

## Appendix B

### Proposed New Table 5 to Part 3 of the Constitution

#### TABLE 5

#### ORGANISATIONAL RESPONSIBILITIES

Organisational responsibilities are set out in full in the Council's Safety Management Programme Section 2.

The Council is ultimately responsible for the health, safety and welfare of all Council employees, elected members and for the health and safety of visitors to Council premises and others that may be affected by the Council's acts or omissions. All councillors must ensure that the Council's responsibilities with regard to health, safety and welfare of its employees and members and that the health and safety of all persons affected by the business of the local authority are suitably addressed.

All Council employees have a duty to:

- a. Take reasonable care of their own health & safety, and that of others who may be affected by their acts or omissions.
- b. Co-operate in implementing the requirements of health and safety legislation, related codes of practice and Council health and safety policies.
- c. Bring to the attention of their line manager/supervisor any hazards, situations or working practices which have the potential to lead to injury, ill health or contravention of health and safety regulations.
- d. Carry out operations and work in the prescribed manner following approved work methods. Ensure that any equipment issued to/used by them, or for which they are responsible, is used correctly for its intended purpose and properly stored when not in use.
- e. Be responsible for good housekeeping in the area in which they are working
- f. Report all accidents, offensive incidents, dangerous occurrences and near misses in accordance with Council procedures.
- g. Not interfere with, or misuse anything provided in the interests of Health & Safety.
- h. Suggest ways of eliminating or reducing hazards. Make suggestions to improve the standards of health and safety to minimise risk at their workplace.
- i. Support the application of this policy by positive action and compliance with the agreed procedures.

Specific key responsibilities include those of :

#### The Chief Executive

The Chief Executive has overall responsibility for the development, implementation and monitoring of the Council's health and safety policies, including the organisation and arrangements, and for ensuring that adequate resources are made available to enable Council officers to fulfil their obligations.

## **Directors**

Directors are responsible for ensuring that:

- a. Effective management structures and arrangements are in place to ensure that the Council's health and safety policies are implemented, effectively managed and monitored, within their areas of control.
- b. Resources are included in budgets, business plans and staffing levels to adequately implement safe systems of work.
- c. Health and safety objectives are included within the performance and development appraisal system.
- d. Their Heads of Service are aware of their health and safety responsibilities and that they carry out their duties in accordance with their safety responsibilities listed below.
- e. Where buildings or premises are shared with another user, the health and safety responsibilities are clarified and agreed.

## **Heads of Service**

Heads of Service are responsible for the day-to-day implementation of the Council's health and safety policies within their service areas.

## **Corporate Health and Safety Advisor**

The Corporate Health and Safety Advisor is responsible for:

- a. Formulating, developing, and reviewing the Council's health and safety policies.
- b. Ensuring that the Chief Executive, the Directors and Managers are aware of their obligations under health and safety legislation.
- c. Monitoring changes in health and safety legislation, identifying those that have a direct effect on the Council and, in consultation with the Health and Safety Committee, developing policies and procedures that will ensure that the Council complies with its statutory duties.
- d. Providing advice and support to Directors and Managers in the development and implementation of procedures and safe systems of work.
- e. Supporting Managers to ensure that health and safety arrangements are in place at each Council location.
- f. Providing health and safety advice to all Council employees.
- g. Monitoring the Council's level of legal compliance with health and safety regulations and monitoring the implementation and effectiveness of the Council's health and safety policies through a programme of random inspections and audits as part of an inspection regime. Reporting back to the Health and safety Committee and Management Board where required.

## **Health and Safety Committee**

The purpose of the committee is to promote co-operation between employer and employees in implementing and developing health and safety good practice as required by the Health and Safety at Work etc. Act 1974, subsequent legislation and good practice guidelines. The Committee will also assess and analyse the health and safety performance of the organisation and report its findings and recommendations to Management Board. Helping to raise the general standards of health and safety management across the council.

### **Management Board**

Management Board will consider the recommendations and findings of the Health and Safety Committee and, where appropriate, will make resultant recommendations to Cabinet. In addition the Board will submit to Cabinet an annual health and safety report to Cabinet that will include a review of the policy, appraisal of the last 12 months' achievements and setting out the plans for the next 12 months.