



Health & Safety Policy

18th July 2024 – 17th July 2026

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General Statement of Intent

Introduction

Our General Statement of Intent forms part of our health and safety policy and sets out our aims related to health, safety and welfare.

At Wirral Council, we accept and take seriously our responsibilities under the Health and Safety at Work Act 1974 and all subsequent Regulations. Our health and safety management system are also based on HSE guidance HSG65 - Managing for Health and Safety.

As a council, we deliver a range of statutory and non-statutory services to residents of Wirral, either through directly provided services or by commissioned services.

We aim to undertake our operations and services in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our undertakings. This includes the public, visitors, contractors, users of services and others.

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

Application of this Policy

This policy applies to all Council employed staff, volunteers, and includes employees located in the following Local Authority schools:

- Community Schools
- Community Special Schools
- Voluntary Controlled Schools
- Maintained Nursery Schools

Consultation and Communication

To help all colleagues across the Council and within our Local Authority understand their role and shared responsibility in our health, safety, and welfare ambitions, we will communicate and consult with employees across the organisation to support us in achieving our objectives.

Safety Culture

We know that a positive safety culture only exists when a set of shared values and beliefs about workplace safety and health influences and drives practices for preventing workplace injuries and illnesses.

Our goal is to ensure that 'Wirral Brough Council (WBC) has a positive safety culture where everyone is committed to making it a safe place to work'. To help us achieve this -

Our safety related values are:

- safety and health are valued equally alongside productivity, quality and pay, and
- everyone values working in a safe and healthy environment.

Our safety beliefs that influence our behaviours are:

- WBC believes that 'leaders lead' in safety management, and
- WBC believes that everyone is responsible and accountable in playing their part in building safe and healthy environments.

These values and beliefs are how we influence and encourage actions and practices that become part of our safety at work culture.

Our Health and Safety Objectives

At Wirral Council we are committed to providing and maintaining a healthy and safe working environment for our employees, and in ensuring, so far as reasonably practicable, that their work does not adversely affect their health, safety, and wellbeing, as well as service users, visitors, contractors or others to whom we owe a duty of care to.

To achieve our aim, we have 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 including mental 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

Signed by

Paul Satoor

Councillor Paul Stuart

Chief Executive

Leader of the Council

Date

Date

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

Organisation and Arrangements

Our 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 maintained in line with this statement.

It is the responsibility of our Chief Executive and the Senior Leadership Team to ensure that departments and service areas comply with our commitment to achieving our health and safety objectives. 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 managers. This includes responsibility for employees (and volunteers) health and safety, and of others, such as service users, members of public etc.

For all matters related to occupational health & safety, we will ensure consultation with employees and their elected trade union health and safety representatives. We will also share information regarding our health and safety performance with Trade Union Safety Representatives and employees, and health and safety will be a standing item on the agenda at all management and all DMT, SMT and other team meetings.

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 of health, safety, and welfare (and wellbeing) performance.

All employees also have a responsibility to familiarise themselves with their roles and responsibilities related to 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

Our Chief Executive or his deputy will chair the Strategic Health, Safety and Wellbeing Board. The purpose of the Board is to provide the direction for health and safety, ensuring this 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 our commitment to continuous development and improvement.

The Board will monitor the Key Performance Indicators in the delivery of our Objectives, operational management (as referred by the Operational Group) and the key safety risks as highlighted through the Health and Safety Risk Management dashboard. 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 Operational Group

The Assistant Director of Human Resources and Organisational Development will chair the health, safety, and wellbeing Operational Group. This group will support the Board by ensuring progress on key issues is maintained and reported to the board. Support officers will provide updates about safety management arrangements as indicated by the Health and Safety Risk Management application.

Joint TU and Management Health, Safety and Wellbeing Committee

Our 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 Risk Management

A Legal Risk Register identifies all the relevant health and safety legislation that the Authority (including schools) is required to comply with. From this, a suite of management guidance documents are maintained on the Health and Safety library (accessed via our intranet) to support managers, and staff to manage health and safety hazards. These include Policies, Management Arrangements, template Risk Assessments and other forms.

School Governors, Head Teachers, and school employees of Local Authority Controlled schools can access these documents via WESCOM. All safety documents will be reviewed and, if required, updated when there are changes created by external factors, e.g., revised legalisation, new products, etc or internal factors, e.g., changes to services, new personnel, procedures, etc, or every 3 years.

The Management Arrangements are subsets of this main policy and represent our policy arrangements in delivering the legal duties in the key safety areas by following regulatory guidance.

A Health and Safety Risk Management application has been designed to ensure our services, and the Authority, understands the services risk profiles and to establish their current safety management arrangements. In doing so it highlights gaps in our safety management and identifies actions to address shortcomings.

The Risk Management application provides essential data to measure performance against Key Performance Indicators (KPI's), see appendix 'A', in the delivery of our Health and Safety Objectives. As a result, the process assists the Authority to, *'monitor and review the effectiveness of the safety management systems and arrangements and where appropriate, to implement improvements'*.

Ultimately, it provides an indication that we are taking all reasonable steps to fulfil our legal duties. As an iterative process it is to be carried out every 3 years to ensure that safety performance is monitored and maintained. From the results of the submissions on the Health and Safety Risk Management Application; a corporate Health and Safety Risk Register has been developed, identifying the key risks faced by the Authority.

Corporate Governance Group (CGG)

The CGG will receive performance updates relating to health, safety and welfare as part of the monthly suite of reports. This will highlight any organisational risks and action required.

Other Arrangements

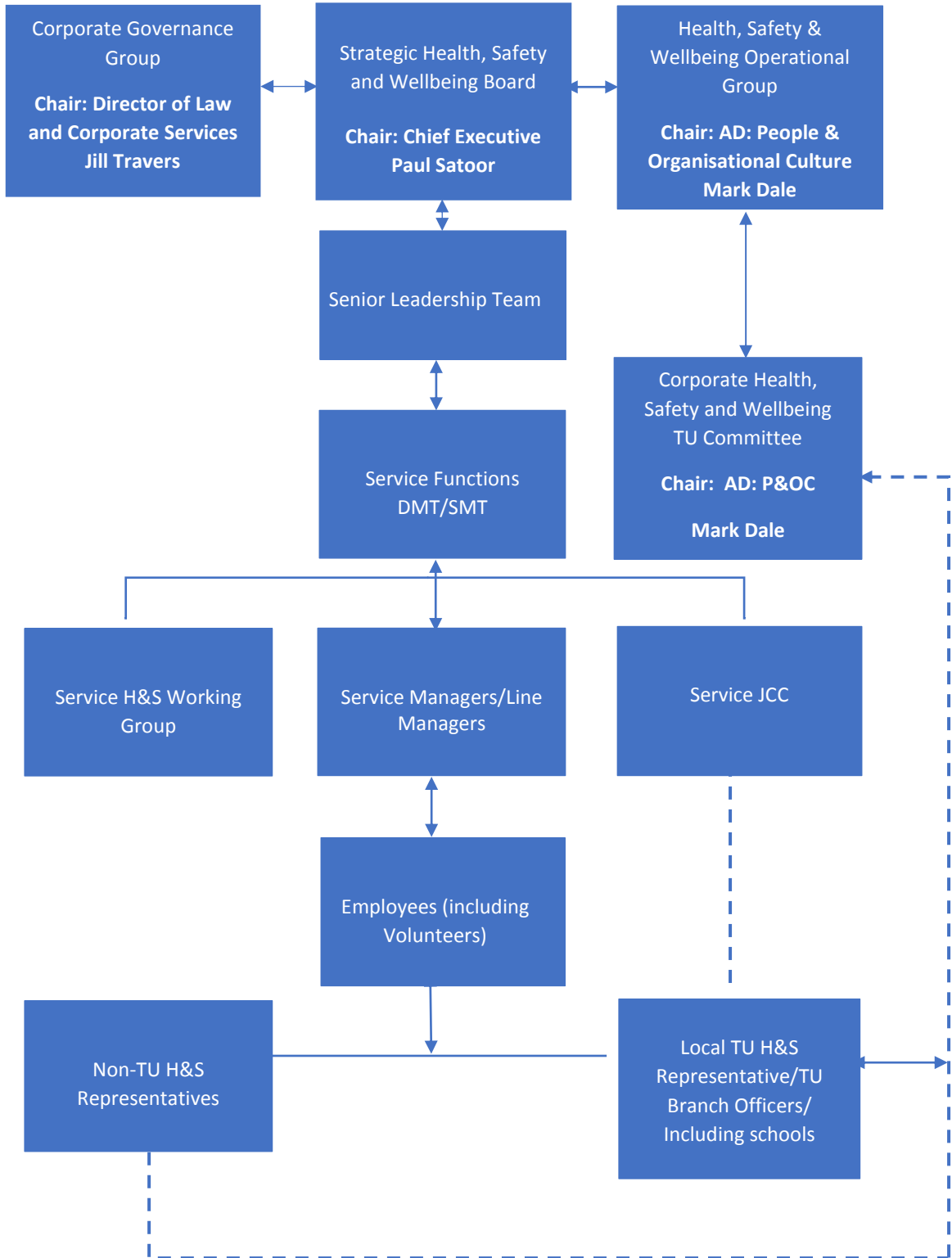
Discipline

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

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

Health and Safety Organogram



Key Roles & Responsibilities

The Chief Executive and Senior Leadership Team (SLT)

Our Chief Executive and Senior Leadership Team are ultimately accountable to ensure our 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 our health, safety, and welfare objectives within our Statement of Intent. The responsibilities for ensuring the health, safety and welfare of all staff will be directed from SLT to all managers within the Council.

To achieve the defined aims stated in the health and safety statement of intent, our 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).

The Assistant Director and Directors will deputise in all health and safety matters as required.

Audit and Risk Management Committee

Audit and Risk Committee will act as scrutineer for the performance of health, safety, and welfare, ensuring our processes are robust to support SLT when facing significant health and safety risks.

The Committee will:

- Provide independent assurance on the adequacy of the risk management framework and associated control environment.
- Receive from the Assistant Director for People and Organisational Culture performance reports to Audit and Risk Management Committee as required and agreed by the chair, as part of the annual work programme.

Schools Governing Bodies

As the employer, the Local Authority (LA) has overall responsibility for health and safety within Community Schools, Community Special Schools, Voluntary Controlled Schools, and Maintained Nursery Schools.

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 LA 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 adopting the Schools Framework Health and Safety Policy, which is not intended to replace our 'Wirral Local Authority's Policy', but to detail individual schools' safety management arrangements. Also, it includes adopting other Local Authority policies, Management Arrangements and guidance.

Roles & Responsibilities

Our 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 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
Chief Executive:			
<ul style="list-style-type: none"> Is ultimately accountable to ensure the health and safety management system and management arrangements for health, safety and wellbeing are effective to deliver our health, safety and welfare objectives. 	<ul style="list-style-type: none"> 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. Ensure there are adequate resources in place to enable the provision of the health and safety management system. Direct the health and safety management system through the Strategic Health, Safety and Wellbeing Board. Ensure Elected Members are made aware of the effects that their decisions have on health and safety risks to employees and service users. 	<ul style="list-style-type: none"> At the Strategic Health, Safety and Wellbeing Board appraise the effectiveness of safety management arrangements in the delivery of the Statement of Intent. 	<ul style="list-style-type: none"> Lead the continuous improvement of Health, Safety and Welfare performance throughout the organisation through the Strategic Health, Safety and Wellbeing Board.

PLAN

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ACT

All Directors:

- Ensure that proactive and reactive steps are taken within Senior Management Teams and Departmental Management Teams within their department to achieve our health, safety, and welfare objectives.
- Engender a positive health and safety culture within their services, ensuring that Senior Managers and Departmental Managers lead by example in pursuit of the aims and objectives of this policy.
- 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 our services.
- Ensure that Senior Managers and Departmental Managers have informed all employees and volunteers about this policy and their health and safety responsibilities.
- Ensure that H&S is a standing agenda item at all SMT and DMT agendas.
- 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.
- 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.
- 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.
- Ensure that DMTs (& equivalent) maintain and review health and safety management arrangements as identified in the H&S Risk Management dashboard.
- Ensure that there is effective measurement and management of performance around Key Performance Indicators.
- Review outcomes and findings following all employee liability insurance claims received and ensure lessons are learned to prevent further injuries/losses.
- 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.
- Take appropriate action around performance or where non-compliance with our Health and Safety Policy and Management Arrangements has been identified.

PLAN

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Assistant Director of People and Organisational Culture:

- To deliver the health, safety, and welfare objectives; ensure that competent Health, Safety & Occupational Health advice is provided to support managers and employees within the council (including LA Controlled schools).
- Ensure that there is a suitable Health and Safety policy including health and safety management arrangements and training.
- Chair the Health and Safety Operational Group and support the Health, Safety & Wellbeing Board through implementation of a robust health, safety, and wellbeing plan.
- Will be the health and safety representative at the Senior Leadership Team to demonstrate that H&S is being taken seriously and that its strategic importance is understood.
- Promote health and safety management arrangements for stress, mental health and wellbeing.
- To maintain the effectiveness of 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.
- Have quarterly meetings with the Chief Executive to provide a regular update on health and safety issues.
- 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 Operational Group.
- Report to the Director of Law and Corporate Services matters concerning the adequacy of the resources needed to implement this policy.

PLAN**DO****CHECK****ACT****Assistant Director of Regeneration and Place: Property and Regeneration Investment - Asset Management**

- To deliver our health, safety, and welfare objectives; ensure that we comply with all construction and facilities statutory regulations contained within the Health and Safety Legal Register.
- Ensure that there are arrangements for the planning and delivery of ongoing maintenance of all fixed services assets within buildings and workplaces and that records are held.
- Confirm that the letting of all Asset Management construction contracts comply with our 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.
- Ensure statutory inspections and testing at all workplaces are completed and documented as required by the management arrangements for safe workplaces.
- Ensure that all contractors are sufficiently competent to carry out their duties and there is effective monitoring of safety compliance.
- Ensure that premises condition surveys are undertaken and consider the risk of the spread of fire and smoke ensuring related remedial works are completed as required.
- Ensure that there is cooperation and coordination with any other employers with whom the premises are shared.
- 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.
- Provide an update to the Health Safety and Wellbeing Board on compliance performance with relevant health and safety legislation and the Council H&S Management Arrangements applicable to all buildings and workplaces.
- Ensure a Construction and Facilities Management representative is available to attend the Joint TU & Management Health, Safety and Wellbeing Committee.
- Take appropriate action where non-compliance with the construction and facilities related regulations contained within the Health and Safety Legal Register has been identified.

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Departmental Management Teams – All Assistant Directors/Heads of Service:
(or equivalent)

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| <ul style="list-style-type: none"> • To deliver our health, safety, and welfare objectives, ensure the health and safety management system and management arrangements for health, safety and wellbeing are effectively implemented within their services areas. | <ul style="list-style-type: none"> • Ensure Senior Management Teams are fully aware of their responsibilities under the policy. • As Risk Owners, Assistant Directors and Heads of Service ensure that services complete the H&S risk profiles and confirm safety management arrangements on the Health and Safety Risk Management application. • As Risk Owners, where required and necessary, provide the necessary support to ensure the implementation of any risk controls. • Any health and safety risks that arise from the engagement of suppliers and contractors for services, equipment and goods are evaluated and actions taken to mitigate those risks and comply with corporate Procurement rules & H&S guidance, and they seek advice from the H&S Team. • To ensure that equipment or installations used by customers, visitors and others are suitable and safe; confirm that when purchased they conform to UK safety standards and ensure they are maintained, inspected, and serviced. • Ensure regular inspections and assessments of workplaces, and facilities used by customers, visitors and others are safe and report any defects immediately. • Ensure employees (and volunteers) receive appropriate safety information, instructions, and training for their roles. | <ul style="list-style-type: none"> • Appraise the effectiveness of services safety management arrangements identified on the Health and Safety Risk Management dashboard every 6 months. • Ensure that Health and Safety is an agenda item at SMT and team meetings. | <ul style="list-style-type: none"> • Act where necessary to improve performance to deliver the health, safety, and welfare objectives. • Review outcomes and findings following all employee liability insurance claims received and ensure lessons are learned to prevent further injuries/losses. • Bring to the notice of the Assistant director/Head of Service 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. • Take appropriate action around performance or where non-compliance with our Health and Safety Policy and Management Arrangements has been identified. |
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Senior Management Teams – Senior Managers:
(or equivalent)

- To deliver our health, safety and welfare objectives, they have responsibility to ensure proactive and reactive steps are taken to manage health, safety and welfare risks.
- Ensure that they effectively manage their service risk profile and confirm compliance with the safety management arrangements on the Health and Safety Risk Management application; ensure that that any actions are resolved or, referred to the Departmental Management Team.
- Identify and support employees delegated with management/ supervisory responsibilities for H&S, ensuring they are competent and trained to carry out their responsibilities.
- Ensure that risk assessments have been completed by trained employees, are available within their service and are shared with employees (including volunteers).
- Ensure that there are arrangements for any changes to the risk assessments to be communicated to staff.
- Ensure that employees have the necessary safety resources and are allowed sufficient time to attend training and health surveillance.
- Ensure all employees are aware of and follow relevant health and safety management arrangements, risk controls and directions.
- Ensure employee consultation on changes to work procedures that can impact on health, safety and welfare.
- Appraise the effectiveness of safety management arrangements identified on the Health and Safety Risk Management dashboard at least annually.
- Ensure risk assessments are reviewed as required following any changes, accidents etc and at least annually & they have been communicated.
- Ensure that equipment and operational maintenance schedules are reviewed and any concerns with resources are highlighted at regular DMT meetings.
- Ensure that a Training Needs Analysis has been completed and all employees receive sufficient information, instruction, and training, to carry out their work safely.
- Ensure any health and safety reports including data on sickness absence, workplace accidents and incidents, employee and public liability claims are regularly reviewed.
- Ensure that Health and Safety is an agenda item at meetings.
- Review the findings and recommended actions of all internal health and safety audits and accident investigations to ensure that recommendations have been implemented.
- As a result of reviews of health and safety reports, ensure that steps are taken to prevent any reoccurrences of any incidents.
- Report matters concerning the adequacy of the resources needed to implement the health, safety and welfare objectives to their Assistant Director/Head of Service.

All employees with management or supervisory responsibilities:

- To deliver the Health and Safety Objectives at an operational level, be familiar with our Health and Safety Policy and our Health & Safety Management Arrangements
- 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.
- Share the findings of all risk assessments with employees ensuring the hazards and the risk controls have been communicated and maintain records of employees informed on the risk assessments.
- Based on risk assessments and/or Job Descriptions ensure that staff (and volunteers) remain competent through the provision of information, instruction and training, to undertake their work tasks safely, and ensure that there are two-way communications with feedback mechanisms.
- Report the findings of any risk assessment to line management where the authority to act lies outside their power.
- 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.
- Maintain an inventory of all plant and equipment and ensure that they are maintained and serviced as required. Records to be maintained.
- Monitor compliance with safe systems of work to ensure that they are effective, and that staff, volunteers and contractors follow all directions. Maintain records of monitoring safety compliance.
- Maintain full records of employees who receive information, training, and instruction, including central employee records.
- Carry out accident investigations (if necessary, conduct root cause analysis) and promptly report any incidents to the Health and Safety team so that they can fulfil their obligations as required by RIDDOR.
- Ensure all employees are aware of and, follow relevant health and safety management arrangements (access via the intranet).
- 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.
- Report matters concerning the adequacy of the resources needed to implement the health, safety and welfare objectives to their Senior Manager.

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School Governors

- To deliver our shared health, safety and welfare objectives, they have joint accountability to ensure that proactive and reactive steps are taken by the Head Teacher (including the Schools Senior Management Team) to achieve our health, safety and welfare objectives.
- Engender a positive health and safety culture within the school ensuring that the Head Teacher etc lead by example in pursuit of the aims and objectives of this policy.
- Ensure that the Head Teacher has sufficient resources to manage health, safety, and welfare risks to staff (including volunteers), pupils, and others affected by school activities.
- Ensure that the Head Teacher has informed all employees and volunteers about this policy and their health and safety responsibilities.
- Ensure that H&S is a standing agenda item at all School Senior Management Teams and School Governors agendas.
- 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 schools competent Facilities or Health and Safety advisors.
- Ensure that Suppliers/contractor’s health and safety performance are regularly monitored, and poor health and safety performance is formally recorded and communicated to the supplier/contractor.
- Ensure employees and their representatives are effectively consulted to consider the health and safety implications of introducing new working practices or changing any processes, dedicating adequate resources, and seeking advice where necessary.
- To maintain the effectiveness of this policy and arrangements in changing conditions and circumstances; ensure that the school Framework Policy is reviewed whenever there is a change within the Schools Senior Management Team, and other stakeholders determining levels of responsibility and understanding for its implementation following consultation.
- Hold termly meetings to review health and safety issues and action plans and matters raised by the Head Teacher, Senior Management Team, Staff and via the Local Authority
- Review regular reports regarding all accidents and incidents in school to identify trends and areas for improvement.
- Review outcomes and findings following all employee and pupil liability insurance claims received and ensure lessons are learned to prevent further injuries/losses.
- Bring to the notice of School the LA Director of Childrens Services, 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.
- Take appropriate action around identified performance or non-compliance issues with our Health and Safety Policy, Schools Framework Policy, or other Health and Safety Management Arrangements.

All Council and LA Controlled schools' employees:

- To assist with the delivery of our Health and Safety Objectives; be familiar with both the council's Health and Safety Policy and the any departmental or school service health and safety arrangements.
- 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.
- 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.
- Use correctly all equipment provided for work, including guards, protective equipment etc, in accordance with the training, instructions or information that they have received.
- Refrain from intentionally or recklessly interfering with or misusing anything provided for the safety of themselves or others.
- Report promptly all accidents and incidents (whether people are injured or not).
- Declare any medical condition or disability that is liable to involve risk to themselves or others when carrying out their tasks and attend any Occupational Health appointment whenever required.
- Report promptly to line management any defective equipment, plant, premises, hazards or damage.
- Where possible, cooperate with anyone carrying out safety enquiries including investigations, accident investigations and audits.
- Follow any recommended changes to safe systems of work that have been implemented because of investigations, audits, or reviews.

PLAN**DO****CHECK****ACT****Health and Safety Manager:**

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| <ul style="list-style-type: none"> • Develop and review our Health and Safety Policy and safety, health, and welfare management arrangements. • Assist in the development of additional safety policies and procedures identified by Senior Management and Departmental management teams. | <ul style="list-style-type: none"> • Provide advice and support to the Assistant Director of People and Organisational Culture on how to maintain safety standards. • Administer the requirements of the Health and Safety Risk Management application to ensure that all services submit and complete actions. • Ensure that there are sufficient health and safety resources, including policies, procedures, communications, and training, to assist managers to effectively manage health, safety, ill health, and wellbeing. • Liaise with regulatory bodies including the HSE and Fire Service. • Ensure that the administrative procedures in relation to the reporting and investigation of accidents comply with our arrangements and any statutory obligations. • Ensure that there is a competent health and safety team to support and advise managers and employees (including schools). • Provide advice regarding health and safety training required to address any risks presented by authorised work activities. • Ensure that there is Occupational Health provision that meets the needs of the Authority. • Provide advice and support in carrying out risk assessments and developing safe systems of work and practices in consultation with employees and their representatives. • Ensure regular communication with TUs on H&S matters as required by regulations. | <ul style="list-style-type: none"> • 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 our health and safety policy and management arrangements. • Review accident and incident reports ensuring investigations are undertaken as required to identify causes and lessons to prevent recurrence. • Report on performance against Key Performance Indicators (KPI's) in the delivery of the Health and Safety Objectives to the Strategic Health, Safety and Wellbeing Board. • 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. | <ul style="list-style-type: none"> • Ensure that health and safety performance information including accident data is shared with the workforce. |
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Further Roles and Responsibilities:

Trade Union Representatives

We 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 our Health and Safety Policy and Management Arrangements.

The various policies, arrangements, and guidance that we have developed to ensure the health and safety of our employees and anyone else affected by our work are published on the People section of our intranet. These policies and arrangements will be implemented within services through their own health and safety plans.

Health and Safety Team

- Provide advice and support to managers and employees (including schools) in carrying out risk assessments and developing safe systems of work and practices in accordance with policies and procedures.
- 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' have 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	<ol style="list-style-type: none"> 1. Included the requirement to manage the Risk Profile, Risk Registers and Key Performance Indicators 2. Included the role for the Health and Safety manager and team 3. Reformatted managers roles in line with HSG 65 	Tony Dean
27/04/2023	<ol style="list-style-type: none"> 1. Includes the requirements of the Health and Safety Risk Management Register application within Organisation & Arrangements and Roles & Responsibilities 2. Includes cooperation and coordination with persons sharing premises for the Senior Asset manager. 3. Includes management of stress, mental health and wellbeing 4. Includes Values & Beliefs 	Tony Dean
08/05/2024	<ol style="list-style-type: none"> 1. Update content to values and behaviours. 2. Amend policy date to July 2024 – 2026. 3. Update Organogram & named Officers. 4. Added responsibilities for School Governors 5. Inclusion of Appendix "B" Policy Addendum – shared responsibilities for ensuring statutory compliance pending the Corporate Landlord Operating Model 	Andy McMillan
Consultation has taken place with the Unions, i.e., Louise Evans And Jonny Atherton (UNITE) and Dave Jones (UNISON)		

Key Performance Indicators

KPI No.	Health and Safety Objectives (Statement of Intent)	Key Performance Indicator
1	Identification of hazards and provision of adequate control of the health and safety risks to employees and others arising from our work activities	100% of risk assessments completed and all management arrangements implemented.
2	Provide adequate information, instruction, training, and supervision for employees about all identified risks and the risk controls.	100% of safety communications delivered to staff.
3	Ensure that employees are competent to do their tasks, providing training where necessary.	100% of safety training delivered to staff.
4	Provide a safe place of work with safe access and egress; & Maintain safe and healthy working conditions and provide adequate staff welfare facilities.	100% of Workplace, Fire, Asbestos and Legionella risk assessments completed and all management arrangements implemented.
5	Provide and maintain safe plant & equipment.	Arrangements for 100% of plant and equipment to be maintained as required.
6	Prevention of accidents, incidents and cases of work-related ill health including mental health	Number of accidents, incidents, and cases of work-related ill health
7	Ensure safe handling, transportation and use of substances.	100% of COSHH risk assessments completed and all management arrangements implemented.
8	Provide suitable arrangements for the management of stress, mental health and wellbeing.	100% of Stress risk assessments completed and all management arrangements implemented.
9	Ensure that contractors are competent to manage the health and safety aspects of their work	100% of services have the necessary arrangements to appoint, manage and monitor contractors and volunteers.

Health and Safety Policy Addendum

21 May 2024

This addendum to the Health and Safety policy is effective immediately and provides assurances to the Chief Executive and Senior Leadership Team, Elected Members and Officers with specific roles and responsibilities for health and safety statutory compliance.

The current health and safety policy was approved at Policy and Resources Committee in June 2021 and by the Health, Safety and Wellbeing Board. The policy follows the Health and Safety Executives (HSE) guidance, which sets out the format of a health and safety policy.

- Statement of Intent
- Role and Responsibilities for health and safety
- Management Arrangements

The policy also follows HSE document HSG65 Managing for health and safety, which promotes the Plan, Do, Check, Act model of management. The policy is due to be refreshed for 2024-2026 and several updates to reflect operational changes and personnel changes have been made.

Health and Safety is a management responsibility, like finance, and employee line management. The health and safety policy identifies the responsibilities of management and employees to achieve the objectives of the policy.

Corporate Landlord Operating Model (CLOM)

Wirral Council will implement a Corporate Landlord Operating Model (CLOM) for the management of all statutory compliance at Council owned and managed premises. Over a period of 18 months to 2 years, Wirral Councils' Asset Management Services will take responsibility of all premises health and safety statutory compliance responsibilities; these will be captured within a service document.

The next update to the health and safety policy will consider the new CLOM and the changes to the roles and responsibilities for Directorates. Until the full implementation of the CLOM, Directorates and Asset Management will retain joint responsibility to ensure all health and safety statutory compliance.

For Community Schools, Non-Academy Voluntary Controlled Schools and Voluntary Aided Schools, School Governors and Head Teachers will have joint responsibility for health and safety statutory compliance. The Local Authority will undertake visits and audits to ensure compliance with health and safety legislation. As schools become an Academy School, any local authority assets will generally transfer on a 125-year lease to the Academy trust. The Academy Trust also become the employer of the staff and will therefore be responsible for their health and safety.

Tenants with full lease agreements will not be included within the CLOM and separate arrangements will apply within lease agreements.

During the implementation phase of the CLOM, these interim arrangements will be effective to ensure the ongoing statutory compliance of premises, with responsibilities for the day-to-day management of premises remaining with Directorates and Schools.

Directorates are responsible to ensure.

- A Premises Risk Assessment is undertaken annually and uploaded to the Concerto system.
- Quarterly health and safety inspections are undertaken and uploaded onto the Concerto system. Any identified defects are also reported to the Service Manager, or Head of Service.
- Reports are made to the Facilities Management Help Desk to advise of any defects or unsafe conditions to buildings, internal fire safety systems, security arrangements/CCTV, or damage/failure of fixed systems/plant etc.
- Any defects are clearly protected, or disconnected, to prevent any accident or other loss until such time that a contractor can attend to rectify any faults.
- All statutory inspections, maintenance and servicing of **non-fixed assets**, e.g., plant and equipment is coordinated and implemented. Records must be maintained of all inspections and servicing.

The Facilities Management Help desk will be responsible to ensure.

- All requests received from Directorates, regarding premises related defects, will be assessed and a works order placed with a suitable contractor following approval, to attend the premises to rectify any faults or make safe any defects within an appropriate timescale.
- All work orders will include advice to contractors in relation to the presence of asbestos and where required suitable Risk Assessments and Method Statements (RAMS) will be requested and approved by Facilities Management.
- Contractor information and approved works will be communicated to the Directorate reporting Officer, including the timeframe for attendance by the contractor.
- All work will be undertaken safely and where a further visit is required, contractors will be required to ensure any defect or unsafe condition does not present a risk of harm.
- Recommend emergency arrangements where required, e.g., fire safety systems failure and requirements to keep people safe whilst remedial works are completed.

Facilities Management will also be responsible to ensure.

- Statutory compliance inspections, maintenance or servicing of **fixed** assets and plant and equipment, within their portfolio of responsibility, will be coordinated by Facilities Management (FM), Records must be maintained of all inspections and servicing.

Authors

Andy McMillan and David Armstrong