

# Health & Safety Policy

## Council Health & Safety Policy

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<b>Title</b>	Health & Safety Policy
<b>Policy/Procedure Author:</b>	Health & Safety
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<b>Senior Officer responsible for policy:</b>	Director of Environmental Services
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***LISBURN & CASTLEREAGH CITY COUNCIL***  
***HEALTH & SAFETY POLICY***

## 1. POLICY STATEMENT:

Lisburn & Castlereagh City Council is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees, but also to all visitors to the Council including contractors and temporary workers.

Whilst the Council will take all reasonable steps to ensure the health and safety of its employees, it is also the duty of each employee to take reasonable care of their own and other peoples health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well-being of themselves or of any other person.

The Council is committed to ensuring that it at least complies with the minimum legal requirements and wherever reasonably practicable shall exceed them. The following general duties, as imposed by the Health and Safety at Work (NI) Order 1978 and the Management of Health and Safety Work (NI) Regulations 2000, will form the focus of the Council's health and safety provisions:

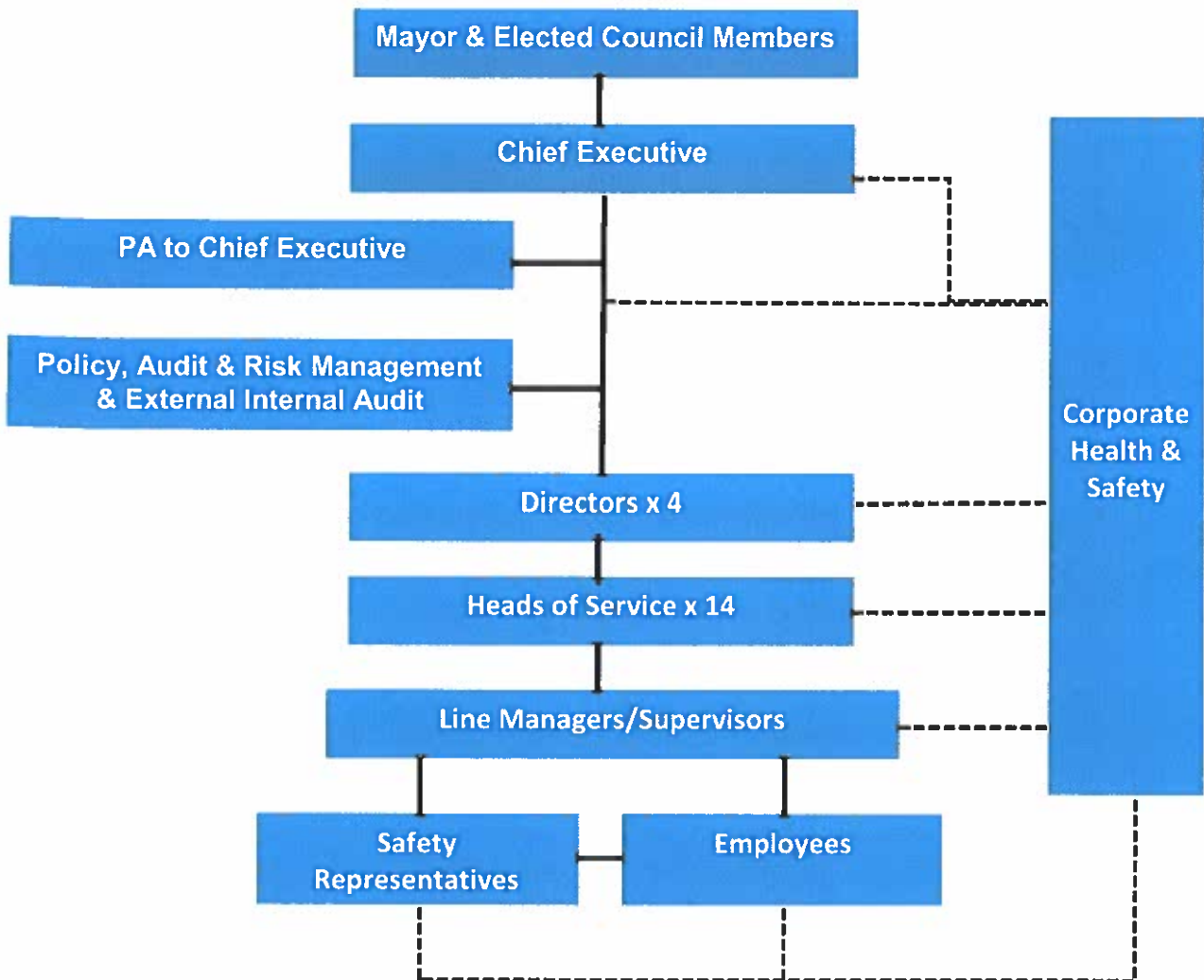
- The provision and maintenance of a working environment for Council employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate with regards to welfare facilities and arrangements.
- The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
- The provision of arrangements that are, so far as is reasonably practicable, safe, and without risks to health, relating to the use, handling, storage and transport of articles and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of all Council employees.
- The maintenance of any place of work under the Council's control, including access and egress, in a condition that is, so far as is reasonably practicable, safe and without risks to health.
- To provide and maintain a healthy working environment including adequate welfare facilities.
- The carrying out, where applicable, of suitable and sufficient assessments of the risks to the health and safety of Council employees, and any others who may be affected by Council undertakings.

The promotion, enhancement and maintenance of a positive health and safety culture within Lisburn & Castlereagh City Council is achieved by all employees displaying a positive attitude to health and safety. It is vital that employees at all levels accept that they have responsibilities for health and safety and ensure that all activities are adequately resourced both financially and physically. Success in health and safety management is dependent upon the integration of health and safety into all management functions within Lisburn & Castlereagh City Council.

It should be noted that the Order places, upon employees, the duty to take reasonable care for the Health and Safety at Work of themselves, as well as of others, who may be affected by their acts or omissions, and to co-operate with their employer, so far as is necessary, to enable any duty or requirement imposed on the employer by any relevant statutory provisions to be performed or complied with. They must not interfere recklessly with or misuse anything that is required by law to be provided for Health and Safety.

## 2. ORGANISATION:

Whilst overall responsibility for health and safety rests with the Chief Executive, all Lisburn & Castlereagh City Council employees have health and safety responsibilities, and the following chart depicts the primary organisational and functional health and safety responsibilities.



### 3. ARRANGEMENTS:

This health and safety policy statement is supplemented by specific responsibilities, policies, Council Health and Safety Procedures (CHaSPs), guidance and training courses as are required to address relevant work places and work activities.

All relevant documentary material will be held as follows:

- In employee handbooks / E-Learning Module (living documents that will be revised as and when required).
- On the Council Intranet.
- Line managers must make relevant Council Health and Safety Procedures (CHaSPs) available to employees as necessary.

**Signed:**



**Mr David Burns  
Chief Executive  
Lisburn and Castlereagh City Council  
January 2019**

## **Part 2 Organisation:**

### **Legislation**

There are three primary pieces of legislation outlining responsibilities for Health and Safety for employers and employees, they are,

- The Health & safety at Work (NI) Order 1978
- The Management of Health & safety at Work Regulations (NI) 2000
- The Workplace (Health, Safety & Welfare) Regulations (NI) 1993

### **Legal Requirements**

It is a legal requirement to have the following in place:

- A written & up to date Health & Safety Policy.
- Relevant Risk Assessments with findings recorded.
- A Health & Safety Law Poster on display in all locations, or H&S law leaflets distributed to all workers (must be current version, with relevant details filled in).
- A system of recording and reporting injuries, diseases and dangerous occurrences.
- A method of consulting union safety representatives, representatives of employee safety and/or employees themselves.
- Appropriate provision for new and expectant mothers.

### **Enforcement**

The Health and Safety Officer/Advisor addresses only internal issues and works purely on an advisory basis, with no enforcement powers. Health and Safety law within Lisburn & Castlereagh City Council is enforced by the Health & Safety Executive for Northern Ireland (HSENI), who can enter any Council property and inspect at any time, and who have the power to stop work, and ultimately, the power to prosecute.

### **Mayor & Elected Council Members are responsible for: -**

- Accountability to the electorate to ensure that the Council complies with the Health and Safety at Work (NI) Order, 1978, and relevant statutory provisions.
- Overall responsibility for ensuring sufficient resources and funds are available to permit the Chief Executive and his Directors to comply with the council's legal and moral duties.
- Liaise with the Chief Executive to establish a strategy to integrate the Health and Safety Management function fully within the Councils Management process.
- Delegating the day-to-day responsibility for Health and Safety matters to the Chief Executive.

### **Chief Executive is responsible for: -**

- Accountability to the Council for the Health and Safety at Work (NI) Order, 1978, and relevant statutory provisions.
- Overall responsibility for the development, implementation and communication of the Health and Safety Policy and Procedures (CHaSP's) and their proper interpretation by the Directors and Line Managers, etc.
- Liaise with each Director and Health and Safety Advisors, to establish a strategy to integrate the Health and Safety Management function fully within the Councils Management process.
- Delegating responsibility for Health and Safety matters in particular departments to the appropriate Directors.

- Make provision to appoint a competent person or persons to assist and advise the Council on Health and Safety matters.
- Ensure that through consultation with the Elected Members that adequate resources are made available to implement the policy and legislative requirements and relevant statutory provisions.
- Ensure that adequate arrangements for consultation and communication on Health and Safety matters are provided, at all levels throughout the Council's organisation.
- Assess reports from the Directors and competent persons on the planning, monitoring, review, implementation and development of the policy and make recommendations accordingly.

**Director's & Heads of Service are responsible for: -**

- Being accountable to the Chief Executive for the detailed aspects of the Council Policy particularly in respect of the organisation and arrangements for Health and Safety within their respective departments.
- Ensuring that the Council's Health and Safety policy is effectively monitored in their departments and that any proposed amendments are notified to the Chief Executive.
- Ensuring that the policy is enacted within their departments and that their managers and supervisors accept ownership with regards to their appropriate responsibilities in Health and Safety.
- Ensuring that proper account is taken of Health and Safety factors in all forward planning, i.e.
  - New buildings and projects,
  - Planned improvements and maintenance of premises,
  - Purchase of equipment and substances,
  - Employment of staff.
- Setting out adequate arrangements for consultation and communication with competent persons on matters of Health and Safety.
- Ensuring that adequate arrangements for consultation and communication of Health and Safety information are maintained throughout their areas of responsibility.
- Assessing and taking appropriate action on reports from their officers and competent persons on matters of Health and Safety.
- Making adequate arrangements for and ensure that health and safety training needs are identified to enable staff to perform their duties competently.
- Ensuring that procedures include the protection of visitors or the public in general and that all safety considerations are observed by contractors employed by their departments.
- Maintaining a positive culture towards Health and Safety in order that it can be engendered at all levels of the workforce.
- Ensuring that risk assessments of their respective areas are completed and reviewed to the appropriate timescales and that employees under their control are informed of any subsequent procedure changes.

**All Line Managers & Those Responsible for Capital Projects are responsible for: -**

- Understanding the aims of the Council's Health and Safety Policy and observing the responsibilities they have been assigned.
- Liaising with other Managers in order to establish written instructions with regard to safe working methods.
- Informing their Line Manager/Head of Services etc. of any health and safety concerns.
- That all hazards involved in operations and work tasks within their respective areas, are subject to formal risk assessments (note that suitable and sufficient risk assessments

are a statutory requirement). Liaise with employees under their control to ensure they are advised of any relevant risks, control measures, procedures, etc. including the provision of clear reporting lines that employees can use to raise concerns/make suggestions. .

- Outlining potential hazards and indicating the appropriate control measures that needs to be taken.
- Ensuring that plant, equipment and systems of work within their areas are safe and without risk to health.
- Ensuring that contractors carrying out works on Council property, or on behalf of the Council, are made aware, and comply with, the Council's Health and Safety Policy and have adequate provision for Health and Safety.
- That all aspects of Health & safety relating to members of the public, or anyone else who may be affected by Council undertakings, are given adequate attention and included during risk assessment.
- Ensuring that contractors are competent and the working methods do not give rise to danger to Council employees and other persons who may be affected by their working activities.
- Maintaining a positive culture towards Health and Safety and striving to promote Health and Safety among the workforce.
- Ensuring that the Health and Safety Advisor is informed of all impending changes in methods, processes, substances and equipment, and to carry out prior consultation with the Health and Safety Advisor as necessary.
- Setting out arrangements to ensure that safety representatives and safety committees appointed under statutory regulations can carry out their functions.
- Ensuring that all accidents, incidents and deviations from the Council Health and Safety Policy are recorded and reported to the Health and Safety Advisor.
- Ensuring that the policy is enacted within their respective areas of responsibility and that their supervisors accept the day-to-day ownership with regards to their appropriate responsibilities in Health and Safety.
- Assessing and taking appropriate action on any health and safety reports from their supervisors and competent persons on matters of Health and Safety.
- That adequate that health and safety training and instruction is given to all levels of employees in all aspects of their job, and that re-training and instruction be given where necessary, especially in respect of any new plant/equipment, systems of work, safe working procedures, or the implementation of new regulations, including internal policies and procedures.
- That any materials, work equipment, protective clothing/equipment, etc., purchased, conform to applicable standards where necessary and is the most appropriate for the job. That safety equipment/protective clothing is made available, issued, worn/used, kept in good order and repaired or replaced as necessary. Note that the purchase of health and safety materials such as PPE should be arranged I initiated by line managers, and that the Health and Safety Section are available to advise as required.
- Ensure arrangements are in place for the safe use in handling, storage and transportation of any articles and/or substances that may be hazardous to health, and that all such substances are assessed in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations. Note: Assessing hazardous substances can be complex and it is recommended that the Health and Safety Officer/Advisor be consulted where any substances are suspected of being hazardous.
- That the Fire Log is completed in accordance with the Council's established procedures.
- That adequate facilities and arrangements for the welfare of employees are provided.
- That all safety, fire, first aid and emergency arrangements are reviewed on a regular basis.
- Provision and maintenance of plant and systems of work, which, so far as is reasonably practicable, are safe, and without risks to health. That personnel are fully aware of the correct methods of the use of equipment, the dangers inherent in the job they are about



to perform, and any special safety rules that apply. Safety devices, where fitted, are checked, kept in working order and are used in the correct manner. That safety systems/procedures, such as permit to work systems, are strictly adhered to and that all equipment/tools required for the job are available and in safe and good working order. Defects should be reported immediately.

- That only competent persons undertake relevant tasks and activities and personnel under their control perform their duties in a safe manner without danger to themselves, other employees or the general public.

**Supervisors are responsible for: -**

- The effective implementation of the Health and Safety Policy and procedures within their area of control.
- Recording and reporting to the Health and Safety Advisor all accidents, incidents and/or near misses within their respective areas, in line with the Council Health and Safety policy.
- Conducting the initial investigation of accidents and incidents in their area and where necessary assist the Health and Safety Advisor and others in any investigations of more serious incidents.
- Formally inspecting (at a minimum bi-monthly) the areas and activities under their control to ascertain whether safety measures are being maintained and safe working practices followed.
- Initiating corrective action deemed to be necessary as a result of their investigations into accidents or incidents or as a result of their regular formal inspections.
- Ensuring that clear and precise Health and Safety instructions are given to those under their control with regards to themselves and others.
- Ensuring that persons under their control have received an adequate level of health and safety training to allow them to operate any necessary plant or equipment.
- Informing their Manager and the Health and Safety Advisor of any necessary health and safety training needs for those employees under their control.
- Informing their manager of any health and safety concerns.
- Ensuring risk assessments are in place for all activities. Assisting management in the carrying out and implementation of risk assessments. Ensuring risk assessments are adhered to and any concerns raised immediately with line management.
- Adequate supervision of contractors and reporting any health and safety concerns with contractors.
- Monitoring housekeeping in the area under their control and ensuring that it remains clean and tidy at all times.
- Ensuring that any necessary personal protective equipment is issued as required and full documented records are maintained.
- Ensuring that personal protective equipment is issued and properly used, maintained and stored.
- Maintaining a positive culture towards Health and Safety and promoting Health and Safety among the workforce.

**Employees are responsible for: -**

- Taking reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or do not do.
- Co-operating with Lisburn & Castlereagh City Council as an employer (or their line manager) to ensure all legal and statutory duties and requirements are complied with, and to adhere to departmental rules which have been the subject of formal risk assessment.

- Making themselves familiar with the Council's Health and Safety Policy, the Council's Fire Safety and Emergency Evacuation Procedures and organisation and arrangements for implementing them. Health, Safety and Fire Safety information, including the policy statement and Council Health and Safety Procedures (CHaSP's) are available on the Intranet.
- Observing all safe working practices that are contained within this policy or otherwise advised and instructed.
- Notifying their immediate superior of any accident or incident at work (whether or not injury has occurred) and ensuring that it has been recorded.
- To be aware of any hazards in their workplace and to take the appropriate precautions including the use of any personal protective equipment that has been issued.
- Ensuring that they wear and correctly use all personal protective equipment and other safety devices that are set out in the safe operating procedures or risk assessments for their task
- To conduct all work in accordance with safe operating procedures, instructions and arrangements.
- Notifying their immediate superior, or any other affected employee, of any situation, which they consider to represent any serious and or immediate danger to health and safety.
- Notifying anyone who may be affected by their work of any potential hazards, i.e. the general public (special attention must be given to children), other employees and contractors.
- Immediately informing management, on becoming aware of, of any special medical or other conditions which might affect their work, e.g. asthma, heart condition, skin condition, epilepsy, etc.
- Using any equipment, machinery, dangerous substance, transport equipment or safety device in accordance with training and instruction received.
- NOT using any equipment for which they have not been trained and are not authorised to use.
- NOT wilfully damaging, tampering with, or abusing any equipment or clothing provided.
- Making a visual check (or other checks that they are authorised to do) on all equipment before use.
- Setting aside and labelling any faulty equipment and informing their immediate supervisor.
- NOT bringing to work any personal equipment. i.e. including tools, radios, personal stereos, kettles, etc.
- Acquainting themselves with the escape routes and evacuation procedures relevant to each place in which they work.
- Acquainting themselves with the location of first aid facilities and the identity of the local qualified first aider.
- Ensuring that working areas remain clean and tidy and assisting to maintain a good standard of hygiene and housekeeping in their workplace.
- NOT indulging in horseplay or other activities, which could endanger the safety of others.

***FAILING TO COMPLY WITH ANY PART OF THIS SAFETY POLICY MAY RESULT IN DISCIPLINARY ACTION, WHICH MAY ULTIMATELY LEAD TO SUMMARY DISMISSAL.***

**Health & Safety Advisor is responsible for: -**

..... matters, including current and forthcoming legislation, and concerning requirements of contractors.

- Providing advice to Council staff on satisfying their responsibilities relating to Health & Safety.
- Keep abreast of health and safety legislation and developments and undergo training as required.
- Formulate and put in place Council Health and Safety Policies and Procedures (CHaSP's), which shall ensure the Council's compliance with such legislation.
- To provide an audit function for the Council regarding departmental compliance with Council Health & Safety Policies and Procedures.
- Co-ordinating risk assessments within the Council and developing a planned review process concerning Council buildings, activities and practices with a view to establishing health and safety standards and rules in order to analysing risk exposure and developing risk control mechanisms.
- Carry out fire risk assessments and assist with the completion of action plans.
- Conduct workplace health, safety and fire safety inspections. Produce reports recommendations and carry out follow up compliance audits.
- Carry out accident/incident investigations including those relating to industrial diseases and dangerous occurrences.
- Assisting with the identification of training needs as they relate to health & safety and to co-ordinate appropriate training programmes in consultation with Human Resources. Conducting direct training as and when required.
- Liaising with external enforcing agencies as necessary. Complete any necessary documentation such as RIDDOR reports.
- To act as Secretary and Vice Chair to the Council's Health & Safety Committee.
- Liaising with the Council's Insurance Brokers to ensure that adequate cover is in place in order to protect the Council in respect of Health & Safety matters.
- Assisting the Chief Executive with the Council's Emergency Incident Response Plan and major incident planning.
- Complying with and actively promoting the Council's policies and procedures as directed.
- Notify Directors/Heads of Service etc. as necessary of all urgent matters relating to health and safety.
- Reporting to relevant committees as necessary.
- Any other duties as may be allocated from time to time in accordance with the general nature of the post.

### **Safety Representatives**

Safety representatives will basically follow the functions laid down in the Safety Representatives and Safety Committees Regulations 1977, or within the Health and Safety (Consultation with Employees) Regulations 1996, whichever is applicable to the representatives. Summarising, they shall: -

- Liaise with management on Health and Safety matters raised by the workforce.
- Represent the workforce in any liaison with the Health and Safety Executive or other enforcing Authorities.
- Receive information from inspectors in accordance with the relevant section of the Health and Safety at Work NI Order 1978.
- Investigate complaints by any employee relating to that employee's health, safety or welfare at work.
- Assist in the investigation of accidents/incidents that occur in the workplace.

Safety representatives are required to give adequate notice (so far as is reasonably practicable) to their direct supervisor before leaving their contracted work to carry out their health and safety related functions. This will ensure co-operation and co-ordination between all parties.

## **Health & Safety Committees**

The remit of the Health and Safety Committees is to liaise between local management and staff on all matters pertaining towards Health and Safety. The Committees will meet 2-4 times per year and will include nominated safety representatives, the Health and Safety Officer/Advisor and representation from management. The main objectives of the Safety Committee will be to look at: -

- Accident trends and statistics.
- Proposed legislation.
- Procedures to implement same.
- Inspection programs.

## **Health & Safety Notices Boards**

A Health and Safety notice board shall be located within each Lisburn & Castlereagh City Council facility for the purpose of displaying Health and Safety Information. The Facility Manager will ensure this is located in an area that can be observed by all staff members and shall display the following:

- Health & Safety Law Poster (completed with current Health & Safety representative information).
- Current Health & Safety Policy.
- Health & Safety Committee representatives and minutes of the H&S committee.
- First Aiders and their normal location. Location of defibrillator if present.
- Any relevant Health & Safety promotional materials.
- Fire Wardens and their normal location.
- Fire evacuation procedures/maps etc. Location of major hazards as necessary.
- Employer's liability Certificate.

The list is not exhaustive and should be used for raising awareness of Health & Safety issues

**LISBURN & CASTLEREAGH CITY COUNCIL  
LIST OF POLICIES & PROCEDURES  
November 2018**

**Part Three Arrangements:**

<b>Policy Name</b>	<b>Latest Review Date</b>
<b>Health &amp; Safety Policy V.2</b>	<b>November 2018</b>

<b>No.</b>	<b>Council Health &amp; Safety Procedures (CHaSPs)</b>	<b>Version:</b>	<b>Date Reviewed:</b>
1	Health & Safety Committee	V3	Nov 2018
2	Risk Assessment	V3	Nov 2018
3	Accident & Incident Reporting	V3	Nov 2018
4	Fire Safety	V4	Nov 2018
5	Control of Asbestos at Work	V3	Nov 2018
6	Control of Legionella Bacteria	V3	Nov 2018
7	Control of Contracts & Contractors	V3	Nov 2018
8	Control of Substances Hazardous to Health (COSHH)	V3	Nov 2018
9	First Aid at Work	V3	Nov 2018
10	Personal Protective Equipment (PPE)	V3	Nov 2018
11	Display Screen Equipment (DSE)	V3	Nov 2018
12	Mental Well-being at Work		Pending
13	Working at Height	V3	Nov 2018
14	Provision & Use of Work Equipment (PUWER)	V3	Nov 2018
15	Drugs & Alcohol in the Workplace	V3	Nov 2018
16	Manual Handling	V3	Nov 2018
17	Electrical Safety at Work	V3	Nov 2018
18	Permits to Work	V3	Nov 2018
19	Smoke Free	V3	Nov 2018
20	Personal Safety	V3	Nov 2018
21	Needle-sticks & Sharps	V3	Nov 2018
22	Playgrounds, MUGAs and Outdoor Equipment	V3	Nov 2018
23	Memorial & Burial Ground Safety		Pending
24	Remote and Homeworking	V3	Nov 2018
25	Inflatable Play Devices	V3	Nov 2018
26	Handling Deliveries	V3	Nov 2018
27	Anaphylaxis	V3	Nov 2018
28	Controlling Infection at Work	V3	Nov 2018
29	Automatic External Defibrillators (AEDs)	V3	Nov 2018
30	Health, Safety & Fire Safety Training		Pending
31	Snow, Ice & Low Temperatures	V3	Nov 2018
32	Event Safety		Pending
33	Control of Noise at Work		Pending

