



Health and Safety Policy

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1. Preamble

- 1.1. The Authority recognises and accepts its responsibilities as an employer for providing, so far as is reasonably practicable, a safe and healthy workplace and working environment for all its employees and to protect others who may be affected by the conduct of the Authority's undertaking.
- 1.2. The Authority has appointed the General Manager as the officer generally responsible for the oversight of the Authority's policy.
- 1.3. The Authority will take all steps within its power to meet its responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1992 (as amended) and all other relevant statutory provisions.
- 1.4. The Authority has sub-contracted its operational duties to Cory Riverside Energy (“CRE”) and the Authority’s offices are situated on sites managed by CRE. CRE’s Health and Safety requirements, instructions and rules will apply to all Authority staff, visitors, contractors, constituent council collection vehicle crews and members of the public visiting the Household Waste and Recycling Centre as if they were the requirements, instructions and rules of the Authority itself.
- 1.5. Particular attention will be paid to the provision and maintenance of:
 - a) Plant, equipment, and systems of work that are safe.
 - b) Safe arrangements for the use, handling, storage and transport of articles and substances.
 - c) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
 - d) Safe place of work, and safe access to it.
 - e) Healthy working environment.
 - f) Adequate welfare facilities.

- 1.6. For guidance, some important examples of Health and Safety legislation that apply across the full range of workplaces, are set out in the Appendix to this Policy document.
- 1.7. Without detracting from the primary responsibility of managers for ensuring safe conditions of work, the Authority will provide such competent technical advice on health and safety matters as is necessary to assist management.
- 1.8. The promotion of health and safety measures is considered to be a mutual objective for the Authority, its Management and staff at all levels. The Authority calls upon all its employees to co-operate in the pursuit of this objective.

2. Responsibilities of the General Manager

- 2.1. In addition to the general oversight of the Authority's policy the General Manager will be responsible for the following:
 - a) Taking into account the financial and other resources, necessary to maintain health and safety standards, when compiling budgetary requirements.
 - b) Bringing to the notice of the Authority matters which he is unable to resolve.
 - c) Giving assistance to subordinate officers who bring to his notice matters which they are unable to resolve.
- 2.2. The General Manager will also ensure that arrangements are made for:
 - a) The carrying out of risk assessments on all work activities undertaken by the Authority, the implementation of control measures and the monitoring of control measures put in place.
 - b) Identifying training needs, with particular regard to induction training of new employees, specialist training and refresher training.
 - c) The dissemination of information on health and safety issues.

- d) Consultation with staff in developing a joint approach to health and safety.
- e) Development, implementation and revision of safety codes of practice, safety rules, procedures, and the Authority's policy.
- f) Reporting and investigation of accidents and compliance with the Authority's procedures for notification of accidents, dangerous occurrences and ill health to the Health and Safety Executive.
- g) Taking remedial action following accidents and in accordance with advice of the Authority's safety advisers or in response to advice or distraction from the Health and Safety Executive.

3. Responsibilities of the Deputy General Manager

3.1. Without detracting from the responsibilities of the General Manager the Deputy General Manager is responsible for the implementation and application of the Authority's policy and those matters listed at 2.2 (d) to (g) above.

3.2. The Deputy General Manager also has responsibility for:

- (a) The health, safety and welfare of all staff and for the health and safety of persons who may be affected by the operations under their direction.
- (b) Giving assistance to subordinate officers who raise health and safety matters which those officers cannot resolve.
- (c) Bringing to the notice of the General Manager matters which cannot be resolved.
- (d) Ensuring that staff are made aware of and comply with health and safety instructions, rules or codes of practice applicable to the work being undertaken.

4. Supervisors Responsibilities

- 4.1. All employees responsible for the supervision of staff are responsible for;
- (a) Ensuring that all staff supervised are aware of, understand and comply with the Authority's health and safety policy instructions, rules and codes of practice relative to the work undertaken.
 - (b) Stimulating interest and enthusiasm for health and safety matters among their subordinates.
 - (c) Assisting in the resolution of health and safety problems brought to their notice by subordinates or by Safety Representatives.
 - (d) Referring matters which they cannot satisfactorily resolve to their immediate superior.
 - (e) Providing adequate supervision and instruction to their subordinates to enable them to work safely and arranging for training where a need is identified.

5. Responsibilities of all Employees

- 5.1. All employees are required by law to comply with Section 7 and 8 of the Health and Safety at Work etc. Act 1974, which states:

IT SHALL BE THE DUTY OF EVERY EMPLOYEE WHILE AT WORK

- (a) to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions; and
- (b) as regards duties or requirements imposed on their employer or any other person by or under any of the relevant, statutory provisions, to co-operate with them as far as is necessary to enable that duty or requirement to be performed or complied with;
- (c) no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any relevant statutory provisions.

5.2. All employees are required to:

- (a) Contact their manager should they notice an unhealthy or dangerous situation. It is important that employees do not under any circumstances carry out operations which could cause danger to themselves or affect the safety of other persons.
- (b) Attend Safety Training courses as and when arranged. No person should undertake to do any hazardous job for which they have not been trained.
- (c) Wear protective clothing or equipment provided and make proper use of safety devices at all times.
- (d) Co-operate with the investigation of accidents by Health and Safety Executive Inspectors or investigators acting for the Authority.
- (e) Report all accidents in which they are involved in accordance with the Authority's Procedure for Reporting Accident's and Dangerous Occurrences.

6. Contractors

6.1. The Authority will ensure that, as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working on its sites is of the highest standards. All Contractors, working outside of the Authority's offices, will be required to attend a Health and Safety induction by CRE.

7. Circulation

7.1. A copy of this policy will be issued to existing employees and to all new employees on appointment. This Policy will be reviewed periodically and supplemented as necessary.

Appendix

Some important examples of Health and Safety legislation that apply across the full range of workplaces, are listed below and overleaf. Please note this does not purport to be an exhaustive list:

1. Management of Health and Safety at Work Regulations 1999: require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
2. Workplace (Health, Safety and Welfare) Regulations 1992: cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.
3. Health and Safety (Display Screen Equipment) Regulations 1992: set out requirements for work with Visual Display Units (VDUs).
4. Personal Protective Equipment at Work Regulations 1992: require employers to provide appropriate protective clothing and equipment for their employees.
5. Provision and Use of Work Equipment Regulations 1998: require that equipment provided for use at work, including machinery, is safe.
6. Manual Handling Operations Regulations 1992: cover the moving of objects by hand or bodily force.
7. Health and Safety (First Aid) Regulations 1981: cover requirements for First aid.
8. The Health and Safety Information for Employees Regulations 1989: require employers to display a poster telling employees what they need to know about health and safety.
9. Employers' Liability (Compulsory Insurance) Act 1969: require employers to take out insurance against accidents and ill health to their employees.
10. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR): require employers to notify certain occupational injuries, diseases and dangerous events.

11. Noise at Work Regulations 1989: require employers to take action to protect employees from hearing damage.
12. Electricity at Work Regulations 1989: require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.
13. Control of Substances Hazardous to Health Regulations 2002 (COSHH): require employers to assess the risks from hazardous substances and take appropriate precautions.