



## Senior Officer and Appointments Staffing Sub-Committee

<b>Date:</b>	<b>Tuesday, 13 July 2021</b>
<b>Time:</b>	<b>4.00 p.m.</b>
<b>Venue:</b>	<b>Palace Suite - Floral Pavilion</b>

Members of the public are encouraged to view the meeting via the webcast, (see below) but for anyone who would like to attend in person, please contact the box office at the Floral Pavilion by telephone on 0151 666 0000, in advance of the meeting. All those attending will be asked to wear a face covering (unless exempt) and are encouraged to take a Lateral Flow Test before attending. You should not attend if you have tested positive for Coronavirus or if you have any symptoms of Coronavirus.

This meeting will be webcast at  
<https://wirral.public-i.tv/core/portal/home>

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## AGENDA

- 1. WELCOME AND INTRODUCTION**
- 2. APOLOGIES**
- 3. MEMBER'S CODE OF CONDUCT - DECLARATIONS OF INTEREST**

Members are asked to consider whether they have any disclosable pecuniary interest and/or any other relevant interest in connection with any item(s) on this agenda and, if so, to declare them and state the nature of the interest.

- 4. PUBLIC AND MEMBER QUESTIONS**

- 4a. Public Questions**

Notice of question to be given in writing or by email by 12 noon, Thursday, 8 July, 2021 to the Council's Monitoring Officer ([committeeservices@wirral.gov.uk](mailto:committeeservices@wirral.gov.uk)) and to be dealt with in accordance with Standing Order 10.

For more information on how your personal information will be used, please see this link:  
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**4b. Statements and Petitions**

Notice of representations to be given in writing or by email by 12 noon, Thursday, 8 July 2021 to the Council's Monitoring Officer ([committeeservices@wirral.gov.uk](mailto:committeeservices@wirral.gov.uk)) and to be dealt with in accordance with Standing Order 11.1.

Petitions may be presented to the Committee. The person presenting the petition will be allowed to address the meeting briefly (not exceeding one minute) to outline the aims of the petition. The Chair will refer the matter to another appropriate body of the Council within whose terms of reference it falls without discussion, unless a relevant item appears elsewhere on the Agenda. Please give notice of petitions to [committeeservices@wirral.gov.uk](mailto:committeeservices@wirral.gov.uk) in advance of the meeting.

**4c. Questions by Members**

Questions by Members to be dealt with in accordance with Standing Orders 12.3 to 12.8.

**5. HEALTH AND SAFETY POLICY (Pages 1 - 26)**

**6. EXEMPT INFORMATION - EXCLUSION OF THE PRESS AND PUBLIC**

The following item contains exempt information.

RECOMMENDATION: That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds it involves the likely disclosure of exempt information as defined by the relevant paragraphs of Part I of Schedule 12A (as amended) to that Act. The Public Interest test has been applied and favours exclusion.

**7. CHIEF OFFICER STRUCTURE (Pages 27 - 42)**



## SENIOR OFFICER AND APPOINTMENTS STAFFING SUB-COMMITTEE

Tuesday, 13 July, 2021

<b>REPORT TITLE:</b>	<b>HEALTH AND SAFETY POLICY</b>
<b>REPORT OF:</b>	<b>DIRECTOR OF RESOURCES</b>

### REPORT SUMMARY

This report seeks approval from the Sub-Committee for the Council's Health and Safety Policy Statement.

The report also provides an update on the work that is being undertaken to identify and manage risks and improve health and safety practice across the Council and the specific work undertaken in response to covid.

### RECOMMENDATION/S

The Senior Officer and Appointments Staffing Sub-Committee is requested to;

- a) Approve the Health and Safety Policy Statement;
- b) Note the ongoing work to identify and manage health and safety risks and improve health and safety practice across the Council.

## **SUPPORTING INFORMATION**

### **1.0 REASON/S FOR RECOMMENDATION/S**

- 1.1 The Council has a legal obligation to produce and publish a Health and Safety Policy Statement. This should be approved by this Sub-Committee. It is also an opportunity to update members on the wider work being undertaken to manage health and safety risks across the Council and increase the profile of health and safety issues with elected members.

### **2.0 OTHER OPTIONS CONSIDERED**

- 2.1 There were no other options considered as the Council has a legal requirement to produce a Health and Safety Policy statement.

### **3.0 BACKGROUND INFORMATION**

- 3.1 The Health and Safety at Work Act 1974 (Section 2) requires employers of five or more people to have a written health and safety policy statement. It should be specific to their business, setting out their general policy for protecting the health and safety of their employees at work, their organisation and arrangements for putting the policy into practice.
- 3.2 The Council's Health and Safety policy statement is also relevant to Wirral schools where the Council is the employer (excluding academy schools). All organisations such as partners, contractors, voluntary, community and faith organisations who are working with the Council are expected to be aware of Wirral Council health and safety policy and any particular management arrangements that may apply to their activities.
- 3.3 The Council's Health and Safety policy statement has been reviewed and revised to ensure it is fit for purpose and relevant to the current structures and management arrangements in the organisation. The proposed policy statement is attached at Appendix A.
- 3.4 The Health and Safety policy statement comprises of 3 sections; the General Statement of Intent; Organisation Management Arrangements & Roles & Responsibilities
- 3.5 The roles and responsibilities of key officers have been updated and the policy includes details of the formal arrangements that are in place within the Council to support the management of health and safety issues.
- Health and Safety Practice and Culture**
- 3.6 The Council is a large employer and delivers a wide range of services. We have a legal responsibility to ensure we operate safe services for our workforce and public. The Council must have good systems in place to identify and manage risks and ensure that our workforce have the appropriate skills and resources to work safely. Whilst many council budgets are under pressure, we must continue to ensure that the health and safety of our staff remains paramount.

3.7 Over the past 18 months we have undertaken significant work to raise the profile of health and safety, reinforce compliance and best practice and promote a health and safety culture in the organisation. This includes:

- A new Health and Safety Board has been set up, chaired by the Chief Executive and attended by senior officers and representatives from relevant disciplines including Asset Management and Risk Management.
- The development of a Health and Safety Improvement Plan with the aim of achieving best practice across several themes; Leadership and Accountability, Policy Framework, Governance, Performance Management, Risk Management, Wellbeing, Resourcing and Learning and Development. The plan incorporates best practice from the LGA and HSE standards.
- The development of a range of performance indicators for Health and Safety to provide greater oversight and assurance.
- A new system which is in final stages of development for completion of risk registers to identify risks, improve oversight and track actions required to mitigate.
- A revised Health and Safety Training strategy for generic and specialist role-based training across the organisation.
- Raising the profile of health and safety through regular items on the agenda at Senior Leadership Team, Corporate Management Team and Departmental Management Teams and in organisational communications. We also held a dedicated session at our Leadership Conference.

### **Managing Workforce Health and Safety issues arising from Covid 19**

3.8 As the Committee are aware, covid-19 has presented major challenges to health, safety and wellbeing of our workforce.

3.9 From the outset of the pandemic the Health and Safety Team, Public Health, HR/OD, Assets and Communications Teams have worked together to develop guidance mandatory requirements for staff to work safely and to ensure that buildings and workplaces that have remained open or re-opened are covid safe. This has been communicated regularly. This is an ongoing process.

3.10 All services have been required to produce health and safety risk assessments setting out how they will seek to manage the risks arising from covid, identifying PPE required for staff and any physical adaptations to buildings that were required. There has been a requirement to review and update risk assessments in line with evolving government and public health advice. This has been co-ordinated via a Strategic re-mobilisation group with services, activities and buildings that had closed only given approval to re-open once the group was satisfied all risks had been assessed and had plans to address them.

3.11 An individual risk assessment was developed for staff who were classed as clinically extremely vulnerable in line with government advice. Again, this has been reviewed

and re-issued through different stages of the pandemic, taking into account government and public health advice.

- 3.12 All staff working in Council buildings are required to complete a mandatory Keeping Safe at Work e-learning module prior to return.
- 3.13 Approximately 1,900 of the Council's workforce have been working at home since March 2020. Our duty of care and health and safety obligations as an employer includes homeworkers. We have invested in IT kit and furniture and rolled this out to ensure staff can work at home safely. Staff are required to complete an online Working at Home Safely e-learning module and home risk assessment.
- 3.14 Council Officers meet Trade Union H&S representatives regularly to discuss health and safety issues and seek to address any concerns and issues.
- 3.15 It is acknowledged that the Council's management of health and safety issues and risks should have a greater profile with elected members and therefore it proposed to provide regular reports in relation to performance, assurance and work being undertaken to the appropriate committee.

#### **4.0 FINANCIAL IMPLICATIONS**

- 4.1 There are no new financial implications arising from this report. The Council's revenue budget makes appropriate provision for professional advice and guidance to be provided from the Council's Health and Safety Team and for relevant training to be provided.

#### **5.0 LEGAL IMPLICATIONS**

- 5.1 As identified within the body of this report there is a statutory requirement under section 2 of the Health and Safety at Work, Etc Act 1974 for the Council to have in place a general policy with respect to the health and safety at work of its employees and the organisation and arrangements for carrying out that policy. The Act requires a written statement of policy and for that statement to be kept under review and updated where necessary. This policy, and any revision of it, must be brought to the attention of all employees.

#### **6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS**

- 6.1 The approval of the health and safety policy does not introduce any new resource implications. It strengthens the Council's approach to the management and strategic leadership for health and safety.

#### **7.0 RELEVANT RISKS**

- 7.1 The Health and Safety General Policy Statement sets out the Authority's commitment to compliance with its duties and achieving high levels of health and safety. It is itself reinforced by a broad range of supporting policies and guidance to ensure processes are in place for the Council to adequately identify and manage work place risks.

7.2 A failure to make necessary changes to the policy and approve them would lead to the Council being in breach of its Section 2 duty and at risk of prosecution, and without an adequate overriding policy the underpinning arrangements may not be effective.

## **8.0 ENGAGEMENT/CONSULTATION**

8.1 The draft policy has been shared with Unions via the joint Trade Union and Management Health and Safety Committee and once approved, all managers will be made aware of the new policy via managers brief with a link to the Council intranet. The General Statement of Intent will be displayed in all Council premises.

## **9.0 EQUALITY IMPLICATIONS**

9.1 There are no equality implications arising from the report.

## **10.0 ENVIRONMENT AND CLIMATE IMPLICATIONS**

10.1 The content and recommendations contained within this report are expected to have no impact on emissions of greenhouse gases or environmental implications.

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## **APPENDICES**

Appendix A Health and Safety Policy Statement

## **BACKGROUND PAPERS**

[Prepare a health and safety policy - HSE](#)  
[Health and safety at work: criminal and civil law - HSE](#)  
[Health and safety in local government \(hse.gov.uk\)](http://hse.gov.uk)

## **SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>

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## **Health & Safety Policy**

**June 2021**

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## **General Statement of Intent**

### **Introduction**

This General Statement of Intent forms part of Wirral Council's health and safety policy and it sets out the aims of the Council regarding health, safety and welfare.

Wirral Council accepts its responsibilities under the Health and Safety at Work etc Act 1974 and all subsequent Regulations. The health and safety management system is based on HSE guidance HSG65 - Managing for Health and Safety.

The Council performs a range of statutory and non-statutory services to residents of Wirral, through directly provided services and by commissioned services.

It is the aim of Wirral Council to undertake its operations and services it provides in such a manner as to ensure so far as is reasonably practicable, the health, safety and welfare of its employees and all persons likely to be affected by its undertaking including the general public; visitors; contractors, users of services and others.

It is our policy to ensure co-operation with our partners, suppliers and contractors in order to pursue our Health & Safety aim of prevention of injury and ill health. The Council is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

### **Consultation and Communication**

The Council will communicate to employees its commitment to health, safety and welfare to develop a shared aim towards the achievement of its health and safety objectives.

### **Our Health and Safety Objectives**

Wirral Council is committed to providing and maintaining a healthy and safe working environment for all its employees, and in ensuring, so far as reasonable practicable that their work does not adversely affect their health, safety and wellbeing as well as service users, visitors, contractors or others to whom it owes a duty of care.

In order to achieve our aim, the Council has the following key objectives:

- Comply with requirements of relevant health, safety and environmental legislation through implementation of a robust health and safety management system
- Identification of hazards and provision of adequate control of the health and safety risks to employees and others arising from our work activities
- Provide adequate information, instruction, training and supervision for employees about all identified risks and the risk controls
- Consult with our employees on matters affecting their health & safety
- Provide a safe place of work with safe access and egress
- Provide and maintain safe plant and equipment
- Ensure safe handling, transportation and use of substances
- Prevention of accidents, incidents and cases of work-related ill health
- Maintain safe and healthy working conditions and provide adequate staff welfare facilities
- Ensure that employees are competent to do their tasks, providing training where necessary
- Ensure that contractors are competent to manage the health and safety aspects of their work
- Monitor and review the effectiveness of the safety management systems and arrangements and where appropriate implement improvements.
- Keep this policy under review to maintain its effectiveness in changing conditions and circumstances

Signed by Paul Satoor

Signed by Cllr Janette Williamson

Chief Executive

Leader of the Council

Date

Date

## **Organisation and Arrangements** **for Health, Safety and Welfare**

### **Organisation and Arrangements**

The Council Senior Leadership Team recognises their responsibility for the implementation of this policy and is committed to its continuous improvement. The allocation of responsibilities for the Health and Safety Policy is defined within the section covering *Roles and Responsibilities* which will be updated in line with this statement.

It is the responsibility of the Chief Executive and the Senior Leadership Team, to ensure that departments and service areas comply with the Councils commitment to achieve the health and safety objectives and they will provide strong and active leadership that seeks continual improvement of the health and safety performance of the Council.

The day to day management of health, safety and welfare (including wellbeing arrangements) is the responsibility of line management. This includes responsibility for employees (and volunteers) health and safety and others, such as service users, members of public etc.

We will ensure consultation with employees and their elected trade union health and safety representatives on all matters of occupational health & safety. Health and safety will be a standing item on the agenda at all management and all team meetings. We will share information regarding our health and safety performance with Trade Union Safety Representatives and employees.

All those with responsibility for health, safety and welfare (including wellbeing) will receive training to ensure they have relevant knowledge and skills to support their roles and responsibilities and to achieve higher levels health, safety and welfare (and wellbeing) performance.

All employees are responsible to familiarise themselves with their roles and responsibilities regarding health and safety and to report any unsafe acts, accidents & incidents or emerging hazards to a line manager or other appropriate officer.

### **Strategic Health, Safety and Wellbeing Board**

The Chief Executive or his deputy in his absence will chair the Strategic Health, Safety and Wellbeing Board. The purpose of the Board is to provide the direction for health and safety, ensuring that health and safety is an integral part of the organisations culture, its values and performance standards.

The Board will keep this Health and Safety Policy under review ensuring the communication of health and safety duties and benefits throughout the organisation.

It will oversee the planning; delivery, monitoring and review of its health, safety and welfare (and wellbeing) obligations.

The Board will meet its aim of protecting people through the effective implementation of the health and safety management system ensuring sufficient resources for managing health and safety risks. It will drive forward the Councils commitment to continuous development and improvement.

The Board will monitor the results of Key Performance Indicators, operational management (as referred by the Steering Group) and the key safety risks highlighted in the Risk Registers. In doing so it will have a strategic overview of health and safety performance within the Authority. A formal Board review will establish whether the essential principles of strong and active leadership, workforce involvement and assessment and review have been embedded throughout the organisation.

**Health, Safety and Wellbeing Steering group**

The Assistant Director of Human Resources and Organisational Development will chair the health, safety and wellbeing steering group. This group will support the board to ensure progress on key issues is maintained and reported to the board. Support officers will report progress with the respective services Risk Profiles and the Health and Safety Risk Register.

**Joint TU and Management Health, Safety and Wellbeing Committee**

The Chief Executive or his deputy will ensure a Director from the Senior Leadership Team chairs the Joint Trade Union and Management Health, Safety and Wellbeing Committee which fulfils the legal requirements of the Safety Representatives and Safety Committees Regulations 1977.

The purpose of the committee is to support effective consultation with employees' trade union and non-trade union health and safety representatives with the aim of improving communications and sharing information on issues affecting employee's health, safety and wellbeing (including welfare).

**Health and Safety Management Arrangements**

A suite of policy and guidance documents are maintained via the Council intranet to support managers and staff to manage health and safety hazards.

**Performance and Resources Committee**

Elected Members will receive an annual report providing an update of performance and actions for the forthcoming year regarding the performance of health, safety and welfare (and wellbeing).

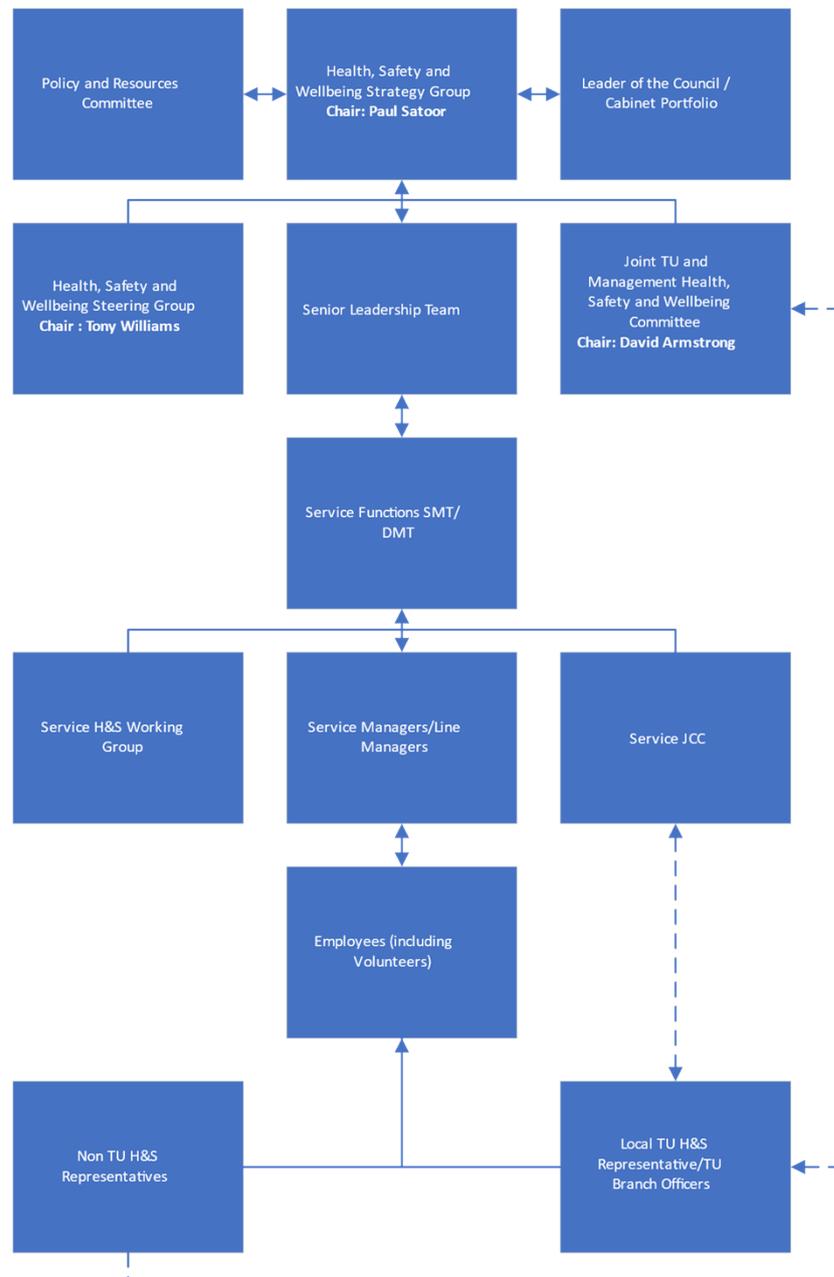
**Other Arrangements****Discipline**

Wilful or reckless acts or omissions constituting a serious danger to the health and safety of staff or others affected by their actions, together with any failure to observe Health and Safety instructions will be regarded as breach of the disciplinary rules of the Authority.

**Communications**

The Communications Plan details how the flow of two-way communications is maintained and both the Communications Department and Health and Safety team will be responsible for ensuring that there are regular communications in accordance with the plan.

## Health and Safety Organogram



## **Key Roles & Responsibilities**

### **The Chief Executive and Senior Leadership Team (SLT)**

The Chief Executive and Senior Leadership Team are ultimately accountable to ensure the health and safety management system and management arrangements for health, safety and wellbeing are effective.

The Strategic Health, Safety and Wellbeing Board will define the aim of what they seek to achieve for the Council health, safety and welfare objectives within the Statement of Intent. The responsibilities for ensuring the health, safety and welfare of all staff will be directed from the Senior Leadership Team (SLT) to all managers within the Council.

To achieve the defined aims stated in the health and safety statement of intent, the Chief Executive and Directors will ensure all members of Senior Management Teams and Departmental Management Teams are fully aware of their responsibilities as stated within this policy (Statement of Intent; Organisation Management Arrangements and Roles & Responsibilities) applicable to the work of their service (see below).

### **Assistant Chief Executive**

When the Chief Executive is absent the Assistant Chief Executive will deputise in all health and safety matters. This duty is additional to their health, safety and welfare responsibilities as Assistant Chief Executive.

### **Governing Bodies**

As the employer, the Local Authority has overall responsibility for health and safety within Community Schools, Community Special Schools, Voluntary Controlled Schools, Maintained Nursery Schools and Pupil Referral Units.

The Governing Body and Head Teacher of a community School, Voluntary Controlled School, Community Special School or Maintained Nursery School must comply with any direction given to them by the LEA concerning the health and safety of persons on the school's premises or taking part in any school activities elsewhere [Sec 29(5) Education Act 2002]. This includes any Local Authority policies and guidance.

**Roles & Responsibilities**

As stated, the health and safety management system is based on HSE guidance HSG65 (Indg275 rev1), which is a framework for managing health and safety and is an accepted part of the 'plan-do-check-act' management process. It is broken down as:

**Plan** - formulating a Health and Safety policies and identifying roles and responsibilities

**Do** - identifying the 'risk profile' and carrying out the risk assessments, together with implementing the preventive and protective measures

**Check** - scrutinising how well the risks are being controlled through measuring performance and learning from lessons involving accidents / incidents and audit reports

**Act** - acting on recommendations

Roles and responsibilities have been allocated in line with the 'plan-do-check-act' management process as follows,

	PLAN	DO	CHECK	ACT
<b>Chief Executive:</b>	<p>Is ultimately accountable to ensure the health and safety management system and management arrangements for health, safety and wellbeing are effective in order to deliver the health, safety and welfare objectives</p>	<ul style="list-style-type: none"> <li>Require that all Directors; Senior Managers and Departmental Managers, demonstrate by example their personal commitment to the highest standards of health and safety and drive a positive health and safety culture</li> <li>Ensure there are adequate resources in place to enable the provision of the health and safety management system</li> <li>Direct the health and safety management system through the Strategic Health, Safety and Wellbeing Board</li> <li>Ensure Elected Members consider the effects that their decisions have on health and safety risks to employees and service users.</li> </ul>	<ul style="list-style-type: none"> <li>At the Strategic Health, Safety and Wellbeing Board appraise the effectiveness of the health and safety management system by monitoring performance around the Corporate Health and Safety Risk Register and Key Performance Indicators</li> </ul>	<ul style="list-style-type: none"> <li>Lead the continuous improvement of Health, Safety and Welfare performance throughout the organisation through the Strategic Health, Safety and Wellbeing Board</li> </ul>

PLAN	DO	CHECK	ACT
<p><b>All Directors:</b></p> <ul style="list-style-type: none"> <li>• Ensure that proactive and reactive steps are taken within Senior Management Teams and Departmental Management Teams within their department to achieve the health, safety and welfare objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Engender a positive health and safety culture within their areas through ensuring that Senior Managers and Departmental Managers lead by example in pursuit of the aims and objectives of this policy</li> <li>• Ensure that Senior Managers and Departmental Managers have sufficient resources to manage health, safety and welfare risks to staff (including volunteers) and others affected by the Councils services</li> <li>• Ensure that Senior Managers and Departmental Managers have informed all employees and volunteers about this policy and their health and safety responsibilities</li> <li>• Ensure that H&amp;S is a standing agenda item at all SMT and DMT agenda's</li> <li>• Ensure that prior to awarding contracts for services or goods an evaluation of suppliers/contractor's health and safety compliance is undertaken, and advice sought from the Health and Safety Team</li> <li>• Consult effectively with employees and their representatives to consider the health and safety implications of introducing new processes, new working practices or new personnel, dedicating adequate resources and seeking advice where necessary</li> <li>• Ensure that Suppliers and contractor's health and safety performance are regularly assessed and monitored, and any poor health and safety performance is formally recorded and communicated to the supplier/contractor</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that SMTs develop and keep under review of all health and safety risks as identified in the Health and Safety Risk Register</li> <li>• Ensure that there is effective measurement and management of performance around Key Performance Indicators</li> </ul>	<ul style="list-style-type: none"> <li>• Review outcomes and findings following all employee liability insurance claims received and ensure lessons are learned to prevent further injuries/losses</li> <li>• Bring to the notice of the Chief Executive matters concerning the adequacy of the resources needed to implement this policy or any health and safety matters which cannot be resolved, or which are causing specific concern</li> <li>• Take appropriate action around performance or where non-compliance with the Council's Health and Safety Policy and Management Arrangements has been identified</li> </ul>

PLAN	DO	CHECK	ACT
<p><b>Director of Resources:</b></p> <ul style="list-style-type: none"> <li>In order to deliver the health, safety and welfare objectives; ensure that there is a health, safety and welfare team who provide competent advice and support within the Council</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that there is a suitable Health and Safety policy including health and safety management arrangements and training</li> <li>Will be the health and safety representative at the Senior Leadership Team in order to demonstrate that it is being taken seriously and that its strategic importance is understood</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that the provision of health and safety resources are kept under review</li> </ul>	<ul style="list-style-type: none"> <li>Bring to the notice of the Chief Executive matters concerning the adequacy of the health and safety resources needed to implement the health, safety and welfare objectives</li> </ul>

## PLAN

## DO

## CHECK

## ACT

**Assistant Director of Human Resources & Organisational Development:**

- |  |  |  |  |
|--|--|--|--|
| <ul style="list-style-type: none"> <li>• In order to deliver the health, safety and welfare objectives; ensure that the Senior Management Teams (SMT) and Departmental Management Teams (DMT) have access to health, safety and welfare support provided by the Health, Safety and Occupational Health Team</li> </ul> | <ul style="list-style-type: none"> <li>• To ensure that there is a sufficiently resourced and competent health and safety team to support and advise managers and employees (including schools)</li> <li>• Chair the Health and Safety Steering Group and support the Health, Safety &amp; Wellbeing Board through implementation of a robust health, safety and wellbeing plan</li> </ul> | <ul style="list-style-type: none"> <li>• In order to maintain the effectiveness the policy and arrangements in changing conditions and circumstances; ensure that it is reviewed determining levels of responsibility for its implementation following consultation with stakeholders</li> <li>• Have quarterly meetings with the Chief Executive to provide a regular update on health and safety issues</li> </ul> | <ul style="list-style-type: none"> <li>• Inform the Chief Executive and SLT about any health and safety matters which cannot be resolved; or are giving cause for specific concern; or which are of significance to all services/departments which have been identified at the Health Safety and Welfare Steering Group</li> <li>• Report to the Director of Resources matters concerning the adequacy of the resources needed to implement this policy</li> </ul> |
|--|--|--|--|

PLAN	DO	CHECK	ACT
<p><b>Senior Asset Manager:</b></p> <ul style="list-style-type: none"> <li>In order to deliver the health, safety and welfare objectives; ensure that the Council complies with all construction and facilities related regulations contained within the Health and Safety Legal Register</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that there are arrangements for the planning and delivery of ongoing maintenance of all assets within buildings and workplaces and that records are held</li> <li>Confirm the letting of all construction contracts comply with the Council constitution and that contractor's health and safety is evaluated to ensure they are competent for the type and size of works they are contracted to provide</li> <li>Ensure regular inspections of workplaces are completed by facilities staff as required by the management arrangements for safe workplaces</li> <li>Ensure that all contractors are sufficiently competent to carry out their duties and there is effective monitoring of safety compliance</li> <li>Ensure regular inspections of workplaces are completed by facilities staff as required by the management arrangements for safe workplaces</li> <li>Ensure that premises condition surveys are undertaken and take into account the risk of the spread of fire and smoke ensuring related remedial works are completed as required</li> <li>Ensure that lease agreements clearly identify responsibilities for site specific risks created by lease holders which may affect the health and safety of the public and others</li> </ul>	<ul style="list-style-type: none"> <li>Provide an update to the Board on compliance with relevant health and safety legislation and Council H&amp;S Management Arrangements applicable to all buildings and workplaces</li> <li>Ensure a Construction and Facilities Management representative is available to attend the Joint TU &amp; Management Health, Safety and Wellbeing Committee</li> </ul>	<ul style="list-style-type: none"> <li>Take appropriate action where non-compliance with the construction and facilities related regulations contained within the Health and Safety Legal Register has been identified</li> </ul>

PLAN	DO	CHECK	ACT
<p><b>Senior Management Teams:</b></p> <ul style="list-style-type: none"> <li>Joint accountability to ensure the health and safety management system and management arrangements for health, safety and wellbeing are effective in order to deliver the health, safety and welfare objectives</li> </ul>	<ul style="list-style-type: none"> <li>Ensure Department Management Teams are fully aware of their responsibilities under the policy Ensure that Health and Safety Risk Profiles within the respective services are developed and Health and Safety Risk Registers highlighting the main health and safety risks are generated and all actions are implemented</li> <li>Any health and safety risks that arise from the engagement of suppliers and contractors for services and goods are evaluated and actions taken to mitigate those risks and comply with corporate Procurement</li> <li>In order to ensure that equipment or installations used by customers, visitors and others are suitable and safe; confirm that when purchased they conform to safety standards</li> <li>Ensure employees (and volunteers) receive appropriate training</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that the Departmental Health and Safety Risk Registers are reviewed every 6 months</li> <li>Appraise the effectiveness of the health and safety management system by monitoring performance around the Departmental Health and Safety Risk Registers and Key Performance Indicators</li> <li>Ensure that maintenance schedules are considered at regular DMT meetings</li> </ul>	<ul style="list-style-type: none"> <li>Act where necessary to improve performance in order to deliver the health, safety and welfare objectives</li> </ul>

## PLAN

## DO

## CHECK

## ACT

**Departmental Management Teams:**

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|--|---|---|--|
| <ul style="list-style-type: none"> <li>• Ensure proactive and reactive steps are taken to achieve the health, safety and welfare objectives</li> </ul> | <ul style="list-style-type: none"> <li>• Carry out Risk Profiles for their specific services to ensure that Health and Safety Risk Registers are produced</li> <li>• Ensure that any actions arising from the Health and Safety Risk Registers are either implemented or, if required, reported to the Senior Leadership Team for its attention</li> <li>• Delegate responsibility to competent persons to carry out risk assessments as identified in the risk profile</li> <li>• Ensure that risk assessments have been completed, are available within their service and are shared with employees (including volunteers)</li> <li>• Ensure that there are arrangements for the risk assessments to be communicated to staff</li> <li>• Ensure that all managers and employees have the necessary safety resources and are allowed sufficient time to attend training and health surveillance</li> <li>• Ensure employee consultation on changes to work procedures that can impact on health, safety and welfare</li> </ul> | <ul style="list-style-type: none"> <li>• Ensure that Health and Safety Risk Registers are reviewed and, if required, updated every 6 months. Ensure that there are arrangements for the risk assessments to be reviewed, as required or at least annually</li> <li>• Ensure that a Training Needs Analysis has been completed and all employees receive sufficient training, instruction and information to carry out their work safely</li> <li>• Ensure any health and safety reports including data on sickness absence, workplace accidents and incidents, employee and public liability claims are regularly reviewed</li> </ul> | <ul style="list-style-type: none"> <li>• Review the findings and recommended actions of all internal health and safety audits and accident investigations to ensure that recommendations have been implemented</li> <li>• As a result of reviews of health and safety reports, ensure that steps taken to prevent any reoccurrences of any incidents</li> <li>• Report matters concerning the adequacy of the resources needed to implement the health, safety and welfare objectives to their Senior Manager</li> </ul> |
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## PLAN

## DO

## CHECK

## ACT

**All employees with management or supervisory responsibilities:**

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| <ul style="list-style-type: none"> <li>• Be familiar with Council Health and Safety Policy and Management Arrangements and the service/departmental health and safety</li> <li>• Deliver the Health and Safety Objectives at an operational level</li> </ul> | <ul style="list-style-type: none"> <li>• Assess all work activities under their control and where risks are identified develop risk assessments, safe systems of work/safe working methods/safety rules to reduce those risks so far as is reasonably practicable and ensure that all control measures have been implemented</li> <li>• Assist managers in the completion of Risk Profiles</li> <li>• Share the findings of all risk assessments with employees ensuring the hazards and the risk controls have been communicated and maintain records of employees who have been informed on the risk assessments</li> <li>• Based on risk assessments and/or Job Descriptions ensure that staff (and volunteers) remain competent through the provision of information, training and instruction in order to undertake their work tasks safely</li> <li>• Carry out briefings and toolbox-talks as required and ensure that there are two way communications with feedback mechanisms</li> <li>• Report the findings of any risk assessment to line management where the authority to act lies outside their power</li> <li>• Provide employees with the correct plant, equipment, personal protective clothing, furniture etc as identified in risk assessments and ensure that it is maintained and replaced as required</li> <li>• Maintain an inventory of all plant and equipment and ensure that they are maintained and serviced as required. Records to be maintained</li> </ul> | <ul style="list-style-type: none"> <li>• Monitor compliance with safe systems of work to ensure that they are effective and that staff and contractors follow safe systems of work. Maintain records of monitoring safety compliance</li> <li>• Maintain full records of employees who receive information, training and instruction, including central employee records</li> <li>• Carry out accident investigations (if necessary conduct route cause analysis) and promptly report any incidents to the Health and Safety team so that they can fulfil their obligations as required by RIDDOR</li> </ul> | <ul style="list-style-type: none"> <li>• Take remedial action on any measures that have been identified as ineffective or to address poor performance by staff or contractors who fail to comply with safe systems of work</li> </ul> |
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## PLAN

## DO

## CHECK

## ACT

**All employees:**

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| <ul style="list-style-type: none"> <li>• In order to assist with the delivery of the Health and Safety Objectives; be familiar with both the Council's Health and Safety Policy and the service/departmental health and safety arrangements</li> </ul> | <ul style="list-style-type: none"> <li>• Act in the course of their employment with due care for their own safety and that of others who may be affected by their acts or omissions at work</li> <li>• Observe safety rules and co-operate, so far as is necessary, to enable the Council to perform any duty or to comply with any requirements of health and safety legislation currently in force. This will include following safe systems of work including those identified in policies, risk assessments and permits to work</li> <li>• Use correctly all equipment provided for work, including guards, protective equipment etc, accordance with the training, instructions or information that they have received</li> <li>• Refrain from intentionally or recklessly interfering with or misusing anything provided for the safety of themselves or others</li> <li>• Report promptly all accidents and incidents (whether people are injured or not)</li> <li>• Declare any medical condition or disability that is liable to involve risk to themselves or others when carrying out their tasks and present themselves to the Occupational Health Consultant whenever required</li> <li>• Report promptly to line management any defective equipment, plant, premises, hazards or damage</li> </ul> | <ul style="list-style-type: none"> <li>• Where possible, cooperate with anyone carrying out safety enquiries including investigations, accident investigations and audits</li> </ul> | <ul style="list-style-type: none"> <li>• Follow any recommended changes to safe systems of work that have been implemented as a result of investigations, audits or reviews</li> </ul> |
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PLAN	DO	CHECK	ACT
<b>Health and Safety Manager:</b>			
<ul style="list-style-type: none"> <li>Develop and review the Council's Health and Safety Policy and safety, health and welfare management arrangements</li> <li>Assist in the development of additional safety policies and procedures identified by Senior Management and Departmental management teams</li> </ul>	<ul style="list-style-type: none"> <li>Provide advice and support to the Assistant Director of Human Resources &amp; Organisational Design on how to maintain safety standards</li> <li>As highlighted by Health and Safety Risk Profiles, ensure that there are sufficient health and safety resources, including policies, procedures, communications and training, to assist managers to effectively manage health and safety</li> <li>Provide direction to the team including a programme of compliance audits across services against the standards of safety, health and welfare required by legislation and the Council's health and safety policy and management arrangements</li> <li>Liaise with regulatory bodies including the HSE and Fire Service</li> <li>Ensure that the administrative procedures in relation to the reporting and investigation of accidents comply with the Council's arrangements and any statutory obligations</li> <li>Ensure that there is a competent health and safety team to support and advise managers and employees (including schools)</li> <li>Provide advice regarding health and safety training required to address any risks presented by authorised work activities</li> <li>Ensure that there is Occupational Health provision that meets the needs of the Authority</li> <li>Provide advice and support in carrying out risk assessments and developing safe systems of work and practices in consultation with employees and their representatives</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that accidents and incidents have been investigated and are reported to the HSE (as required by RIDDOR) or other bodies as required by statutory legislation</li> <li>Review accident and incident reports ensuring investigations are undertaken as required to identify causes and lessons to prevent recurrence</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that health and safety performance information including accident data is shared with the workforce</li> </ul>

## **Further Roles and Responsibilities:**

### **Trade Union Representatives**

Wirral Council recognise the important role that Trade Unions have in supporting health, safety and welfare for our staff. All elected Trade Union Safety Representatives will be supported to undertake their official Trade Union responsibilities in line with their respective Trade Union guidance.

Trade Union Representatives will;

- Be invited to attend the Joint Trade Union and Management Health, Safety and Wellbeing Committee in their official role
- Report matters concerning the health, safety and welfare of employees directly to Supervisors/Line Managers or departmental managers where appropriate
- Contribute to workplace risk assessments, inspections and investigations as appropriate
- Support employees with information and advice regarding their responsibilities to comply with all aspects of the Council Health and Safety Policy and Management Arrangements.

The various policies, arrangements and guidance that the Council has developed to ensure the health and safety of its employees and anyone else affected by its work are published on the People section of the Council's Intranet. These policies and arrangements will be implemented within services within their own health and safety plans.

### **Health and Safety Team**

- Provided advice and support to managers and employees in carrying out risk assessments and developing safe systems of work. Local authority schools purchasing the Health and Safety SLA will also receive this advise and support and those purchasing elsewhere have their responsibilities outlined within the Schools health and safety framework policy.
- Where required, carry out Fire and DSE risk assessments
- Provide regular communications to all managers and staff (including schools) and promote an awareness of safety and health practices within the Council providing publicity and guidance notes at all levels and locations.
- Administrate Occupational Health provision.
- Arrange internal health and safety training as required to address any risks presented by authorised work activities.
- Conduct health and safety audits as directed by the Health and Safety Manager
- Review and monitor the implementation of any control measures identified for the continuous improvement of safe working practices.

### **Learning and Development Department**

- Ensure that Training Needs Analysis has been carried out by all service areas.
- Ensure that core training has been identified and is delivered including timely refreshers. Records are to be maintained.
- Ensure that health and safety is an integral part of all inductions.
- Support service areas to organise the delivery of non-core training and maintain records.

### Quality Control Table

**Quality Control** – All changes to these arrangements are recorded in this table.

Date	Amendments	Officer
	Original Completed	
17/09/20	Included the requirement to manage the Risk Profile, Risk Registers and Key Performance Indicators Included the role for the Health and Safety manager and team	Tony Dean

By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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