

**+ HEALTH**



**SAFETY &**



**WELLBEING**

**HSW001: Health, Safety and Wellbeing Policy 2018-19**

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## Version 2.0

After a year of operation this is the first formal revision of the Policy. Appreciation is due to the members of the Working Group who volunteered their time, experience and expertise to contribute to this updated version. Namely:

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Philip Mountford	Operations Manager: Potteries Museum
Vicky Embrey	Libraries Service Manager
Laura Mason	Health Improvement Facilitator
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# PREFACE

This version supercedes and replaces earlier versions

## **Safety is paramount and a positive safety culture is vital to ensuring it is not compromised.**

The arrangements to ensure safety have to be effective. They must be suited to the needs of the service or business, i.e. they have to be fit for purpose.

The range of services and operations in the City Council means that the associated risks and the measures needed to manage them vary widely. It is hoped that this Policy will provide enough direction to help deliver consistently robust safety management across the City Council and at the same time offer sufficient flexibility to develop those systems in line with business and service needs.

It is critical that this document strikes the correct balance between clarity, flexibility and prescription and that it enables and assists all services and businesses to operate safely and efficiently.

This revision of the City Council's Health & Safety Policy seeks to achieve three main objectives. Firstly is the comparatively simple matter of updating the Policy to account for a number of structural changes that have recently taken place.

Secondly it seeks to refocus and enhance the general approach to ensuring effective management of wider health and safety issues. Finally it extends its scope to promoting general wellbeing within the workforce. Its overall aim is to be helpful.

The policy is intended to be a living document and to achieve this it will require regular and systematic reviews and revisions. Any issues or ideas for improvement should be raised with the Assistant Director: Operations (details given below).

### Scope

This policy applies to each and every employee of the City Council regardless of where they work or the nature of the services they provide. This includes, but is not limited to employees in educational and care institutions; employees working outside of the city's administrative boundaries and employees working on premises or in locations outside the ownership or control of the City Council.

**Advice and support regarding the Policy and safety and health in general can be obtained from:**  
**Health & Safety Support Team, Civic Centre, Stoke-on-Trent City Council, Stoke**  
**Or:**

**Assistant Director: Operations, Civic Centre, Stoke-on-Trent City Council, Stoke**

**Advice and support regarding Wellbeing can be obtained from:**  
**Workplace Wellbeing Team, Civic Centre, Stoke-on-Trent City Council, Stoke**  
**Healthy.Staff@stoke.gov.uk**

# 1.0 HEALTH, SAFETY AND WELLBEING POLICY STATEMENT

## 1.1 Statement of Intent

The City Council is intent on maintaining effective and robust arrangements for the management of its responsibilities around personal health, safety and wellbeing.

It is also intent on developing a dynamic and positive workplace culture that fosters universal ownership amongst its workforce to protect and enhance the health, safety and wellbeing of its employees and to protect other persons who are likely to be affected by its activities.

## 1.2 Introduction

Keeping people safe from harm is a moral and legal obligation on us all. Regardless of our role as employers, managers, employees or simply as human beings this obligation is universal.

The duty to provide a working environment that is fundamentally safe and healthy is absolute. The City Council is committed to fulfilling this duty. Beyond this the City Council has a wider duty to promote the general wellbeing of its citizens, many of whom are also its employees. In this regard the effective management of potential harm in the workplace, whilst important is not sufficient in itself to fulfil this wider responsibility. Therefore, the City Council also commits itself to promoting the general health and wellbeing of its workforce to enable them to enjoy the benefits of good health both inside and outside of work.

To effectively fulfil these obligations and achieve our wider goals we intend to promote and nurture within the workplace a positive culture that encourages the vigilance and engagement of all.

This policy is a statement of our commitment and intent in this regard. It is an explanation of how we intend to fulfil our duties and achieve our aims. Implementation of this living policy will be a key part in achieving the right culture to keep people safe and healthy, which is a benefit to us all.

## 1.3 General Commitments

Legislation defines nothing but the minimum action any organisation is required to achieve. The City Council will strive to attain higher standards than the statutory minimum wherever it is practical and beneficial to do so. In order to meet the basic objectives and attain high standards the co-operation and collaboration of all employees is essential and is expected.

The City Council will make available sufficient resources to enable the realisation of this Policy. It will establish and develop accessible and fit for purpose resources to support the promotion of health, safety and wellbeing amongst its workforce.

The City Council believes it needs to be as explicit as is practically possible in regard to how it intends to fulfil its obligations as an employer. In turn it also feels that clarity regarding the requirements and expectations it holds of its workforce would be helpful to all in achieving the desired outcomes. Accordingly the general obligations of Employer and Employee that the City Council wishes to see in place are outlined in the following section. This is the Covenant that the City Council commits itself to and expects its employees to similarly endorse.

**Councillor Abi Brown**

Deputy Leader

**David Sidaway**

City Director

## 2.0 THE COVENANT

In order to help achieve the desired positive organisational culture around health, safety and wellbeing it is important that both employer and employees are clear about their respective responsibilities. To promote this clarity the following obligations are presented here as a covenant between the City Council, as the employer and its employees.

In terms of fulfilling its obligations the City Council expects its managers and supervisors to act in a manner consistent with the Employer's Obligations. Likewise it expects and requires its employees to reciprocate by also acting in a manner consistent with the Employee's Obligations.

### **2.1 Employer's Obligations (Incumbent on all line managers and supervisors)**

- a) To nurture a positive health & safety culture that encourages active engagement by all and that seeks to achieve high standards.
- b) To establish widespread responsibility and ownership for ensuring safety rather than apportion blame for oversights and mistakes.
- c) To promote and support the attainment of good health and healthy living within the workforce.
- d) To ensure that appropriate and robust training in health and safety matters is made available and is satisfactorily completed.
- e) To encourage the raising of health & safety concerns by all.
- f) To establish and maintain effective communications for the dissemination of information regarding developments in health, safety and wellbeing.
- g) To listen and respond appropriately, in confidence if needs be, and in a timely fashion to any health & safety concern raised by anyone at any time.
- h) To actively monitor the status of health & safety arrangements in all our activities.
- i) To recognise and disseminate good examples of health & safety achievement, conduct and practise.
- j) To deal effectively and fairly with reckless or careless conduct that is detrimental to the required standards of safe and healthy working practises.
- k) To keep their line manager informed of any developments and issues with regard to health, safety, and wellbeing in their team.

### **2.2 Employee's Obligations (Incumbent on all employees)**

- a) To demonstrate diligent and professional conduct at all times in order to ensure that no person is placed at an unnecessary or excessive risk.
- b) To look out for the safety of colleagues and to assist and encourage them to work safely.
- c) To engage as appropriate in wellbeing initiatives and to contribute to the development of programmes that help enhance wellbeing in the workplace.
- d) To positively engage in all training and information briefings intended to promote health, safety or wellbeing.
- e) To follow all health & safety training and instructions and to act in accordance with that training and those instructions unless to do so would be unsafe.
- f) To properly report within one working day any accident, incident, injury or near-miss.
- g) To ensure all equipment, vehicles and tools (including personal protective equipment) are in good order and are used appropriately.
- h) To immediately raise with a line manager/s or workplace representative any concern/s about health and safety measures that are in place or absent.
- i) To raise with a line manager/s or workplace representative any proposals they may have as to how health and safety measures might be improved.

## 3.0 COMMUNICATIONS AND ENGAGEMENT

The City Council recognises the importance of effective communications to promote workforce engagement and achieve the effective implementation, operation and development of this Policy. The City Council recognises the important contribution trades unions can make in this regard.

The City Council commits itself to effective liaison and meaningful engagement and consultation with representatives of the respective trades unions with regards to this Policy and the general management of health, safety and wellbeing in the workplace.

The variety of services and operations within the City Council means that varied, but effective communications between line managers and their teams are vital. This Policy aims to establish a general framework for these communications and at the same time offer sufficient flexibility for managers to establish arrangements that are suited to the needs of their particular business areas. It is hoped that in this way personal ownership will be fostered through home-grown solutions and that the resolution of matters of concern and opportunities for improvement at source will be maximised.

Whilst flexibility is required to ensure that effective communications can be enacted by managers the organisation needs to be able to reassure itself that such arrangements are in place. It is the responsibility of the Senior Management Team (SMT) to monitor and evaluate the effectiveness of all communications and thereby provide the necessary level of assurance for the organisation. SMT will determine the means by which the efficacy of workforce engagement will be monitored and assessed.

### 3.1 Corporate Level Communications (Membership of CHeWS)

The City Council will establish a high-level Corporate Health, Safety and Wellbeing Group (CHeWS). The Group will be comprised of:

- a) The City Director (Chair)
- b) The Assistant Director: Operations (Deputy Chair and Place, Growth and Prosperity representative)
- c) Senior representatives of all the trades unions in the workplace.
- d) One senior manager (Assistant Director or above) from each of the Directorates.
- e) The Corporate Health & Safety Assurance Manager.
- f) A representative from the Human Resources Department.
- g) A representative from the Wellbeing Team.
- h) Such other persons as the Chair agrees are relevant to achieving the remit of the Group as detailed in 3.2.

### 3.2 Corporate Level Communications (Remit of CHeWS)

CHeWS will meet at least four times a year. The remit of the group is to:

- a) Ensure consistent application of the Policy and to consider revisions and improvements to it.
- b) Develop a collaborative and partnership approach to attaining excellence in protecting our people from harm and promoting their good health (see escalation diagram on pg 8).
- c) Provide a senior forum to address concerns from the workforce around matters of health, safety and wellbeing that cannot otherwise be resolved.
- d) Review and monitor engagement with the workforce to ensure that effective arrangements are in place at all levels and in all areas within the City Council.
- e) To accept and require such reports as are necessary to assess the operation and effectiveness of the arrangements for health, safety and wellbeing.
- f) Discuss potential developments to law, policy or operating practices that will likely have an impact on the workforce.
- g) Consider the feedback from workforce health & wellbeing surveys and make recommendations for actions in response to any issues raised.

### 3.3 Divisional and Team Level Communications

For services and operations with dispersed and/or mobile workforces effective communications can be challenging. At the same time they can be even more important to these sections of the workforce as they can often entail higher levels of risk. Additionally employees in such environments often do not have team meetings and cannot rely on emails or the other methods of communications commonly available to office-based employees. Regardless of these challenges effective communications must be maintained.

Managers responsible for dispersed and/or mobile workforces must hold regular and appropriately timed sessions called Health, Safety and Wellbeing Forums. These Forums are specifically intended to afford employees in those teams the opportunity to be briefed on and to raise health, safety and wellbeing issues with their manager/s, if necessary with the support of their representatives from the relevant trades unions. Attendance at H,S&W Forums and the proceedings and actions must be recorded and the records retained for two years.

Managers responsible for teams that are primarily office based; health, safety and wellbeing issues should be a standing agenda item for team meetings. Ideally the issue should appear as high up the agenda as the level of risk dictates. A record must be made of attendees and the proceedings and actions covered under the agenda item. These records must be available for two years after the meeting

### 3.4 Communicating Problems or Concerns

A key feature of a positive health, safety and wellbeing culture is the extent to which employees are motivated and feel able to confidently raise concerns and report problems. The City Council encourages any employee with concerns about any aspect of health, safety or wellbeing in their work or in the work of others to raise that issue with their line manager. Line managers are required to encourage their teams to raise issues and to respond to them in a professional manner. All matters raised must receive a timely response, even if that response is simply to reinforce the suitability of existing arrangements.

Should an individual fail to receive a timely or reasonable response to a concern they have raised then they are encouraged to escalate the issue as outlined in the diagram overleaf.

It should not be the case, but the City Council recognises that some employees in some situations may be reluctant to raise their concerns. Any employee who has concerns about health, safety or wellbeing, but feels unable to raise them directly is urged to seek advice and support from: a Representative of a trades union; the Human Resources Department; the Health & Safety Support Team or the Wellbeing Team.

If any person believes that a situation is not being managed adequately and that as a result there is an excessive risk of serious harm to a person or persons then they are required to immediately bring this to the attention of their line manager. If this is not possible then they should escalate the issue rapidly through the management structure as shown in the diagram on page 8.

Employees are reminded of the existence of the City Council's Whistleblowing Policy should they fear that raising an issue will result in recriminations.

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## 4.0 ORGANISATION

### 4.1 Responsible Cabinet Member (Deputy Leader)

It is a reflection of the strength of commitment of the City Council to caring for its workforce that the Deputy Leader has been given Cabinet responsibility for overseeing the application of this Policy.

The Deputy Leader will:

- a) Champion the principles and ethos described in this Policy.
- b) Receive appropriate training to fulfil the role.
- c) Report to Cabinet on at least an annual basis on the performance of the Authority in respect of this Policy.
- d) Hold the City Director to account for the proper implementation of the Policy.

### 4.2 City Director

The City Director is ultimately responsible for ensuring health, safety and wellbeing within the council.

Within the general obligations of the Safety Covenant, the City Director will:

- a) Champion the principles and ethos described in this Policy.
- b) Provide the Deputy Leader with such reports as may be required.
- c) Ensure that health, safety and wellbeing provisions within the City Council are well managed, and sufficiently resourced.
- d) Oversee the effective monitoring and reporting of health, safety and wellbeing performance at Senior Management Team.
- e) Approve the annual Health & Safety Audit Plan.
- f) Chair and lead the Corporate Health, Safety and Wellbeing Group (CHeWS).
- g) Implement a clear system of delegation for health, safety and wellbeing functions to appropriate members of the Senior Management Team. Please see Appendix I: Schedule of Delegated Duties.
- h) Monitor the arrangements for the supply of sufficient and competent expert advice as is necessary to meet the requirements of this Policy.
- i) Undertake at least one safety audit a year with the assistance of the Health & Safety Support Team.
- j) Attend appropriate training for the management of Health, Safety and Wellbeing at least every two years.

### 4.3 Senior Management Team (SMT)

The SMT consists of the City Director, Corporate Directors and Assistant Directors of the City Council. Members of the SMT will assist and support the City Director in the attainment of the City Director's responsibilities as described above.

The Assistant Director: Operations will take the lead on managing quality assurance for the City Director and SMT of the effectiveness of corporate health, safety and wellbeing arrangements.

Within the general obligations of the Safety Covenant, the SMT will:

- a) Champion the principles and ethos described in this Policy.
- b) Monitor performance with regard to this Policy and take any necessary corrective action/s.
- c) Approve a Corporate Delivery Plan for workforce wellbeing initiatives.
- d) Determine the need for and format of corporate wide communications and workforce engagement.
- e) Monitor the effectiveness of communications and make arrangements for improvements where and when the need arises.
- f) Receive feedback and progress reports on the outcomes of assurance audits.
- g) The Assistant Director: Operations will be responsible for reviewing all RIDDOR incidents and reporting back as appropriate to either Directorate Management Teams or SMT on the conclusions of those reviews.
- h) Review and develop this Policy as necessary to ensure it meets the needs of the entire organisation.
- i) Review and authorise changes to relevant corporate protocols and policies and procedures.
- j) Support the development and implementation of such other policies and procedures as may be required to ensure effective management and promotion of health, safety and wellbeing in the workforce.

#### 4.4 Corporate Directors

Corporate Directors are responsible for health, safety and wellbeing within their respective Directorates.

Within the general obligations of the Safety Covenant, Corporate Directors will:

- a) Champion the principles and ethos described in this Policy.
- b) Delegate such aspects of the health, safety and wellbeing function on a day-to-day basis to their Assistant Directors as appropriate. Please see Appendix I: Schedule of Delegations.
- c) Ensure that the arrangements for communication with and engagement of all team members within their Directorate are adequate for the service/business need and to fulfil the requirements of this Policy.
- d) Ensure consistent representation and attendance at CHWS at a level no less senior than Assistant Director.
- e) Ensure that the existence of this Policy and its requirements are effectively communicated to and understood by all persons.
- f) Ensure that this Policy and its supporting policies and procedures are fit for purpose for their Directorates and to act to resolve any deficiencies by seeking revisions to the Policy or by making specific addendums to it.
- g) Develop as and when required such programmes and actions to ensure the requirements of this Policy are met.
- h) Ensure sufficient resources are available to implement both Corporate and Directorate health, safety and wellbeing plans.
- i) Undertake at least two safety audits a year in their Directorate with the assistance of the Health & Safety Support Team.
- j) Attend appropriate training for the management of Health, Safety and Wellbeing at least every two years.
- k) Identify building managers; Fire Wardens and Fire Incident Officers for their services' accommodation and nominate main lead in multiple-use buildings. Please see Appendix II: Buildings and Designated Building/Site Managers.

#### 4.5 Assistant Directors

Assistant Directors are responsible for health, safety and wellbeing within their respective Divisions.

Within the general obligations of the Safety Covenant, Assistant Directors will:

- a) Champion the principles and ethos described in this Policy.
- b) Undertake at least two safety audits a year in their Division with the assistance of the Health & Safety Support Team.
- c) Attend appropriate training for the management of Health, Safety and Wellbeing at least every two years.
- d) Ensure that the arrangements for communication with and engagement of all team members within their Division are adequate for the service/business need and to fulfil the requirements of this Policy.
- e) Monitor the suitability of risk assessments and the efficacy of any identified control measures.

#### 4.6 Strategic Managers

Strategic Managers are responsible for health, safety and wellbeing within their respective Departments.

Within the general obligations of the Covenant, Strategic Managers will:

- a) Champion the principles and ethos described in this Policy.
- b) Attend appropriate training for the management of Health, Safety and Wellbeing at least every two years.
- c) Ensure that the arrangements for communication with and engagement of all team members within their Department are adequate for the service/business need and to fulfil the requirements of this Policy.
- d) Monitor the suitability of risk assessments and the efficacy of any identified control measures.

#### 4.7 Line Managers (Team Managers, Team Leaders and all in supervisory roles)

The role of line managers and supervisors is critical to the success of this Policy and to the support and engagement of the workforce to establish the desired positive safety culture. They are the most immediate and most influential element in the establishment of a safe and inclusive working environment.

Line managers and supervisors will:

- a) Champion the principles and ethos described in this Policy.
- b) Encourage team members to be actively engaged in establishing a positive safety culture.

- c) Encourage and support team members in raising concerns about health, safety and wellbeing issues.
  - d) Ensure that all risk assessments are kept up to date; are fit for purpose; are understood by team members and the control measures are being adhered to.
  - e) Ensure all accidents, incidents and near miss reports are thoroughly investigated and any necessary action is taken.
  - f) Ensure all training and certification required by team members including designated First Aiders, is kept up to date and being applied in practice.
  - g) Maintain communications with the members of the team, both collectively and individually to ensure safety requirements and issues are recognised and understood.
  - h) Deal firmly, fairly and in a timely fashion with any behaviour in the workplace that undermines the objectives or requirements of this Policy.
- d) To forensically investigate all RIDDOR incidents and to provide the AD: Operations with reports regarding each incident.
  - e) To liaise with regulators as required.
  - f) To ensure that statutory reports and other information as required by regulators are properly provided.
  - g) To contribute to the development of corporate policy and guidance.
  - h) To act as client commissioner for any H&S management system the City Council may procure.
  - i) To monitor the delivery and effectiveness of H&S training.
  - j) To report on corporate H&S performance to SMT.
  - k) To alert senior managers to any system failing or situation that constitutes a risk of significant harm to health or safety.

#### **4.8 Designated Building Managers**

The role of Designated Building Managers is primarily to ensure that the working environment on premises occupied by the the City Council does not present an excessive risk to the safety, health or wellbeing of the people using them.

Designated Building Managers will:

- a) Champion the principles and ethos described in this Policy.
- b) Ensure defects relating to the structure or fixtures of a building are rectified in an effective and timely manner.
- c) Ensure all the necessary documentation and building checks are conducted and recorded as required.
- d) Develop and test as appropriate procedures for the speedy and effective evacuation of a building should the need arise.

#### **4.9 Health & Safety Support Team (Responsibilities)**

The corporate Health & Safety Support Team are not responsible for operational management or delivery of safety management in the City Council.

They have the following responsibilities:

- a) To develop an Annual Delivery Plan for approval by SMT by the end of every June setting out the audit programmes for the following twelve months.
- b) To provide expert advice and guidance as required.
- c) To brief SMT members on the implications of programmed national legislative or policy changes.

#### **4.10 Health & Safety Support Team (Authority to take action)**

Whilst the Team does not have responsibility for the safe management of operations all Advisors with the Health & Safety Support Team have the authority and support of the City Council to:

- a) Immediately stop or prohibit any activity or the use of any equipment or substance that presents an excessive risk of serious harm to health or safety.
- b) Issue an Internal Improvement Notice requiring management action within a specified period of time, to rectify a situation of excessive risk to health or safety.

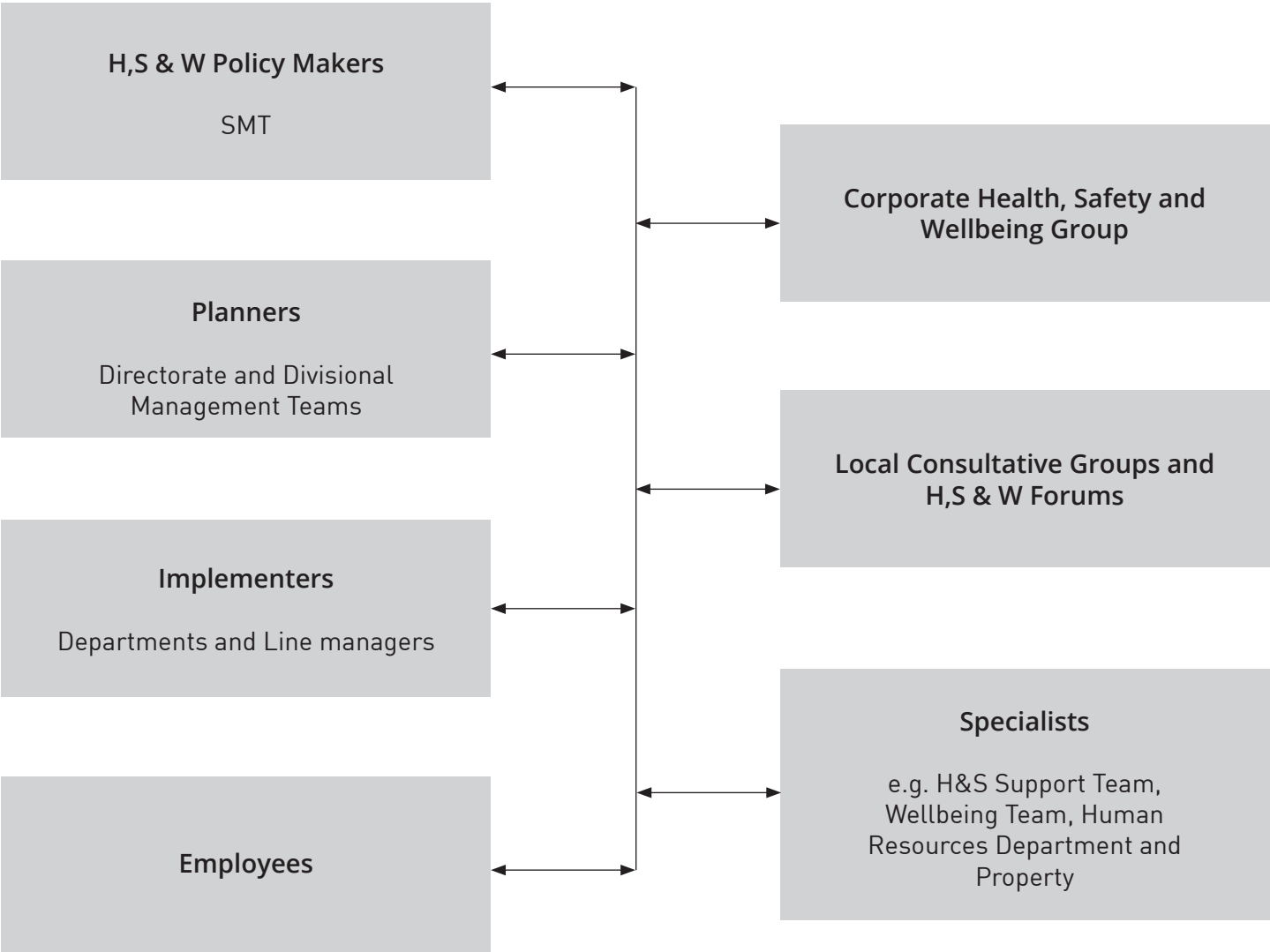
This authority is intended to be used in exactly the same way as the statutory powers of prohibition and improvement notices available to authorised officers under the Health & Safety at Work Etc. Act 1974.

#### **4.11 Wellbeing Team**

The role of the Wellbeing Team is to develop such initiatives, resources and programmes as are appropriate to promote and support wellbeing and good health amongst the workforce. The Team is also available as a source of expert advice, guidance and support regarding matters relating to issues of wellbeing.

**Failure of any person to comply with any requirement/s made under this chapter will be treated as a matter of potential gross misconduct.**

4.12 Health and Safety Organisation Chart



## 5.0 ARRANGEMENTS

### 5.1 Risk Assessments

All activities will be subjected to a risk assessment before they are undertaken by employees.

Except for situations where the risk is assessed as negligible risk assessments must be documented and stored in a manner consistent with current law and best practice.

Documented risk assessments must be finalised in consultation with the employees who are or who will be expected to undertake the activity.

Risk assessments should be subjected to periodic review the frequency of which must be consistent with the degree of risk and potential harm the activity entails.

Control measures identified by a risk assessment will be introduced to reduce risks to a level as low as reasonably practical.

Managers must ensure that control measures are effectively monitored to ensure they continue to minimise risks.

Activities which are deemed high risk will not be carried out until the necessary control measures are in place.

### 5.2 Inductions

Employee inductions must give suitable information on the existence and importance of this Policy.

### 5.3 Training (Learning and Skills Development)

It is a legal requirement and a business need to ensure that employees are competent to undertake any task required of them.

Training can take many forms including formal classroom-based training, on the job training and observation-based learning amongst others.

As with the variety of operations, risks and control measures needed across the City Council, training needs will be similarly varied. It is the responsibility

of managers to determine, with advice from the Health & Safety Support Team if necessary, what training is required in their areas.

Training requirements can be identified by several means including auditing, inspection, accident investigation, risk assessment and performance reviews.

Departments and teams will identify individuals that need to attend specific training and skills development for health and safety. The Human Resources Department will produce a training matrix including mandatory health & safety skills development. The Senior Management Team will review the associated training programme each year.

### 5.4 Assurance: Support, Auditing & Inspection

As part of the arrangements for assurance an annual health and safety audit programme will be developed by the Health & Safety Support Team. The Health & Safety Audit Plan will be produced for approval by the City Director by the last working day in June. It is the purpose of the audits to identify strengths and weaknesses and to make recommendations for improvements.

SMT will ensure that the Health and Safety Audit Programme is completed each year.

The Wellbeing Team will develop such initiatives, resources and programmes as are appropriate to promote and support wellbeing and good health amongst the workforce. The Team is also available as a source of expert advice, guidance and support regarding matters relating to issues of wellbeing.

The Property Services Department will maintain a list called the Asset Management List that will detail all the properties and land occupied or used by employees of the City Council and identify the Designated Building Manager for each site.

The Property Services Department will ensure that evacuation procedures exist and are tested in all Council buildings where employees are based or which are used by members of the public.

Regular checks will be undertaken to ensure fire routes are kept clear and alarms tested to ensure staff can hear them. Firefighting equipment will be provided and maintained. It is the responsibility of the Designated Building Manager to ensure tests and drills are conducted and it is the responsibility of the Property Services Department to undertake routine and ad hoc works to ensure buildings are safe.

Fire risk assessments will be carried out by the Property Services Department for all council premises where employees work. Similar assessments will also be undertaken for communal areas in council domestic property, but these will be the responsibility of the Housing Division to undertake. All assessments will be shared with the relevant Designated Building Manager and their Deputy.

It is a general requirement that all fire risk assessments will be regularly reviewed on a frequency proportionate to the level of risk presented by the building or facility concerned.

### **5.5 Accidents**

All employees must report accidents and near misses that occur to them at work.

Accidents must be reported to a person's line manager as soon as is practically possible and in any event by the end of the working day or shift. In exceptional circumstances reports can be made later, but all reports must be made within one working day of the incident occurring.

Line Managers will ensure that all accidents and near misses they are aware of are recorded and reported in the required manner.

Line Managers will carry out an initial investigation of the incident and in serious cases or cases which had the potential to be a major incident, will undertake a formal accident investigation and where necessary convene an accident investigation panel with the Health & Safety Support Team.

The Health and Safety Support Team will ensure that reports based on the available data are prepared to inform SMT and other groups within the City Council of accident rates, patterns and areas of concern.

### **5.6 First Aid**

The Designated Building Manager will ensure that there are sufficient trained first aiders available at all operating times at the building/s and/or site/s they are responsible for. The purchasing of first aid materials and the costs of first aider training in these circumstances will be met from central funds.

Managers will be responsible for assessing if the first aiders based in buildings or at sites meet the particular needs of their service or business. The determination of the full extent of first aid provision required in a service must be resolved by the use of a risk assessment/s exercise. In these circumstances all costs associated with first aid requisites and training will be met from the manager's budget.

### **5.7 Contractors, suppliers and partners**

In situations where agencies outside the City Council are providing goods and services, Client Officers should take all the necessary steps to ensure that the agencies they have contracted have effective and robust safety systems.

Client Officers are responsible for ensuring that:

- a) The necessary requirements for health and safety arrangements are contained in any pre-tender or tender submission as appropriate.
- b) Appropriate levels and effective systems of monitoring are undertaken of successful providers to ensure that their tender evidence was accurate and their arrangements for health & safety are robust.
- c) Ensuring that any lapses of health & safety are effectively redressed and that remedial action is timely and effective.

## APPENDIX I: SCHEDULE OF DELEGATED DUTIES

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Name	Duties	Details	Effective From
<b>Barry Brockbank</b> Assistant Director: Operations <a href="mailto:barry.brockbank@stoke.gov.uk">barry.brockbank@stoke.gov.uk</a> Ext: 6195	Corporate lead for Health & Safety standards and compliance	Manage the functions and performance of the Health & Safety Support Team.  Ensure the effective implementation of the Policy.  Report on Corporate Performance with regard to Health & Safety metrics.  Act as Deputy Chair for CHeWS.	29th September 2016

## APPENDIX II: BUILDINGS AND DESIGNATED BUILDING/SITE MANAGERS

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Please consult the current Asset Management List available from the Property Services Department in the Place, Growth and Prosperity Directorate

