally, followed by completion of an internal incident report form. These reports are advised to and kept by the Health and Safety Advisor and copied to the Head of Finance and Reporting for insurance purposes.
- 15.2 Failure to report an incident may result in disciplinary action.
- 15.3 Contractors or persons visiting Council premises must report incidents to the client as well as to their remote line manager.
- 15.4 When fatal or major injuries, high cost dangerous occurrences, high profile incidents or environmental events or an injury that prevents a person from working for 3 days occur, a Chief Officer and/or the Health and Safety Advisor must be informed immediately.
- 15.5 Following events at 15.4 the Lead Members for Health and Safety, Senior Managers, Senior Managers, Human Resources, Wellbeing managers, environmental managers and worker representatives, must be informed as appropriate or necessary.
- 15.6 The Health and Safety Advisor informs enforcing authorities of reportable events under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 within the appropriate timescale and copies the report to the Head of Finance & Reporting for insurance purposes.
- 15.7 Action by the staff at 15.5 may require external parties to be informed as necessary. The external parties may include the family of the casualty, external authorities, insurance

companies and public relations advisers.

16. COMMUNICATION

16.1 Communication within the authority is essential to ensure:

- all staff are aware of the health, safety and wellbeing issues, the priorities and their responsibilities
- lessons are learned by/transferred to those who can benefit from them ie an effective control of a hazard or risk in one department may also apply to another
- each level of management through to the relevant committee and/or Council, including the Health and Safety Advisory Group, receives information to allow an informed decision where a hazard, risk or the action planned is not acceptable
- partner organisations are made aware of the importance of the Council's Health and Safety Policy and safe working practices process and ensures that their employees and any third party involved are also aware and shall comply.

16.2 The Health and Safety Policy is reviewed at least annually and is the responsibility of the Corporate Governance and Resilience Lead, reporting to the Health and Safety Advisory Group, the Corporate Management Team and the relevant committee.

16.3 Departmental Health and Safety Risk logs are reviewed, and actions identified to eliminate or reduce the risk not less than twice per year and reported to the relevant committee.

16.4 Line Managers ensure the Health and Safety Advisor receives incident/accident reports.

16.5 The Health Advisor ensures the Health and Safety Advisory Group has information on all issues of health, safety and wellbeing.

16.6 Any updates or revisions of the Health and Safety Policy will be brought to the attention of the Members, Officers and employees and any other party thought to require such information, such as contractors and visitors to the Council premises.

17. REVIEWING PERFORMANCE

17.1 The Health and Safety Policy is intended to be a live document that is reviewed by the Health and Safety Advisory Group annually or when significant changes occur in the nature of the business or relevant legislation.

17.2 Performance indicators are produced and reviewed at least annually to ensure the maintenance of the implementation of the Health and Safety Policy and safe working practices, and the improvement of those practices.

17.3 Routine auditing will be carried out by the Health and Safety Advisory Group to monitor compliance with the Health and Safety Policy.

17.4 Employee complaints in relation to health, safety and wellbeing and investigations of accidents, incidents and near misses will be monitored by the Health and Safety Advisory Group and significant findings reported to the relevant committee.

18. ADDITIONAL HEALTH AND SAFETY POLICIES AND GUIDANCE

18.1 In addition to this Health and Safety Policy, various policies and guidance is available from the Emergency Planning department emergencyplanning@scilly.gov.uk or the Health and Safety Executive website at <http://www.hse.gov.uk>

18.2 The following links give guidance on various subjects:

Guidance on Health & Safety at Work: <http://www.hse.gov.uk/guidance/index.htm>

Asbestos: <http://www.hse.gov.uk/contact/faqs/asbestoslicence.htm>

Back pain: <http://www.hse.gov.uk/msd/backpain/index.htm>

Display Screen Equipment: <http://www.hse.gov.uk/contact/faqs/vdubreaks.htm>

First Aid: <http://www.hse.gov.uk/contact/faqs/firstaid.htm>

Loan Working: <http://www.hse.gov.uk/contact/faqs/workalone.htm>

Manual Handling: <http://www.hse.gov.uk/contact/faqs/manualhandling.htm>

Musculoskeletal Disorders: <http://www.hse.gov.uk/msd/index.htm>

Temperature guidelines: <http://www.hse.gov.uk/contact/faqs/temperature.htm>

Work related stress: <http://www.hse.gov.uk/stress/index.htm>

Working at Height: <http://www.hse.gov.uk/contact/faqs/heightreg.htm>