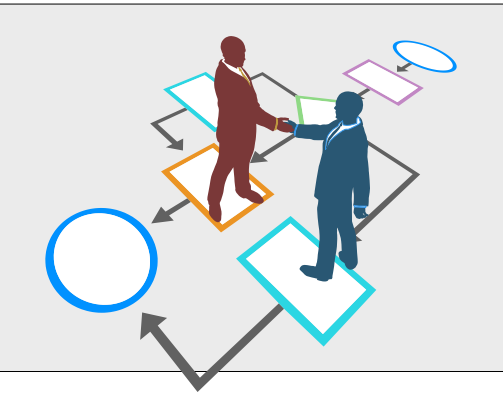


Health and Safety

Policy



Corporate Health and Safety Team

Health and Safety Policy

Statement of Commitment

Our council's vision is to make Dumfries and Galloway the best place to live, learn, work, visit and grow.

As a council and employer we must ensure that we deliver services in a way that keeps our employees and others safe and without risks, so far as is reasonably practicable.

Our health and safety aim

We aim for our council to have a positive health and safety culture that is within everyone's ethos and is a natural part of our day-to-day business.

Our health and safety objectives

We will:

- set out and demonstrate our commitment and arrangements for health and safety
- incorporate health and safety when planning activities and before carrying out tasks
- ensure people have the competency needed to enable them to fulfil their health and safety responsibilities
- consult, engage and communicate effectively on health and safety arrangements
- work safely and be pro-active and positive in our approach
- monitor that we are managing our health and safety effectively
- audit and review our health and safety arrangements to encourage continuous improvement

The elected members, chief executive and directors of Dumfries and Galloway Council accept our collective and individual responsibilities to ensure the occupational health, safety and welfare of our employees and others affected by council activities, as far as reasonably practicable.

All council employees are responsible for ensuring that they work in a safe and healthy manner. Our corporate health and safety manual is on connect (intranet). This outlines general responsibilities and our council's arrangements for health and safety. Departmental health and safety management arrangements will outline how health and safety policy is fulfilled within each department. Managers must ensure that there is comprehensive and relevant health and safety information communicated within their team.

Health and Safety arrangements, as far as is reasonably practicable, will include:

- providing and maintaining plant and work systems that are safe and without risks to health
- assuring the safe use, handling, storage and transport of articles and substances
- providing the information, instruction, training and supervision needed to ensure the health and safety of our employees while at work
- providing and maintaining council operated workplaces that are safe, without risks to health, including access and egress to these workplaces
- providing and maintaining a work environment that is safe, without risks to health, and that has appropriate facilities and arrangements for welfare at work

We must plan our work programmes carefully, ensuring adequate time to embed health and safety arrangements, as far as is practicable.

We must cooperate with partners and other organisations to enable effective control of health and safety relating to all work done by our council or on its behalf.

We will adopt a structured, risk based approach to avoiding, reducing and managing reasonably foreseeable risk.

We will consult with employees and recognised trade union safety representatives and will work to continuously improve our health and safety arrangements and safe working procedures.

Gavin Stevenson
Chief Executive
January 2015

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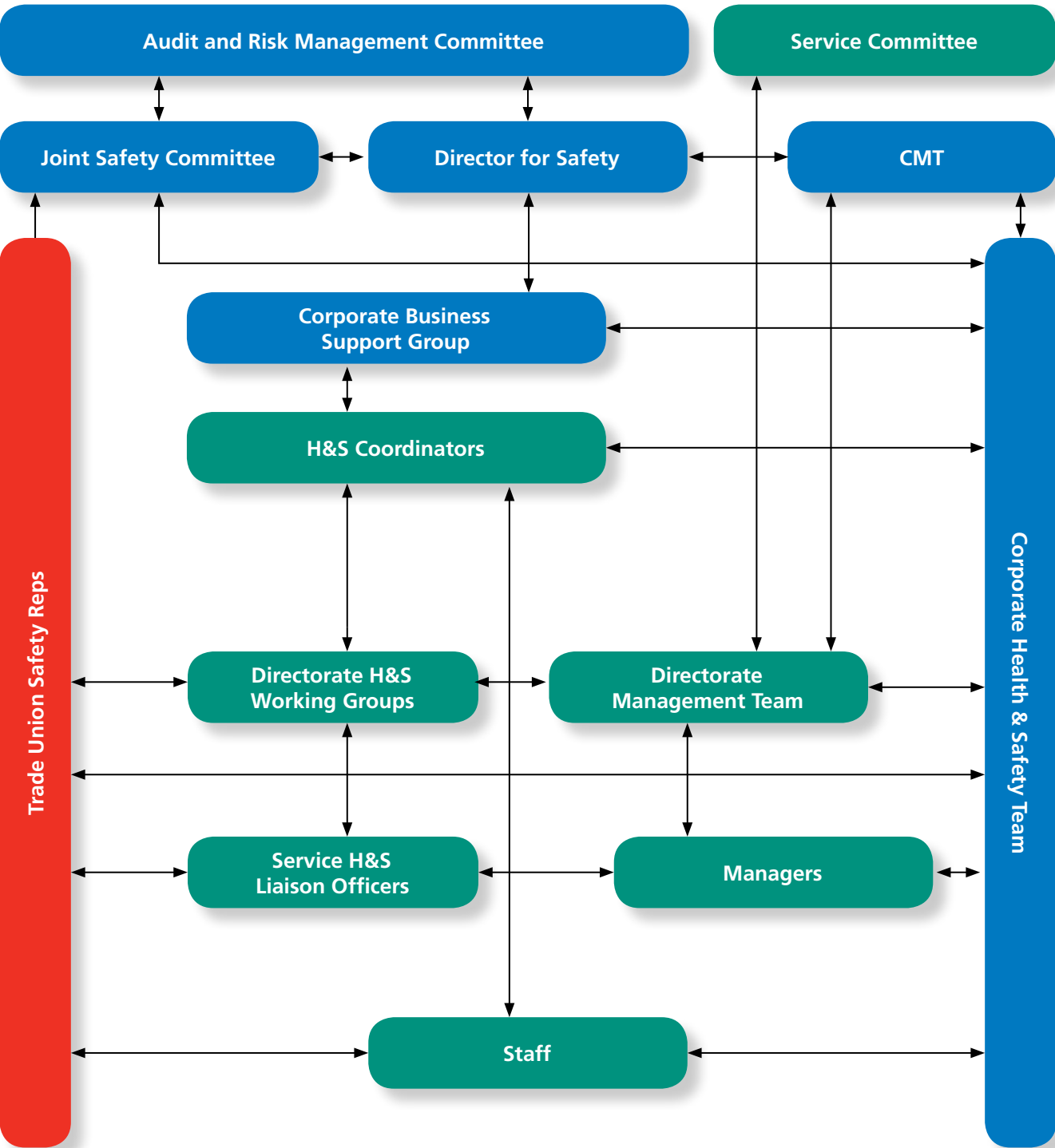
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1. ORGANISATIONAL STRUCTURE

The diagram below demonstrates our council's health and safety organisational structure for communicating and consulting on health and safety.



2. GENERAL HEALTH AND SAFETY RESPONSIBILITIES

2.1 Elected Members

Elected members have ultimate responsibility for approving the allocation of resources across our council. Decisions by elected members will give adequate regard to the resource, competence and time required to enable compliance with health and safety legislation and will seek assurance that any significant health and safety implications have been considered. Elected members will lead by example in conducting themselves in a healthy and safe manner.

2.2 Chief Executive

Overall council responsibility for health, safety and welfare and implementation of our health and safety policy lies with the chief executive who shall, so far as is reasonably practicable, establish and maintain a comprehensive health and safety management structure and system within our council. This includes:

- leading by example, demonstrating a positive attitude and personal commitment to health and safety and supporting and encouraging managers and staff in developing a positive safety culture within our council.
- the appointment and support of a director for safety and the allocation of duties to the strategic lead, directors, senior managers and heads of service.
- appointing an appropriate number of competent persons to assist our council as required by regulation 7 of the management of health and safety at work regulations as well as such other technically qualified competent persons as may be necessary to fulfil the requirements upon our council under the relevant statutory provision for health and safety.
- ensuring departments have in place effective health and safety management arrangements for planning, organising, controlling, monitoring and reviewing preventative and protective measures necessary to avoid, reduce and control risks, so far as is reasonably practicable.
- ensuring adequate resources to meet health and safety priorities.

The chief executive, in conjunction with the corporate management team, will approve a corporate health and safety plan which will outline specific key health and safety objectives with realistic timescales for completion.

This will be done in consultation with departments and recognised trade union safety representatives.

The health and safety plan will be periodically reviewed on a planned basis and will also be updated in response to changes or events. Updates on progress against the plan will be recorded and reported on, as required.

2.3 Director For Safety

A member of the corporate management team will be appointed to carry out the function of Director for Safety. They will manage and monitor the implementation and progress of our council's health and safety policy and occupational health and safety management arrangements.

2.4 Directors

Directors are responsible for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees in their respective departments and for others who may be affected by their department's undertaking. In particular they will:

- actively demonstrate a personal commitment in achieving a high standard of health and safety management and work to develop a positive health and safety culture in their department.
- prepare, implement, monitor and revise, as necessary, a department health and safety plan to cover the aims and objectives set out in the corporate health and safety plan and to prioritise actions particular to the department.
- appoint a health and safety coordinator to support them on leading, monitoring, auditing and reviewing the compliance and effectiveness of departments health and safety management arrangements.
- lead, support, monitor and, where necessary, hold services in their respective department to account to ensure effective service arrangements are in place for the planning, organisation, control, monitoring and review of the preventative and protective measures necessary to avoid, reduce and control risks, as far as is reasonably practicable.
- report progress and concerns on health and safety compliance to the chief executive, as required and as part of regular performance reporting and report on department's health and safety performance to committee, as required.

- prepare, consult on, monitor and review, as necessary, department health and safety management arrangements (as per Section 5) demonstrating how the department shall meet standards set out within our council health and safety policies and how they will comply with relevant health and safety statutory provisions.

2.5 Senior Managers/Heads of Service/Service Managers

Senior managers/heads of service/service managers are responsible for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees in their respective Service and for others who may be affected by their undertakings. In particular they will:

- actively demonstrate a personal commitment in achieving a high standard of health and safety management and work to develop a positive health and safety culture in their service, communicating clear guidelines on the remit and expectations of service delivery and for managing safely.
- prepare and implement a service health and safety plan to cover the aims and objectives set out in the corporate and department health and safety plan and to prioritise actions particular to the service.
- appoint a health and safety liaison officer to lead and support service health and safety management arrangements.
- identify minimum competencies for undertaking tasks/activities safely, upon recruitment and when assigning tasks, and instigate a programme of training to meet individual competency needs.
- facilitate and ensure that their managers are competent to manage safely and that employees receive adequate information, instruction and training to be able to competently discharge their responsibilities.
- ensure that an appropriate course of action is taken when health and safety deficiencies are brought to their attention. Report progress and concerns on health and safety compliance with their line manager and, where appropriate, director.
- clearly demonstrate commitment to improving health and safety performance by maintaining effective lines of communication, consultation and supervision.
- prepare, consult on, monitor and review, as necessary, service health and safety management arrangements (as per Section 5) demonstrating how the service

will meet standards set out within our council and departmental health and safety policies and how they will comply with relevant health and safety statutory provisions.

2.6 All Managers

Managers will endeavour to integrate health and safety requirements within routine work procedures to assist the development of a pro-active attitude towards safety and risk management and thereby help to develop a positive culture of health and safety amongst staff. Managers, so far as is reasonably practicable, with regard to their team or others who may be affected by their undertaking, shall:

- lead by example and encourage a positive health and safety culture.
- set out and communicate clear guidelines on the remit and expectations of their roles and promote good health and safety performance.
- assess and review competence for team to undertake required tasks and undertake or arrange for the necessary information, instruction, training and supervision. Ensure that persons are only tasked with duties and responsibilities for which they are competent and for which they have been given sufficient information, instruction and training.
- provide competent and adequate supervision relative to the person, the task being undertaken, equipment/substance being used and the environment.
- carry out and implement suitable and sufficient risk assessments and safe working procedures for activities to be undertaken by their team.
- raise awareness of relevant health and safety items and discuss and review team health and safety practice.
- review individual health and safety performance and formally review within performance and development reviews.
- comply with our council, department and service health and safety policies, management arrangements and procedures.
- verify that staff have adequate accommodation and welfare arrangements available and that they are aware of health and safety arrangements within the accommodation provided.
- consult with employees, safety liaison officers, enforcement authorities and approved trade union safety representatives as required on health and safety measures. Provide facilitator time and resource for designated union safety representatives to fulfil their legal rights.

- undertake housekeeping checks and, where responsible for council controlled site/premises, undertake workplace inspections and comply with our council requirements of building/site safety measures.
- monitor and review compliance and effectiveness of risk assessments and safe working procedures and the suitability and safe use of equipment and substances provided to your team.
- ensure that an appropriate course of action is taken when health and safety deficiencies are brought to their attention. Where such matters are out-with their control or are unresolved, they will ensure that the matter is escalated to senior management.
- promote the need to report all accidents/incidents and deficiencies. Carry out investigations and monitor trends and arrange for any necessary remedial action to prevent a reoccurrence.
- Ensure awareness and preparedness of local emergency arrangements.

2.7 Health and Safety Support

The principal health and safety adviser is the nominated competent person to advise our council, directors and services on health and safety matters. The principal health and safety adviser is supported in this role by competent health and safety advisers in the health and safety team based in safety and resilience section of the chief executive service.

The corporate health and safety team, in consultation with departments, is responsible for developing corporate health and safety policies and guidance and for monitoring, examining and reviewing health and safety arrangements across our council.

The principal health and safety adviser, members of the corporate health and safety team and other persons so authorised may take such steps as may be deemed necessary to stop immediately any practice considered to be a serious and imminent risk to health and safety. Wherever possible this action will be taken in conjunction with the manager responsible for the works, however, if this is not possible the senior manager responsible for the works will be notified as soon as possible.

2.8 Occupational Health

Organisational Development and Human Resources will arrange, administer, monitor and review occupational health provision. This service will:

- develop and maintain corporate procedures in relation to the occupational health scheme

- support departments to prepare, formulate, develop, implement and monitor their occupational health arrangements
- liaise with managers and our council's occupational health service provider to provide a consistent approach for the provision of occupational health services throughout our council
- work with the health and safety team to ensure that suitable occupational health services, including health surveillance are commissioned effectively implemented and monitored
- report on occupational health performance to the appropriate committee

2.9 All Employees

Employees have legal duties under the health and safety at work etc act 1974 and the management of health and safety at work regulations 1999 and will be expected to co-operate in the implementation of our council's health and safety policy by:

- acting, 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
- co-operating, so far as necessary, to enable our council to perform any duty or comply with any requirements as a result of any health and safety legislation which may be in force
- correctly using all work items/equipment and relevant personal protective equipment provided by our council in accordance with the training and instructions provided to enable them to use/operate the items/equipment safely
- reporting all hazards, near misses and accidents and contacting their line manager if they encounter a situation that they consider to be dangerous/potentially dangerous or if health and safety arrangements are, or appear to be, insufficient to fully cover a work activity
- not intentionally or recklessly interfering or misusing anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions
- notifying their manager if they do not feel well enough to work/have a condition that they feel may be exacerbated through a task, that a task may put others at risk or if they do not feel competent to undertake a task. Employees must comply with training, health screening, assessment and health surveillance arrangements

2.10 Trade Union Safety Representatives

Approved trade union safety representatives are appointed within our council. Their contact details are displayed on the health & safety law posters. The corporate health and safety manual outlines the role of the safety representative and our council arrangements for joint safety committee. Managers shall consult with trade union safety representatives as required, and must allow time and facilities for them to carry out their functions.

3. GENERAL HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS

3.1 Management Planning for Health and Safety

All managers must ensure that health and safety is considered within the design and planning stages of tasks to be undertaken or to be contracted out. Risks should be eliminated, reduced and controlled, so far as is reasonably practicable to prevent risks to the health and safety of staff and others who may be affected by our undertaking.

3.2 Budget

All members of senior management must ensure budget provision is made for health and safety compliance. This will include resources for:

- staff time to undertake health and safety tasks
- health and safety training
- equipment for health and safety compliance and personal protective equipment, where necessary
- occupational health medical screening, referral and surveillance costs
- provision of suitable accommodation and welfare facilities
- contract costs for fulfilling competent safety checks to meet legislation
- contingency planning, for example adverse weather, emergency arrangements

All line managers must report shortfalls in budget provision to senior management.

3.3 Information, Instruction and Supervision

3.3.1 Health and Safety Law Poster

A current health and safety law poster, duly completed and kept up-to-date, is required by law to be displayed in a prominent place within every building occupied by council staff. This would usually be undertaken by the council premise manager/lead occupier. Where members of staff who do not have a permanent base or it is deemed more practicable to do so, line managers will ensure that completed health and safety leaflets are issued to them and confirmation of receipt is kept.

3.3.2 Notice Boards

Service managers, with assistance from their health and safety liaison officers, must ensure suitable dedicated notice boards are displayed with up-to-date and relevant health and safety information. Where staff do not have a council base then managers must ensure that information is separately communicated to them.

3.3.3 Local Health and Safety Information

Managers will provide staff with understandable and relevant information on:

- risks to their health and safety identified by risk assessment
- preventive and protective measures; and
- safe working procedures to be followed including in the event of serious and imminent danger to person(s) at work in their undertaking
- local health and safety arrangements relative to the building/site in which they are working

3.3.4 Team Meetings/Toolbox Talks

Formal staff team meetings at all levels should include health and safety as a standing agenda item and brief notes will be recorded and circulated to all members of the team. Managers must encourage feedback on health and safety measures, promote health and safety initiatives and ideas amongst staff and raise awareness and reinforce to staff about safe working procedures.

3.3.5 Staff Performance and Development Reviews and Supervision

Line managers will confirm awareness and compliance of safe working procedures within their day to day supervision, formal programmed monitoring and their performance and development reviews. Compliance with health and safety, as part of performance management should be subject to recognition and reward and, where required or considered necessary for non-compliance, subject to the council disciplinary procedure.

3.4 Competency for Task and Training

3.4.1 Recruitment of Staff

As part of the staff selection procedure, a health and safety assessment must be made to determine the suitability of the candidate for the job in terms of:

- health/fitness
- qualifications
- experience
- aptitude

Person specifications must incorporate essential health and safety requirements. Job descriptions must incorporate the need to comply with designated health and safety responsibilities and general compliance with safety policies and procedures.

All employees must comply with council human resource policies and this will include pre-employment health screening and, where required, surveillance. Managers, must give consideration to and action any reasonable adjustments that could be made to accommodate staff members where there are additional essential health and safety needs.

3.4.2 Training

Services will identify minimum competency requirements for postholders and before requesting staff to undertake tasks.

Line managers will identify and action training within risk assessment and performance and development reviews. The effectiveness of any training must be monitored.

Line managers must arrange for new starts to be given adequate induction on health and safety. Further health and safety training needs must be identified, and if required, must be undertaken prior to carrying out tasks. The need for additional supervision must also be considered and followed through, as per risk assessment.

Refresher training must be provided where:

- there is a requirement in law to do so (for example first aid) or risk assessment has indicated the need to do so
- feedback from employee or manager's supervision and monitoring has indicated a shortfall in skills/ knowledge
- skills have not been used for a period of time
- there have been changes in work practices, accommodation or equipment

- new information has been released for example industry best practice, standards in legislative standards

Training records must be maintained and held in the employee's file and be readily available for auditing purposes.

3.5 Staff Accommodation

Property and Architectural Services are responsible for the overall building safety of council controlled premises.

All managers with landlord or occupier/lead occupier responsibilities must comply with the council requirements contained within council building safety guidelines. Senior managers must confirm that these responsibilities are undertaken where their staff are based. Premise managers/lead occupiers must also undertake workplace inspections and ensure arrangements are in place for adverse weather and potential building emergencies.

Any new premises planning to be occupied must be authorised by the service director after a pre-assessment has been undertaken by the line manager, in consultation with property and architectural services, to ensure essential health and safety standards can be met. All line managers have a duty of care to ensure all accommodation is safe for their staff, so far as is reasonably practicable, and that adequate welfare facilities and emergency arrangements are in place. Any defects in accommodation must be reported through to the premises manager/lead occupier and, if required, raised up the line management chain.

3.6 Work Equipment

Council procurement procedures and corporate health and safety manual must be followed when purchasing/ hiring equipment.

All equipment must be subject to a preliminary risk assessment by the line manager before purchase/hire to ensure:

- it meets the most up-to-date health and safety standards
- it is fit for purpose for the task, the location to be used; and by the person(s) using it

Reasonable enquiries must be made to see whether there are reasonable safer alternatives on the market, for example equipment which might be less noisy or lighter etc.

Management arrangements required must be considered before purchase and the following must be put in place prior to use:

- necessary training/instruction
- risk assessment and safe working procedures, implement control measures and where necessary personal protective equipment
- arrangements for maintenance and safety checks including defect reporting
- measures to inform of, plan for and comply with manufacturer's instructions
- future disposal or handover procedures

3.7 Vehicles

Our council's vehicle policy must be adhered to. All purchasing/hiring of vehicles must be authorised by integrated transport & commissioning. All equipment must be subject to a preliminary risk assessment before purchase/hire to ensure that:

- it meets the most up-to-date health and safety standards
- it is fit for purpose for the task, the location to be used; and by the person(s) using it
- it is comparatively favourable to the environment

Reasonable enquiries must be made to see whether there are reasonable safer alternatives on the market. Management arrangements required must be considered before purchase and the following must be put in place prior to use:

- appropriate licensing requirements for the vehicle type
- necessary instruction to drive the particular vehicle
- risk assessment and safe working procedures
- arrangements for maintenance, refuelling and safety checks including defect reporting
- measures to inform of, plan for and comply with, vehicle manufacturers instructions

3.8 Substances

Council procurement and corporate health and safety manual procedures must be followed when purchasing substances/chemicals for use at work.

All substances must be subject to a preliminary risk assessment before purchase to ensure:

- appropriate hazard data sheet can be provided
- it meets the most up-to-date health and safety standards and where they exist will not exceed the legal workplace exposure limits
- it is suitable for the purpose of the task, the location to be used; and by the person(s) using it or others who could be affected by it
- suitable arrangements can be made for the proper transport, storage and disposal
- consideration is given to the co-ordination of its use with other substances used by people, or activities, e.g. hot works or other chemicals in the vicinity

Reasonable enquiries must be made to see whether there are reasonable safer alternatives on the market that could be used, e.g. water based rather than toxic based, where practicable.

Management arrangements required must be considered before purchase and the following must be put in place prior to use:

- necessary training/instruction
- measures to inform of, plan for and comply with the hazard data sheet
- risk assessment and safe working procedures including implementation of control measures and where necessary suitable personal protective equipment
- arrangements for maintenance of any engineering measures and safety checks of equipment including defect reporting,
- and emergency arrangements

3.9 Selection and Management of Contractors

The council's procurement procedures and health and safety procedures must be adhered to with regard to the use of contractors. Property and Architectural Services employ contractors for works associated with council premises.

When employing contractors, members of the senior management team must ensure:

- competent contractors are employed for the task required, including the necessary provision of information, training, instruction and supervision
- sufficient time and resource has been given to plan and deliver/handover the task
- the contractor has confirmed that suitable and sufficient welfare facilities by the contractor will be provided prior to commencing work

- risk information has been provided to the contractor/consultant e.g. location of asbestos, utility services, restricted access
- health and safety plans, risk assessments and safe method statements have been produced prior to work commencing
- there is suitable co-operation and co-ordination of the works
- there is suitable arrangements for monitoring and reviewing contractors' health and safety arrangements

Most types of construction/engineering work is subject to the construction, (design & management) regulations and specialist advice/training is required if managers are involved in commissioning, designing and undertaking this type of work. Standards are contained within the corporate health and safety manual and services involved in this type of work must have their own local management arrangements and safe working procedures that complies with council health and safety policy and statutory requirements.

3.10 Fire Safety

The council's general fire safety arrangements are contained in CHASM Fire Safety. Property and Architectural Services shall maintain adequate building safety arrangements for fire and shall provide and maintain fire systems and equipment within council premises. Trained persons shall undertake a fire risk assessment to avoid, reduce and manage fire risks, so far as is reasonably practicable, and implement actions, as appropriate. Lead Occupiers/Site Managers shall also ensure that duties in the fire log book are undertaken and recorded. All Managers will make the necessary preparations to respond appropriately in the event of a fire occurring and make sure staff, and others who may be affected, are fully aware of the fire safety procedures.

3.11 First Aid

The council's general first aid arrangements are contained in CHASM First Aid. Managers shall, following a first aid risk assessment, ensure that adequate first aid arrangements are made and that suitable and sufficient facilities and equipment are readily available. Managers shall ensure that nominated persons are adequately trained and all staff are aware of local first aid arrangements. Adequate local records of first aid treatment and checks will be maintained.

4. CORPORATE HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS

This general health and safety policy document is included in our corporate health and safety manual (CHASM) which can be accessed via our council's intranet website. You will also find in CHASM, our council's full range of specific health and safety arrangements, guidance and tools.

5. DEPARTMENT AND SERVICE HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS

Department and service health and safety management arrangements will be relevant in meeting the particular health and safety needs of department and service operations and will:

- ✓ allow adequate time and resource to comply with health and safety when planning tasks/activities and authorising budget and expenditure
- ✓ promote adequate communication, consultation and co-operation within the department and across the council for improving health and safety measures and this should include consultation with recognised trade union safety representatives.
- ✓ co-ordinate, programme, monitor and review department health and safety training needs and priorities
- ✓ assign the competent completion of suitable and sufficient risk assessments and safe working procedures for activities with significant risk
- ✓ control, monitor and review equipment purchase/hire, safe use, test/maintenance, transport, storage and disposal to avoid/reduce risks to health so far as is reasonably practicable
- ✓ control, monitor and review substance purchase, use, transport, storage and disposal to avoid/reduce risks to health so far as is reasonably practicable
- ✓ comply with occupational health arrangements and processes to avoid/reduce risks to health and not to exacerbate any existing conditions, so far as is reasonably practicable

- ✓ Provide and maintain suitable welfare arrangements and safe places of work within the department's undertaking so far as is reasonably practicable
- ✓ ensure the safe selection, use, monitoring and reviewing of contractors and include suitable arrangements for the provision of appropriate risk information and for promoting co-operation and co-ordination.
- ✓ make the necessary preparations for emergency planning
- ✓ ensure compliance with procedures for accident, incident, defect reporting, investigation, analysis and review.

6. HEALTH AND SAFETY RISK ASSESSMENTS AND SAFE WORKING PROCEDURES

Each department shall ensure management arrangements are in place to ensure that activities undertaken are subject to competent health and safety risk assessments and safe working procedures. Their effectiveness and compliance shall be periodically monitored and reviewed. Managers shall consult with staff when drawing up risk assessments and development of safe working procedures and will ensure that all staff are instructed in them. Staff should be encouraged to participate and suggest improvements in their safe working procedures. The corporate health and safety manual provides further council guidance.

7. MONITORING ARRANGEMENTS

7.1 Pro-active Monitoring

The effectiveness of our council health and safety policy will be monitored in the following ways:

- the corporate health and safety team shall undertake formal audits in accordance with our council's health and safety audit programme
- departments/services will undertake internal audits and monitoring checks on the compliance and effectiveness of their department/service health and safety management arrangements and safe working procedures

- corporate and department health and safety progress will be reported via the line management chain and up to the directors and chief executive, as required and as part of performance monitoring
- corporate and department health and safety progress reports will be submitted to the appropriate council committees

7.2 Reactive Monitoring

7.2.1 Defect/Hazard Reporting

Senior management must ensure that they have arrangements in place for reporting and recording hazards/defects and actions taken. Any actions required must be pursued by the line manager and, where required, escalated via the line management chain.

7.2.2 Accident Reporting, Investigation and Analysis

All departments and services must ensure incident procedures are put in place and implemented for their area of undertaking. All managers must ensure that all employees are aware of incident reporting procedures and that access to our council's accident/incident forms are readily available. All employees must report accidents, incidents, near misses and dangerous occurrences to their manager and details must be entered onto our council's incident form. Each incident must be thoroughly investigated for the determination of remedial action to prevent a re-occurrence.

Where the incident comes within the auspice of the reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR), then departments and services must additionally ensure the prompt reporting to the Health and Safety Executive and immediately notify the corporate health and safety team.

All incidents must be entered on to the health and safety module of i-Trent. All incident reports must be retained by the initiating service as a record of accidents/incidents reported and a copy sent to the corporate health and safety team.

The corporate health and safety team will monitor accident records and will produce and review statistics corporately and departments will identify incident and performance levels and trends for their department. This information will be reported to the relevant committee on a regular basis.

8. Issue and Review

A copy of this health and safety policy will be made available to all employees. It will be regularly reviewed, revised and developed as required to cover any changes in legislation, procedures or council policy.