

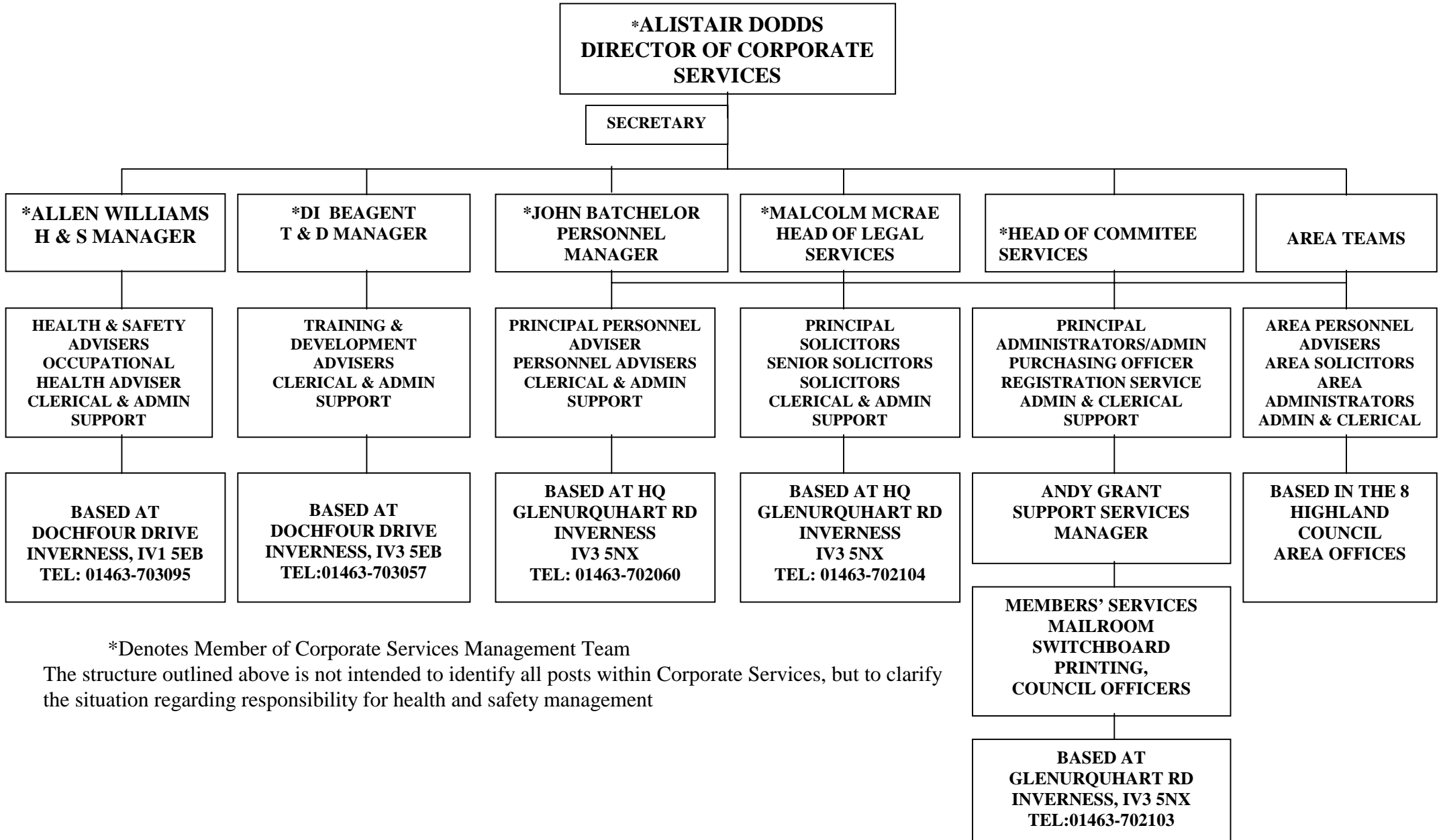
**The
Highland
Council**
Comhairle na
Gaidhealtachd

SERVING The Highland Community

**CORPORATE SERVICES
HEALTH & SAFETY POLICY**

Director of Corporate Services

**CORPORATE SERVICES STRUCTURE
ORGANISATION AND RESPONSIBILITY FOR HEALTH & SAFETY MATTERS**



*Denotes Member of Corporate Services Management Team

The structure outlined above is not intended to identify all posts within Corporate Services, but to clarify the situation regarding responsibility for health and safety management

CORPORATE SERVICES
HEALTH & SAFETY POLICY STATEMENT

The Director of Corporate Services accepts responsibility for administration of the Council's General Statement of Health and Safety Policy (attached).

In addition the Director of Corporate Services recognises and accepts responsibility for ensuring as far as is reasonably practicable, the health, safety and welfare at work of all Corporate Services employees and others who may be affected by their work activities including members of the public, contractors, elected members etc.

It is recognised that a high standard of health and safety performance is an integral part of Service Delivery and a planned systematic approach to the implementation of the Council's Health and Safety Policy will be applied to ensure the provision and maintenance of:-

- plant, equipment and systems of work that are safe and without risk to health;
- safe arrangements for the use, handling, storage and transportation of articles and substances;
- sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work;
- a safe place to work and safe access to it;
- a healthy working environment;
- adequate welfare facilities;

All premises occupied by Corporate Services and all work activities undertaken by its staff will be assessed in terms of risk, the aim being to eliminate or control the risks to an acceptable level so far as is reasonably practicable.

A Corporate Services Health and Safety plan will be developed with the prime objective of ensuring compliance with Corporate Health and Safety Policies and guidance and all associated Health and Safety legislation.

Arrangements will be made to monitor and review the health and safety performance of the Service on a regular basis, together with the production of an annual report evaluating the health and safety performance of the Service.

This policy statement will be supported by further documents outlining:

- a) The organisation and responsibility for Health and Safety within Corporate Services
- b) The Corporate Services Health and Safety Plan
- c) Detailed arrangements for compliance with corporate policies and guidance within Corporate Services.

Signed.....

Director of Corporate Services

Date:.....

CORPORATE SERVICES HEALTH AND SAFETY PLAN

The Corporate Services Health and Safety plan is based on the HSE guidance booklet HS(G)65 “Successful Health and Safety Management” and the accompanying leaflet INDG275 “Managing Health and Safety - Five Steps to Success”.

Based on the five step approach, the Corporate Services plan is as follows:-

STEP 1 - Set Your Policy

A Corporate Services health and safety policy statement has been established linking the health and safety arrangements within the Service to the Council’s policy.

STEP 2 - Organise your Staff

- 1 a) There is a commitment to establishing and maintaining a positive health and safety culture within Corporate Services.
 - b) This will be promoted throughout the Service by specific reference to the essential elements of **Competence, Control, Co-operation and Communication**, in the detailed arrangements for the Personnel, Legal Committee and Members’ Services, Training and Development and Health and Safety sections.
- 2 a) The health and safety responsibilities of key staff within Corporate Services have been established.
 - b) Responsibilities within the various sections will be contained in the detailed arrangements to follow.
- 3 a) Consultation arrangements have been established both Corporately (Central Safety Committee) and at Area level (Area working groups) to which Corporate Services staff have access. **Refer to Health & Safety Manual - Policy and Guidance on Health and Safety Consultation.**
 - b) Detailed procedures for consultation on/and communication of health and safety matters will be included in the arrangements developed by each section. This will include reference to health and safety on the agenda of office meetings, team briefings etc and the keeping of minutes and action notes.

- c) A working group within Corporate Services has been established to assist in the development of and the implementation arrangements for the Service Health and Safety Policy.

Members of the group are:-

- Allen Williams - Health & Safety Manager
 - Andy Grant - Support Services Manager
 - John Robertson, Training Adviser
 - Patricia Watson, Senior Administrative Assistant
- 4 Procedures will be outlined for assessing the health and safety training needs of staff in the detailed arrangements for each section.
- 5 Specialist advice on health and safety issues can be obtained by contacting the Health and Safety Team, Dochfour Drive, Inverness, IV3 5EB (Tel:01463-703095). Reference should be made to the leaflet contained in the Health and Safety Team section of this document to determine Area and Service specific responsibility of Advisers.

STEP 3 - Plan and Set Standards

1. The principal objective of the Corporate Services Health and Safety plan is to ensure effective implementation of Corporate policies and procedures and compliance with health and safety legislation.
2. Hazard identification, assessing risks, implementing standards and monitoring performance will be the subject of detailed arrangements for each section of Corporate Services.
3. The Head of each section within Corporate Services will be responsible for ensuring that items outlined in the attached checklists which form an integral part of this plan are adequately addressed.
4. Where the risk assessment process identifies “significant risks” or the need for additional control measures in relation to any level of risk, this must be brought to the attention of the Section Head.
5. Section Heads will be responsible for implementing appropriate control measures to eliminate or reduce risks to an acceptable level.
6. All staff must be supplied with information relating to the hazards they are exposed to and should be involved in the risk assessment process, particularly when determining the adequacy of existing or proposed control measures.
7. Where controls are based on “safe working practices” then written details of the agreed safe system of work must be supplied to the employee affected.
8. A specific procedure for dealing with situations of **serious and imminent danger** will be detailed within each of the sections of Corporate Services.

9.

STEP 4 - Measure Your Performance

- 1 A system of active monitoring will be established in each Section of the Service. This will ensure that regular checks and/or inspections take place to ensure that standards established in the preceding section are:-
 - a) Implemented and
 - b) Effective
- 2
 - a) Reactive monitoring will also take place and all Sections will be required to investigate injuries, costs of illness, property damage and near misses associated with their work activities.
 - b) The results of accident report forms and the reactive monitoring referred to above will be used to identify situations that create risks and take action to prevent a recurrence.
 - c) Priority will be given to those events which have the potential to cause serious harm.
 - d) Information gathered from the monitoring process will be shared with other Services where appropriate and may also be used to identify the need for the development of Corporate policy and guidance.
 - e) Accurate records of injuries, ill-health and accidental loss will be kept by each section with copies being forwarded to the Health and Safety Team.
Refer to the Accident Reporting and Investigation Policy and Guidance.

STEP 5 - Audit and Review

- 1 Health and Safety Advisers and where appropriate, the Occupational Health Adviser will audit premises and working practices within each of the Sections of Corporate Services to determine the effectiveness of the Sections own monitoring arrangements.
- 2 Where an audit identifies deficiency in policy implementation or compliance with Health and Safety legislation, then the circumstances will be brought to the attention of the appropriate Section head.
- 3 The Section head will then be responsible for ensuring that appropriate remedial action is instigated and an indication of the timescale for its completion.

CORPORATE SERVICES

ORGANISATION AND RESPONSIBILITY FOR HEALTH AND SAFETY

DIRECTOR OF CORPORATE SERVICES

As head of the Service is responsible for:-

- a) Administration of the Highland Council's Health and Safety Policy
- b) Ensuring so far as is reasonably practicable, the health, safety and welfare at work of all Corporate Services' employees and others who may be affected by their work activities.
- c) The preparation and review of the Corporate Services' Health and Safety policy.
- d) Preparation of a health and safety plan and detailed arrangements for ensuring the effective implementation of the policy.
- e) Ensuring that adequate resources are made available to ensure effective implementation of the policy.
- f) Monitoring and review of the health and safety performance of the Service.
- g) Preparing an annual report evaluating the health and safety performance of the Service

PERSONNEL MANAGER

As head of Personnel Services is responsible for:-

- a) Assisting the Director of Corporate Services to meet the obligations outlined in the Highland Council and Corporate Services Health and Safety policy statements.
- b) Ensuring so far as is reasonably practicable, the health, safety and welfare of staff within the Personnel Section and others affected by their work activities.
- c) Arrangements for ensuring that the Personnel Section comply fully with all Corporate and Service specific policies relating to health and safety, including risk assessments, first aid and fire procedures etc (Detailed arrangements to follow).
- d) Co-ordinating the development of Personnel Policies to ensure that health and safety issues are adequately addressed.

HEALTH & SAFETY MANAGER

As leader of the Health and Safety Team is responsible for:-

- a) Assisting the Director of Corporate Services to meet the obligations outlined in the Highland Council and Corporate Services' health and policy statements.
- b) Ensuring so far as is reasonably practicable, the health, safety and welfare of staff within Corporate Services', Health and Safety Team, and others affected by their work activities.
- c) Arrangements for ensuring that the Health and Safety Team comply fully with all Corporate and Service specific policies relating to Health and Safety, including risk assessments, first aid and fire procedures etc (Detailed arrangements to follow).
- d) The further development of Corporate and Service specific policy and guidance on Health and Safety issues.
- e) The co-ordination of Health and Safety arrangements for all sections of Corporate Services.

TRAINING AND DEVELOPMENT MANAGER

As leader of the Training and Development Team is responsible for:-

- a) Assisting the Director of Corporate Services to meet the obligations outlined in the Highland Council and Corporate Services' Health and Safety policy statements.
- b) Ensuring so far as is reasonably practicable, the health, safety and welfare of staff within the Training and Development Team and others affected by their work activities.
- c) Arrangements for ensuring that the Training and Development Team comply fully with all Corporate and Service Specific policies relating to health and safety, including risk assessments, first aid and fire procedures etc. (Detailed arrangements to follow).
- d) Co-ordinating the Corporate health and safety training needs of Highland Council staff and arranging for the development and delivery of appropriate training courses.

HEAD OF LEGAL SERVICES

As head of the Legal Services section of Corporate Services, is responsible for:-

- a) Assisting the Director of Corporate Services to meet the obligations outlined in the Highland Council and Corporate Services' health and safety policy statements.
- b) Ensuring so far as is reasonably practicable, the health, safety and welfare of staff within Legal Services and others affected by their work activities.
- c) Arrangements for ensuring that Legal Services comply fully with all Corporate and Service specific policies relating to health and safety, including risk assessments, first aid and fire procedures etc. (Detailed arrangements to follow)
- d) Provision of legal advice relating to health and safety issues with particular reference to civil claims against the Council arising as a result of an accident and/or enforcement action by the Health and Safety Executive.

HEAD OF COMMITTEE SERVICES

As Head of Committee Services is responsible for:-

- a) Assisting the Director of Corporate Services to meet the obligations outlined in the Highland Council and Corporate Services' health and safety policy statements.
- b) Ensuring so far as is reasonably practicable, the health, safety and welfare of staff within Committee Services and others affected by their work activities.
- c) Arrangements for ensuring that Committee Services comply fully with all Corporate and Service specific policies relating to health and safety, including risk assessments, first-aid and fire procedures etc. (Detailed arrangements to follow).
- d) Administration arrangements associated with the health and safety consultation provisions of the Central Safety Committee and Area Health and Safety working groups.