



HEALTH, SAFETY AND WELLBEING POLICY

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SECTION 1.0 POLICY STATEMENT

Our vision is for Leeds to be the best city in the UK. One that is caring and compassionate, has a strong economy and which tackles and reduces inequalities. This can only be delivered through people: our staff, Elected Members, our communities, young people attending our schools, partners, people using our many services; and the services we procure. Ensuring the health, safety and wellbeing of all these people is integral to achieving our vision.

We acknowledge the strong legal framework that demands we get the basics of health and safety right, but we also want to be an exemplar employer and manage health, safety and wellbeing pro-actively as an embedded part of everything we do.

The Chief Executive has overall accountability for health, safety and well-being within Leeds City Council. The Director of Resources and Housing is the designated Director with special responsibility for apprising the Corporate Leadership Team of health and safety performance. The principles and commitments in this policy can only be realised, however, by every employee recognising their responsibility for maintaining a safe and healthy work environment.

The Leader of the Council and Elected Members also have a key role to play in ensuring the health, safety and wellbeing of communities. It is recognised that their decisions can have a major influence on both local authority staff and the public. Ensuring health, safety and wellbeing as far as is reasonably practicable will be factored into all budgetary and policy decision-making.

Together we are committed to:

- providing a safe and healthy work environment;
- ensuring our service provision and facilities are safe and healthy;
- ensuring that work does not contribute to poor health;
- supporting the wellbeing of the workforce;
- influencing health, safety and wellbeing through the supply chain, when procuring services or working with partners;
- ensuring the risk assessment process is an essential part of successful health and safety management;
- the principles of sensible risk management - establishing risk control measures that are suitable and sufficient;
- ensuring that all our staff have the requisite training, information and supervision to undertake their roles safely.

We believe that no-one understands the hazards better than those who work with them and so we value the contribution that employees make and are committed to engaging with all employees and partners to continually improve health and safety culture and performance. This is achieved through working together with Trade Unions to develop and implement our

Health and Safety Management Framework – which consists of a series of core and operational policies which establish how we will comply with the law and ensure best practice.

To maintain effective consultation and co-operation on health, safety and wellbeing matters we are committed to the formal Health and Safety Committees and other joint forums with the Trade Unions.

We also recognise the importance of providing the necessary level of expert health and safety advice and resources to assist us with continually improving and maintaining a positive and compliant health and safety culture.

The Director of Resources and Housing has also established a forum which shares best practice amongst those leading and managing key operational services to promote best practice and continual learning.


The Council's health and safety performance is subject to a thorough review quarterly and performance against established targets in the Council Plan is included in an annual report to both Corporate Leadership Team and Executive Board. The Resources and Housing Scrutiny Board is also apprised of and reviews performance from time to time. Health and Safety is included on the Council's Risk Register and this is reviewed quarterly.

This health and safety policy document will be reviewed at least annually by the Corporate Health and Safety Committee to ensure that it remains accurate and relevant.



Tom Riordan, Chief Executive

Date: 12/2/19



Councillor Judith Blake, Leader of the Council

Date: 26/2/19



Neil Evans, Director of Resources and Housing

Date: 12/2/19

Section 2.0 Organisation and Responsibilities

2.1 Scope

This Policy applies to all employees of Leeds City Council.

It is relevant to the following people, who should have regard to its contents:

- Contractors appointed to carry out work or supply goods and services;
- Service users;
- Visitors to Leeds City Council premises;
- Volunteers working on behalf of Leeds City Council;
- Learners and those working with Leeds City Council to gain experience.

2.2 Roles and Responsibilities

This section contains a summary of the organisational structure and key responsibilities for planning, organising, implementing, monitoring and reviewing this Policy and for managing health and safety within Leeds City Council.

These roles and responsibilities apply to all policies and guidance that make up the Council's Health and Safety Management Framework. Specific responsibilities that only apply to a particular policy are included in that document and are in addition to those described here.

2.2.1 Council Structure

The Executive Board has joint responsibility for the determination of the Council's Health and Safety Policy and in monitoring compliance. The Executive Board and other Elected Members are responsible for ensuring that all decisions take into account both the statutory requirements and the Council's policies and procedures relating to health, safety and wellbeing.

The Leader of the Council is a joint signatory of the Council's Health and Safety Policy.

The Executive Member for Human Resources chairs the Corporate Health, Safety and Wellbeing Committee.

2.2.2 Management Structure

The Chief Executive has overall accountability for all matters relating to the health, safety and wellbeing of everyone employed by the authority and for ensuring that service users, members of the public and others, who may be affected by the activities and services provided by LCC, are protected as far as is reasonably practicable from risks to their health and safety.

This responsibility is fulfilled by ensuring that Leeds City Council has an effective Health and Safety Management Framework in place and that it is maintained and developed in such a way as to be an integral part of all processes and services.

The Chief Executive will appoint a member of their leadership team to keep them apprised of health and safety performance. They will also ensure that there are adequate competent resources employed within the council to assist the organisation to comply with legislation and all best practice.

The Chief Executive is a joint signatory of the Council's Health and Safety Policy.

The Director of Resources and Housing is the nominated Director for health, safety and wellbeing and is responsible for:

- Ensuring that the Health and Safety Management Framework is effectively developed, implemented and reviewed and reflects current priorities;
- Keeping informed on health, safety and wellbeing matters by meeting regularly with the Head of Health and Safety and reporting to CLT on performance and plans for improvement;
- Promoting the active involvement and participation of employees in health, safety and wellbeing matters by supporting the Corporate Health, Safety and Wellbeing Committee;
- Ensuring the provision of adequate levels of professional and competent health and safety advice and assistance.

The Corporate Leadership Team (CLT) has a collective and individual role, as Directors, in providing health and safety leadership in Leeds City Council and are responsible for:

- Working with the competent advisers, services and Trade Unions to develop health and safety policies and strategies (i.e. the Health and Safety Management Framework) and ensure they are incorporated into the general activities of the organisation;
- Pro-actively promoting and upholding good health, safety and wellbeing standards to maintain a positive health and safety culture;
- Analysing the impact of any decisions on the health, safety and wellbeing of employees and others who may be affected;
- Ensuring that adequate resources are available for the implementation, maintenance and monitoring of the Council's Health and Safety Management Framework;
- Requesting and reviewing reports on health and safety performance and plans for improvement.

Chief Officers and Heads of Service are responsible for supporting their Director in the effective planning and management of health, safety and wellbeing within their areas of control including:

- Providing leadership on health, safety and wellbeing;
- Ensuring health and safety considerations are an integral part of all actions and decisions;
- Ensuring that their individual actions and decisions reinforce the commitments in the Health and Safety Policies;
- Working with the Council's competent Health and Safety Advisers to obtain the necessary level of professional support and to keep up to date with relevant changes to health and safety legislation, standards and good practice;
- Actively encouraging their managers to ensure health, safety and wellbeing is an integral part of service delivery;
- Involving partners and other interested parties in the management of health, safety and wellbeing, especially Trade Union representatives through Health and Safety Committees and other meetings;
- Ensuring that health and safety arrangements are clearly set out where services are provided by external organisations, detailing these fully in any contract and making all parties aware of their responsibilities;
- Ensuring that the Council's Health and Safety Management Framework is fully implemented in their service areas. This includes:
 - ensuring adequate resources are made available for the implementation of relevant policies and guidance;
 - integrating health and safety objectives in the planning process;
 - maintaining effective systems for risk assessment and utilising the results of risk assessment to prioritise actions, identify training needs, develop operational controls and determine future service requirements;
 - ensuring that effective communication, consultation and participation takes place at all levels, actively promoting and supporting Health and Safety Committees and encouraging the active participation of employees through their Trade Union representatives;
 - maintaining adequate arrangements for employee wellbeing and responding to emergency situations, including circumstances which could result in deviations from health and safety procedures;
 - measuring and monitoring health and safety performance on a quarterly basis;
 - maintaining effective arrangements to ensure the competency of employees to carry out their designated roles safely, through training, instruction and supervision;
 - ensuring that all relevant health and safety matters are considered in the procurement of goods and services and in arrangements for joint working partnerships;
 - actively participating in health and safety audits.

Senior Managers, Line Managers, Team Leaders and Supervisors - are responsible for actively supporting their Chief Officer/Heads of Service in the effective management of health and safety. This includes:

- actively promoting and upholding good health and safety standards;
- influencing, implementing, maintaining and complying with the Council's Health and Safety Management Framework through a robust risk assessment process;
- ensuring that their individual actions and decisions always reinforce the Council's health and safety policies;
- encouraging employee participation in the management of health and safety;
- bringing health and safety responsibilities to the attention of employees, contractors, partners and others who work in areas under their control or supervision;
- ensuring that those carrying out the work have the necessary resources and information to carry out the work safely and advising their Chief Officer/Head of Service/more Senior Manager if they believe any current working practices are or may compromise the Council's absolute commitment to the health, safety and wellbeing of its employees and others who may be affected;
- actively participating in health and safety audits, inspections and investigations and utilising this information to help review health and safety performance, at least annually, and identify improvements;
- liaising with Trade Union Health and Safety Representatives on health and safety matters, including accident and incident investigation, hazard reports and workplace inspections;
- ensuring that all necessary health and safety training is provided in a timely manner, recorded and reported at relevant Health and Safety Committee.

The Head of Health and Safety has responsibility as the Council's designated lead 'competent person' for advising on and co-ordinating health, safety and wellbeing arrangements across the Council and in schools, where LCC is the employer. This includes:

- advising the Chief Executive, Director of Resources and Housing, CLT, Directors and other Senior Managers in the discharge of their health, safety and wellbeing responsibilities;
- developing and maintaining the Council's Health and Safety Management Framework;
- providing timely information to the Director of Resources and Housing on health, safety and wellbeing performance, including successes, challenges and vulnerabilities;
- liaising with H M Inspectors of the Health and Safety Executive (HSE), the West Yorkshire Fire and Rescue Service and other relevant external agencies on behalf of the Council;
- engaging with Trade Union representatives and supporting joint working;
- co-ordinating arrangements for the Corporate Health, Safety and Wellbeing Committee;

- linking with other related stakeholders in the council to ensure a joined up approach to the management of health, safety and wellbeing;
- establishing links with the wider community (City, Region and National) regarding safety, health and well-being to maintain best practice;
- providing advice in the event of an emergency in accordance with resilience and emergency planning procedure;
- ensuring that there are suitable arrangements in place to support the effective management of health, safety and wellbeing. These include: Occupational Health; the Employee Assistance Programme; Health and Safety Training (including First Aid) and Physiotherapy services;
- leading and managing suitably qualified and experienced Health and Safety and Occupational Health Advisers throughout the council. They support the Head of Health and Safety to fulfil their responsibilities by:
 - working with services and Trade Unions to identify and jointly resolve any health, safety and wellbeing related issues;
 - the provision of professional, competent, proportionate and pragmatic advice;
 - promoting a positive health, safety and wellbeing culture;
 - co-ordinating and maintaining the Council's Health and Safety Management Framework and providing information on H&S performance;
 - delivering Occupational Health solutions e.g. Health Surveillance;
 - facilitating employee health and well-being initiatives;
 - escalating any concerns to the Head of Health and Safety.

2.2.3 Employees

All employees are responsible for:

- complying with the requirements of the Council's Health and Safety Management Framework System and all local risk assessments and work procedures;
- taking reasonable care of their own health, safety and wellbeing and that of others affected by their acts or omissions;
- co-operating with management in complying with Council policy and relevant statutory provisions;
- using all work equipment (including vehicles), substances and protective equipment in accordance with the instruction and training received;
- not intentionally misusing anything provided in the interest of health, safety and welfare;
- following all prescribed safe working practices and not working while unfit to do so;
- reporting any hazards or health, safety or welfare issues to their supervisor or manager;
- reporting **immediately**, to their supervisor or manager, any matter which could present serious or imminent danger.

Serious and/or intentional breaches of the health and safety policies may be referred to the disciplinary procedures in force at the time of the breach.

2.2.4 Agency Staff

An Employment Agency has prime responsibility for the health and safety of its staff and must ensure they are provided with the appropriate information, instruction, training and equipment to enable them to perform their role.

Agency staff engaged by LCC will be informed at their place of work of relevant health and safety arrangements and procedures relevant to their work.

Agency staff must co-operate with these procedures and arrangements and accept personal responsibility for the health and safety of themselves and others.

2.2.5 Contractors and Working Partners

All persons working with, or involved in the provision of goods and services on behalf of the Council, are responsible for:

- complying with all relevant statutory health and safety provisions at all times;
- co-operating with the requirements of the Council's Health and Safety Management Framework;
- notifying the Council of any accidents to staff working on behalf of LCC;
- accepting responsibility for their own health and that of others;
- submitting, before work commences, the relevant risk assessments, method statements and controls and ensuring that these are reviewed and accepted;
- taking additional measures, where necessary, to protect employees and others from risks that arise from the nature of the work;
- participating in health and safety audits, inspections or investigations undertaken by LCC;
- co-operating with relevant enforcing authorities.

LCC will provide contractors and partners with any specific health and safety information relevant to the work involved.

2.2.6 Other Groups

In addition to the above, the following groups/services/people also have specific roles relating to the effective management of health and safety.

Trade Unions

LCC fully supports, and operates in accordance with, the Safety Representatives and Safety Committees Regulations 1977. This includes:

- **Health and Safety Committees** – these enable cooperation and joint working between managers and employees in all aspects of safety, health and well-being. These committees assist the Council in monitoring and

improving its Health and Safety Management Framework at both a local and corporate level.

- **Safety Representatives** – these are appointed by Trade Unions to represent the workforce on health and safety matters. The Council recognises and fully supports the valuable contribution Safety Representatives make to maintaining and improving health and safety in the workplace.

Resilience and Emergencies Team ensures that the Authority can meet its obligations in respect of its role in the management of a serious or major incident, which impacts on, or is within LCC boundaries.

Risk Management and Insurance Team work with the Health and Safety Team to identify key areas of risk and devise strategies for improvement.

Estates Management – health and safety is an integral part of the way in which the council's estate is managed to ensure that premises offer safe, compliant and healthy workplaces through timely consultation with service managers and workforce representatives.

Section 3.0 Arrangements

3.1 Core and Operational Health and Safety Policies

The detailed arrangements for delivering this policy can be found in a series of policies which make up the Council's Health and Safety Management Framework. The core policies are common to all areas of the council, whilst Operational Policies describe how specific risks are controlled, which may only be relevant in certain services. Risk assessments and method statements/operating procedures are also in place to reflect how the Council's policies will be complied with in services.

3.2 Monitoring and Review

The implementation and effectiveness of this policy is monitored both proactively and reactively. Audits take place which examine all aspects of the Management Framework to determine its adequacy and identify improvements. The Council's health and safety performance, including the results of monitoring and auditing activity, is reviewed at least quarterly by senior managers and Health and Safety Committees.

Section 4.0: Document Review

4.1 Responsibility for reviewing this document

It is the responsibility of the Corporate Health and Safety Committee to review this policy at least annually to ensure that it is still fit for purpose and reflects the Council's values and commitments. Details of this review will be recorded on the template in Appendix One. It will be formally reviewed after 3 years using the Council's negotiating and consultation processes.

Appendix One
Health, Safety and Wellbeing Policy Review Record

Date of Review and Name/Job Title of Review Lead	Reason for Review	Outcome