



NORTHAMPTON
BOROUGH COUNCIL

Corporate Health, Safety and Wellbeing Policy

Equality Impact Assessment

The Council strives to ensure equality of opportunity for all both as a major employer and as a service provider.

The Corporate Health and Safety Policy has been equality impact assessed to ensure fairness and consistency for all.

Version Control Schedule Corporate Health and Safety Policy

Author (Post Holder Title)	Health, Safety and Wellbeing Manager
Type of Document	POLICY
Version Number	V11.1
Document File Name	Corporate Health, Safety and Wellbeing Policy
Issue date	
Document Held by (name section)	Health, Safety and Wellbeing Team
For internal publication only or external also	Internal and Public
Document stored on council website	Yes
Next Review	4th July 2020
Approved by	FULL COUNCIL

Change History	Date	Comments
0.2 (Final)	October 2006	Reviewed
0.2 (Draft)	August 2009	Changes to include Wellbeing
0.3 (Final)	August 2009	Equality Impact Assessment tool included
Version 4	September 2011	Health and Wellbeing Statement included
Version 5/6	November 2011	Amended
Version 7	October 2014	Revised
Version 8	November 2014	Amended with comments
Version 9	August 2015	Amended in line with org changes
Version 10	1 st Aug 2017	Review and Revision
Version 11	23 rd April 2018	Update
Version 11.1	26 th June 2018	Increased trade union inclusion

Table of Contents

1.	Introduction	4
1.1	Purpose.....	4
1.2	Scope.....	4
1.3	Review	4
2.	Policy.....	4
3.	Responsibility, Accountability and Compliance	4
4.	Authority and Responsibilities.....	5
4.1	Councillor's (Elected members).....	5
4.2	The Chief Executive	5
4.3	The NBC Health, Safety & Wellbeing Team	5
4.4	Senior Responsible Officers (Management Board Members)	6
4.5	Heads of Service and the Borough Secretary & Monitoring Officer	7
4.6	Managers/Supervisors/Team Leaders.....	9
4.7	Employees	11
5.	The Organisation of Health, Safety and Wellbeing	12
5.1	General	12
5.2	The Management Board	12
5.3	Directorates.....	12
5.4	The Health and Safety Board Meeting.....	12
5.5	Health and Safety Representatives	13
6.	Procedures for The Implementation of the Corporate Health And Safety Policy. ...	14
6.1	Safety Management System - Directorate and Divisional Plans.....	14
7.	Legal Implications	14
8.	Technical Advice	15
9.	Monitoring	15
10.	Related Material	15
	APPENDIX 1 - STATEMENT OF INTENT	16
	APPENDIX 2 - RESPONSIBILITY, ACCOUNTABILITY AND COMPLIANCE.....	18

1. INTRODUCTION

1.1 Purpose

This Policy is for use as the definitive guide and compliance tool for all Directorates operating on behalf of the Northampton Borough Council (NBC).

1.2 Scope

This Health, Safety and Wellbeing Policy will apply to all employees and contractors working on behalf of, or within the Northampton Borough Council areas of responsibility and it has been prepared to support the various Directorates of the Borough.

1.3 Review

Northampton Borough Council takes its Health and Safety responsibilities very seriously and this document will be revised and implemented in accordance with NBC's Health and Safety Management System.

This policy will also be formally reviewed 2 years after approval, or earlier depending on:

- Any significant changes to practice which require a change in policy
- It is deemed appropriate by the author (i.e. after changes to legislation or guidance)
- A significant incident, or a series of incidents concerning the operations of the policy occurring.

2.0 POLICY

This policy and its 'statement of intent' sets out NBC's commitment to ensure relevant primary and secondary health and safety legislation, guidance and its codes of practice will be complied with, and explains how this will be achieved to ensure its occupational health and safety and implementation of suitable and sufficient safety arrangements are effective and in place.

The Health and Safety Policy 'statement of Intent' is in **Appendix 1**

3.0 RESPONSIBILITY, ACCOUNTABILITY AND COMPLIANCE

The compliance of Health and Safety is critical to any organisation and in this respect, NBC take their responsibilities seriously.

The flow chart in appendix 2, shows from, top down, and bottom up, the path for responsibility, accountability and compliance within NBC.

In addition, the NBC corporate Health, Safety and Wellbeing team have responsibility and accountability to ensure the compliance to health and safety by all Directorates and their employees and contractors working on behalf of NBC.

The Responsibilities, Accountabilities and Compliance flow chart is in **Appendix 2**

“Responsibility can be delegated to others. Accountability cannot”!

4. AUTHORITY AND RESPONSIBILITIES

Everyone within the Council, including Councillors, have responsibility for Health, Safety and Wellbeing at work. The Chief Executive, Directors, Borough Secretary & Monitoring Officer, Heads of Service must ensure that all employees, within their service areas are fully aware of their particular responsibilities, which should be incorporated within job descriptions.

Whilst responsibility can be appointed to others, specific accountabilities cannot be evaded by delegation to someone else. The authorisation and executive direction of the Council's policy for health, safety and wellbeing matters, in general, will follow the lines of the organisational structure of the Authority.

Health and safety issues will be consulted and supported by our recognised trade unions.

The following paragraphs outline the responsibilities of specific persons and groups.

4.1 Councillors (Elected members)

The Council, as an incorporated body, is ultimately responsible and accountable for the application of health and safety legislation, for achieving the objectives of its health and safety policy and for ensuring that adequate resources are made available to cater for the needs of safety, health, and welfare.

4.2 The Chief Executive

The Chief Executive has the overall responsibility for ensuring that the Council's Health Safety & Wellbeing Policy is applied throughout the Council and for ensuring that all relevant and appropriate matters are brought to the attention of, and considered by the Council, at the Management Board. In addition, the Management Team has the same specific responsibility in respect to his/her own department, as do the Directors and the Borough Secretary and Monitoring Officer in relation to their Directorates.

4.3 The NBC Health, Safety & Wellbeing Team

The NBC Health, Safety & Wellbeing Team, (NBC HSWT) are located within the Borough Secretary's Department, alongside HR, and are responsible for advising the Northampton Borough Council, its management and employees on all aspects of health, safety and wellbeing, including risk assessment, accident prevention, health related absences and the implementation of health, safety and welfare legislation, statutory regulations and codes of practice. In so doing, the HSWT set and maintain the Health and Safety policy for all staff and anyone working on behalf of the Borough Council to adhere to.

The NBC HSWT also have a responsibility to ensure that all Directorates are compliant to the health and safety policy and procedures by all staff and anyone working on behalf of the Borough Council.

The NBC Health, Safety & Wellbeing team will include the following duties:

- To promote the effective management of health, safety & wellbeing in council buildings, operations and events, for staff, visitors and anyone affected by the Council's activities;

- To ensure the delivery of an effective programme of training to staff in health, safety & wellbeing.
- To bring to the attention of senior management any significant failings, non-conformances or breaches of Health and Safety legislation or NBC arrangements.
- To conduct periodic health and safety audits and inspections with the assistance of any relevant person (i.e. trade union health and safety representatives), to ensure the compliance of health and safety systems, policies and procedures by all Directives and anyone working on behalf of NBC.
- To monitor the Council's performance in ensuring health, safety & wellbeing, and ensure that prompt and effective action is taken where shortcomings are identified.
- To work effectively with the Emergency Planning Officer to develop and maintain business plans to ensure continuity of essential council activities in the event of a major disruptive incident.
- To work effectively with HR on referral and medical advice matters.
- To consult and work alongside recognised trade unions in all health and safety matters and request their assistance on policy developments.

4.4 Senior Responsible Officers (Management Board Members)

The senior responsible officers, i.e. the Management Board are the officers responsible for ensuring the implementation of the Council's Health, Safety and Wellbeing Policy (via their Directorate arrangements) must;

- a. Senior officers will demonstrate leadership and commitment by setting personal example and fostering positive attitudes towards health, safety and wellbeing throughout their Directorates, such that their beliefs and commitment to health, safety and wellbeing become the shared "common knowledge" of all.
- b. Ensure so far as is reasonably practicable that their managers know, understand, fulfil their individual responsibilities and accept their accountabilities regarding health and safety, that they receive relevant information and training so they can be competent to carry out whatever tasks they are assigned and given adequate information and support, that the requirements of all relevant health and safety legislation and codes of practice are met, and that health and safety responsibilities of all employees within the Directorates are incorporated into the job descriptions of those employees.

- c. Give advice, on the resources required to comply with statutory requirements or of any difficulties, which might arise.
- d. Ensure adequate consultation with the appropriate specialist support services and employee representatives prior to the introduction of any change, which may affect the health and safety of employees at work.
- e. Make the necessary arrangements to ensure that safety representatives who may be appointed under statutory regulations can effectively carry out their duties as required by such regulations.
- f. Ensure the establishment, maintenance, monitoring and review of a suitable, planned and systematic health and safety programme, including a programme of routine health and safety audits for premises and activities involving their Directorates to:
 - i. Identify the hazards present, evaluate the extent of the risks involved, record the significant findings of the risk assessment and adopt appropriate preventive and protective measures so far as is reasonably practicable;
 - ii. Comply with statutory regulations and codes of practice;
 - iii. Ensure through suitable training, the provision and maintenance of appropriate communication channels that all employees within the Directorates are fully aware of, understand, and actively work in accordance with all relevant health and safety procedures and guidance, and are competent in the tasks they are assigned.
- g. Make the necessary representation and arrangements to seek adequate financial resources to cater for the needs of health, safety, and wellbeing.

4.5 Heads of Service and the Borough Secretary & Monitoring Officer

Heads of Service and the Borough Secretary & Monitoring Officer are responsible for the detailed implementation of the Safety Management System (Directorate arrangements and Divisional Plans) within their area of control.

To achieve this they will so far as is reasonably practicable:

- a. Foster positive attitudes towards health, safety and wellbeing throughout their service areas by leadership and personal example.
- b. Ensure that all persons reporting to them know and accept their responsibilities and accountabilities under the divisional plan (Safety Management System) and are adequately trained to enable the successful implementation of the health and safety programme.
- c. Undertake and/or arrange, with the assistance of appropriate advisory officers, including any safety representatives where appointed, risk assessments to determine the health, safety and wellbeing risk to which employees and others

may be exposed whilst at work. Such assessments are to be recorded. Agree and implement appropriate planned and prioritised risk control strategies and techniques to achieve compliance with the requirements of the relevant statutory provisions.

- d. Review the effectiveness of health and safety management (divisional plans) within their service areas and take appropriate corrective action.
- e. Ensure safe working practices are at all times maintained to ensure the health and safety of employees and others who may be affected. A specific risk assessment will be required for employees with a particular health need e.g. pregnant workers.
- f. Ensure that at all times work areas are maintained to a level of housekeeping, which is acceptable to management and consistent with appropriate health and safety requirements and needs.
- g. Ensure that adequate supervision is made available especially to those considered "young and inexperienced".
- h. Ensure that all statutory regulations and codes of practice are adhered to and that all statutory registers are maintained. (Seek advice and guidance from the NBC HSWT where required)
- i. Ensure that their respective service area health and safety programme, is coordinated and organised to ensure its effectiveness.
- j. Ensure that any matter brought to their attention by employees, unionised Health and Safety Representatives, Health and Safety Advisors or the HSE Executive, or other appropriate persons, is given prompt and appropriate attention.
- k. Ensure that adequate consultation takes place with specialist support services and unionised Health and Safety Representatives on all matters affecting health and safety.
- l. Ensure that appropriate personal protective equipment (PPE) and clothing is made available to all persons under their control, as identified as control measures under risk assessments.
- m. So far as is reasonably practicable ensure that all contractors/sub- contractors employed by the service areas conduct their work in accordance with:
 - i. The terms of the contract so far as these relate to health and safety matters.
 - ii. All relevant legislation, statutory regulations, etc., are complied with, safeguarding the position of the council.
 - iii. Not to endanger Council employees or other persons.
- n. Ensure the provision of adequate first aid, fire-fighting equipment and welfare facilities at every workplace under their control.

- o. Ensure that effective emergency evacuation procedures exist for all areas under their control, that these are clearly communicated to all personnel (especially new starters, temporary and agency workers) and that planned practice evacuations take place at least once every 6 months, and that such practices are evaluated and recorded.
- p. Ensure that all plant and equipment provided for safe working, is effectively maintained to a safe standard, including statutory inspections of lifting gear, electrical equipment, pressure vessels, etc.
- q. Ensure that all persons reporting to them are carrying out their health and safety responsibilities by means of regular management audits of the workplace and work activities.
- r. Ensure that any breach of statutory requirements or failure to comply with the Council's Health, Safety & Wellbeing Policy, which cannot be effectively dealt with at their own level is drawn to the attention of senior management.

4.6 Managers/ Supervisors/ Team Leaders

All management/supervisory and team leaders must ensure that the health and safety of their employees is not adversely affected by their work.

Managers/Supervisors/Team Leaders are responsible for the detailed implementation of the divisional plan, (Safety Management System) for their areas of responsibility, and for assisting senior management by ensuring so far as is reasonably practicable:

- a. That all personnel under their control, including temporary or agency workers, know and understand their responsibilities under the health, safety and wellbeing policy and that they are adequately equipped to play their part.
- b. That all personnel under their control are adequately trained and competent to perform the tasks required, and are made fully aware of all known hazards.
- c. This applies particularly to new employees, temporary and agency workers.
- d. That complete and up to date risk assessment records are maintained of all potentially hazardous substances processes, activities, systems or equipment. That these records are available to all employees and that they are aware of their contents, and have signed a record "Sign off", sheet to confirm their understanding and that they will operate accordingly to relevant information on risks and on preventive and protective measures which are provided to ensure their health and safety.

That a safe and healthy work environment is maintained at all times and that all work is carried out in accordance with appropriate statutory regulations, codes of practice, by, ensuring that risk assessments are conducted that consider health hazards, and provide sufficient information to employees regarding the management and referral process to the Occupational Health Service (OHS).

- f. All necessary plant, tools, and equipment that are made available, are in a safe condition and that safe access to and egress from places of work is always maintained.
- g. Where applicable, that statutory controlled equipment and plant (e.g. lifting gear, pressure vessels, electrical installation and equipment) have received the appropriate and mandatory inspections and are being used in accordance with the relevant regulations.
- h. That all accidents, incidents and near miss events within their area of responsibility are reported in accordance with Council procedures using the relevant documentation and that appropriate investigations are conducted and reported on.
- i. That all defective equipment or plant is reported and taken out of use until repaired or replaced.
- j. That good housekeeping standards are maintained in all work areas.
- k. That appropriate emergency evacuation procedures exist for all areas under their control, and that all employees including temporary and agency workers are familiar with these, and planned practice evacuations are carried out at least once every 6 months.
- l. That all approved items of first aid are made available, under the control of a responsible person or trained first aider, or as required by the relevant statutory regulations and that all employees, including temporary and agency workers, are made aware of their location.
- m. That all welfare facilities are provided and maintained to the appropriate standard.
- n. That all fire escape routes within their areas are kept clear of obstructions, that fire escape doors can be readily opened from inside, and that fire alarms are tested at the requisite intervals.
- o. That appropriate protective clothing and equipment is issued and correctly used whenever necessary.
- p. That all hazardous substances, liquefied petroleum gases and petroleum spirits are stored and used in accordance with legal requirements and appropriate risk assessments.
- q. That any health and safety matter brought to their attention by a safety representative, employee or other person receives prompt and appropriate attention.
- r. That any health or safety matter which cannot effectively be resolved at his or her own level is called to the attention of senior management.

4.7 Employees

All employees have a duty to take reasonable care for their own health, safety and wellbeing, and for that of others, and to co-operate with their employer on health and safety matters. Employees are responsible for attending work in a fit and healthy state to conduct the work required of them, and are responsible for their own health and safety. In addition employees have a responsibility to:

- a. Report any hazard or malfunction (e.g. damaged electrical leads, slippery floors) to their supervisor and, where necessary, to the appropriate safety representative.
 - b. Conform to all instructions, written or verbal, given to promote personal safety and the safety of others.
 - c. Be sensibly and safely dressed for their particular task, location and working conditions, and to use appropriately and effectively all safety equipment and/or protective clothing as may be provided (e.g. safety shoes, goggles, ear defenders and high visibility clothing).
 - d. Conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay.
 - e. Avoid improvisation in any form, which could create unnecessary risks to health and safety (e.g. climbing on chairs or boxes to reach heights, rather than using a stepladder).
 - f. Maintain tools and equipment in good condition, reporting any defect to their supervisor (e.g. keep chisels sharp, and carry out safety checks on vehicles as specified in the Council's Transport and Driving Arrangements).
 - g. Not to bring into the workplace without appropriate authority, any tool, substance, or piece of equipment of their own, or from any other source, which is potentially hazardous to the health and safety of themselves or others.
 - h. Report to their supervisor all accidents, (however minor) near misses and incidents of violence or aggression.
 - i. Attend and participate in training courses as required.
 - j. Acquaint themselves with all processes, materials and substances used by them, and with the practices and procedures specified for the elimination/minimisation of risks.
 - k. Be aware of the emergency evacuation procedures, the positions of fire alarms and equipment, the location of first aid equipment and the names of appointed first aiders or nominated persons.
- (l) Not to interfere with anything provided for health and safety at work.

NB. *Failure to comply with Health and Safety instruction, intentional or reckless interference with or misuse of anything provided in the interests of Health and Safety, could lead to disciplinary action including dismissal.*

5. THE ORGANISATION OF HEALTH, SAFETY AND WELLBEING.

5.1 General

The promotion of health, safety and wellbeing is an essential function of good management. Accidents, ill health and incidents are seldom-random events. They generally arise from failures in control and often have multiple causes. Although the immediate cause of an event may be a human or technical failure, such events usually arise from organisational failings, which are the responsibility of management.

5.2 The Management Board

Under the Chief Executive, the Management Board have the overall responsibility for formulating the policy and direction of health and safety management within the Council.

5.3 Directorates

The implementation of the Corporate Health, Safety & Wellbeing Policy of the Council, and the service area arrangements will require the devotion of a certain amount of management time to the planning, implementation and monitoring of the action needed.

Directors will sign off their Directorate arrangements.

The Director will designate an individual to act on their behalf and will ensure that appropriate and effective arrangements for the health and safety management and the organisation within their service areas are implemented and maintained.

This should be achieved by regular meetings of senior managers/team leaders and Trade Union safety representatives (local health and safety meetings) chaired by a manager of appropriate seniority. These meetings should be seen to have the active backing and support of the Director, and should have executive powers to:

- a. Put in place Safety Management Systems for their respective Directorate and the Motivate all concerned in implementing the service areas health, safety and wellbeing arrangements.
- b. Continually review processes and systems within the service area and to consider any reports that may be submitted.
- c. To plan what action is necessary and put it into effect.
- d. To monitor the results of the action taken.

5.4 The Health and Safety Board Meeting

The Health and Safety Board meeting is now part of the Management Board, integrating health and safety into its main governance structure. Health, Safety and Wellbeing issues will only be considered at board meetings, held four times a year. Minutes will be kept and made

available to all council employees through various media systems and communication channels.

Trade unions are recognised as members of the Health and Safety Board, and any other relevant person can be invited to attend for the benefit of the board room members.

Board decisions must be made in the context of the organisation's health, safety and wellbeing policy and consider the following in accordance to the duties imposed by the Trade Union as such:

- a. The board should consider the health and safety implications of introducing new processes, new working practices or new personnel, dedicating adequate resources to the task and seeking advice where necessary.
- b. The board will deal with hazards and dangerous situations as they arise through normal management channels.
- c. Study of reported accidents, near miss events and disease statistics.
- d. Examination of safety audits and reports.
- e. Consideration of work safety rules and safe systems of work.
- f. Consideration of proposed council policies and internal guidance notes.
- g. Consideration of health and safety training needs and provision.
- h. Adequacy of safety and health communication and consultation in the workplace.
- i. Provision of a link with the health and safety executive.
- j. Make representations to management on Health and Safety issues.

5.5 Health and Safety Representatives

Health and Safety representatives will be appointed by Trade Unions under the Safety Representatives and Safety Committee Regulations 1977, and will be recognised by NBC, and will have a general duty to represent their staff members (and non-members) at any health and safety meetings.

NBC also recognises that if employees are not represented under the above regulations NBC will consult employees in good time any health and safety matters under the Health and Safety (Consultation with Employees) Regulations 1996.

In addition to their general duties they will:

- a. Promote cooperation between management and employees and monitoring the local arrangement for affecting NPH's Health Safety and Wellbeing Policy.
- b. To investigate accidents, incidents, dangerous occurrences and any potential hazards (near misses) at their workplace and to examine the causes.
- c. To investigate complaints by any person they represent relating to that person's

health and safety or wellbeing at work.

- d. To make representations to management on matters arising out of (a), (b) and (c) above.
- e. To carry out inspections of the workplace, having given management reasonable notice.
- f. On behalf of people, they represent to consult at the workplace with the NBC Health and Safety Advisor.
- g. To receive information from NBC Health & Safety Advisors or others concerning health and safety of the employees they represent.
- h. To attend Directorate and local Health and Safety meetings.

6. PROCEDURES FOR THE IMPLEMENTATION OF THE CORPORATE HEALTH AND SAFETY POLICY.

Directorates will be held responsible for developing and maintaining their own health and safety working procedures. Each procedure developed by a Directorate will ensure its services operate to these procedures, so ensuring consistency.

Management will ensure operational team members will work closely to these procedures, so helping colleagues follow processes that drives this consistency.

Some procedures will be developed that are specific to certain teams and should be localised accordingly to that team.

Directorates will be able to utilise corporate guidance documents and convert corporate guidance into workable procedures.

6.1 Safety Management System - Directorate and Divisional Plans

Following the principles of the NBC Policy Statement, each Directorate must interpret this corporate policy in a way that will suit their respective business needs and develop their own written specific Policies and Procedures in a manner that fits the requirements of this policy and business need.

A Directorates (or Divisional) Safety Management System (SMS) consists of routine meetings involving management putting in place their health and safety management arrangements for their employees. Directorate/ divisional service plans provide a framework in which to operate. Assistance and advise is provided by their Health and Safety Champions (refer to section 8) and the Health, Safety and Wellbeing Team members.

Any amendments to this Corporate policy will be communicated to all Directorates in order for such Directorates to conform and make the necessary changes where required to their respective written policy and procedures.

7. LEGAL IMPLICATIONS

The Health and Safety at Work etc. Act 1974 places general duties and responsibilities not only on the employer but also the employees of the Council. The Health and Safety Executive may prosecute any employee that behaves in a way that endangers his/her, or anyone else's health and safety at work, irrespective of whether his/her conduct is in violation of specific

rules. If their actions/inactions put at risk the health and safety of themselves or others, they may be found guilty of a criminal offence.

Fines, or imprisonment terms may be imposed on a summary conviction for an offence under the Health and Safety etc. Act 1974, or Regulations made thereafter.

Where the Health and Safety Inspectorate decides that working practices, premises or work equipment and plant are unsafe and are likely to cause serious harm, there are a number of options that can be taken, varying from Improvement Notices, Prohibition Notices to legal action which may be taken against the NBC and or individuals. In such cases this may result in fines or imprisonment.

8. TECHNICAL ADVICE

The NBC Health, Safety and Wellbeing team are available to all Directorates for advice, guidance and assistance on health, safety & wellbeing matters.

The Health, Safety and Wellbeing Team have setup and enabled additional assistance from employees who are designated by Directorates to work as Health and Safety Champions. Some champions are managers so will have manager's health and safety responsibility, within their respective Directorate. In addition, Champions can work across directorates to benefit the Council as a whole. Champions were appointed against criteria, but are keen to develop in Health and Safety and who positively promote health and safety without responsibilities.

Other health and safety professionals, e.g. Environmental Health Officers are also available to give technical advice on appropriate topics.

9. MONITORING

The NBC Health, Safety and Wellbeing Team will monitor the Council's performance through periodic audits and inspections and ensure that prompt and effective action is taken where shortcomings are identified. Where monitoring has identified deficiencies, recommendations and action plans will be developed and changes implemented accordingly. Progress on these will be reported to the local health and safety groups.

10. RELATED MATERIAL

Description	Location
Divisional Policies	EDRMS
Divisional Procedures	EDRMS
HSW 331 FAQ Corporate Health and Safety	The NBC Intranet
Guidance	The NBC Intranet

STATEMENT OF INTENT (APPENDIX 1)

The Council recognises and willingly accepts its responsibility as an employer under the Health and Safety at Work etc. Act 1974, and its associated regulations, to provide a safe, healthy and compliant workplace for all of its employees at work. The Council will seek to promote a positive and active health and safety culture throughout its workforce.

The Council recognises that it is important that employees are fit to carry out the work required of them. It recognises that ill health, disability, mental and physical status can all influence the ability to work safely and effectively.

The Council will provide competent advice on health, safety and wellbeing matters to assist line management in its task of ensuring conditions at work are healthy and safe. The Council will also work alongside its recognised and unionised trade unions.

A key objective of the Council will be to eliminate, or significantly reduce so far as is reasonably practicable the risk of injury to;

- a. All Council employees.
- b. Employees of other organisations that the Council has an invested interest, or acts as a managing agent for and behalf.
- c. All none employees of the Council, including members of the general public, visitors to council premises and any other person who may be affected by the activities or undertakings of the Council or its employees at work.

It will seek to ensure that all buildings, plant and equipment meet appropriate health and safety standards. It will promote safety training and encourage a high concern for safety among all employees through management example and through joint consultation. It will develop and distribute information on safe working practices and will require all employees to show a proper personal concern for their own safety; for that of people around them, and for the safety of buildings and equipment by:

1. Exercising due care and attention,
2. Observing authorised methods and codes of practice, including those inherent in their professional or on-the-job training.

The Council accepts the health of employees has a significant impact on performance, and aims to:

- Reduce the negative effect of work on health.
- Work at reducing the negative effects of health on the capacity to work. Develop rehabilitation programmes for sick or injured employees.
- Provide health education and promotion on various health and management development issues.
- Promote and maintain the physical, mental and social well-being for all employees of the council.
- Ensure that the physical and mental demands imposed on employees at work by their respective jobs are properly matched with their individual capabilities and limitations.

- To advise both staff and management on the protection of employees against any physical or environmental hazard, which may arise from their work, or from conditions in which it is carried out.
- Contribute to increasing the effectiveness of the Council by enhancing staff performance and morale through reducing risks at work that may lead to ill health, staff absences and accidents.
- Support and advise accordingly both the line managers and employees in any issues pertinent to Occupational Health.
- Ensure compliance to any legislation or recommendations pertaining to Occupational Health at work i.e. health surveillance and monitoring.
- Contribute to reducing sickness absence by providing a managed service with effective HR operating systems.

The Council will adopt a planned approach to the management of health, safety and wellbeing. This will involve:

- a. The identification of hazards in the workplace to assess the risks and record the management actions required to effectively reduce these risks of injury and ill health.
- b. The identification of protective and preventive measures against those risks.
- c. To provide suitable information, instruction, training and supervision.
- d. To regularly monitor performance and check compliance of all operations.
- e. The review of policies and procedures in the light of information gained through monitoring.

Written records of risk assessments, including details of those groups of employees and others affected and measures to be taken to prevent or protect against risks, will be regularly updated, maintained and communicated to all employees and made easily accessible to all.

It is a requirement of the Council that this Policy Statement, and its implications, are understood and acted upon at all levels within the Council. Accompanying this Policy Statement are documents setting out the arrangement of procedures by which the Council will ensure that the policy is implemented.

A copy of this statement and the following organisational and arrangement strategies will be available to all employees. Further guidance and information will supplement and expand the arrangements when necessary and will be held by managers within Directorates and Service areas.

Access to Health and Safety Policies and Procedures will be available to all employees through their Directorates. Guidance Notes (GN) on specific topics will supplement Policies and Procedural documents as necessary and will be available on the Northampton Borough

Signed:

Date:

Chief Executive, Northampton Borough Council

Council (NBC) intranet.

Please attach this statement to staff notice boards to communicate out to all employees

RESPONSIBILITY, ACCOUNTABILITY AND COMPLIANCE (Appendix 2)

