

# Occupational Safety & Wellbeing Policy

<b>Author</b>	<i>Fiona Duddy</i>	<b>Contact details</b>	<i>duddyf@northlan.gov.uk</i>
<b>Owner</b>	<i>Fiona Duddy</i>		<i>07534-288-124</i>

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<b>Governance Committee</b>	<i>Finance &amp; Resources</i>	<b>Date approved</b>	<i>N/A at this time</i>
<b>Review date</b>	<i>May 2022 or in advance where required.</i>		

## Strategic Alignment

*Outcome: Maintain legal compliance with the Health & Safety at Work etc Act 1974*

*Action: Continue to maintain legal compliance whilst also improving the Councils resource base.*

<b>Consultation process</b>	<i>Legal document compiled to comply with legislative requirements. Corporate Management Team Trade Union Colleagues</i>	
<b>Stakeholders</b>	<i>Council Wide</i>	
<b>Distribution</b>	<i>Council Wide</i>	

## Change record

<b>Date</b>	<i>18/05/2020</i>	<b>Author</b>	<i>Fiona Duddy</i>
<b>Change made</b>	<i>Reviewed and updated to include Covid statement</i>		

<b>Date</b>	<i>01/04/2021</i>	<b>Author</b>	<i>Fiona Duddy</i>
<b>Change made</b>	<i>Updated to reflect COVID-19 implications and insource of CLNL to the Council</i>		

## Occupational Safety and Wellbeing

### 1. Statement of Intent

North Lanarkshire Council believes that our people are our most valuable asset. Providing a safe and healthy working environment is one of our primary responsibilities and is fundamental to our success.

This belief is part of our culture and this policy applies across all parts of North Lanarkshire Council. The recent insource of CLNL into active and creative communities within the Council extends this responsibility across all of the new Council employees and the estate that comes with the insourcing.

Our vision for safety and wellbeing is that all of our work activities will be carried out in such a way as to cause no harm to our employees or others who may be affected by these activities.

We will strive to improve workplace health, safety and welfare by engaging with our employees and, as a minimum, complying with all relevant statutory provisions.

Our commitment is founded on 6 basic principles:

- **Health, safety and welfare can and will be managed.** Management is ultimately accountable for improved health, safety and welfare performance and must be supported with the necessary resources;
- **Occupational illnesses and injuries are preventable.** It requires a systematic process of building awareness, assigning accountabilities, training, setting goals, measuring performance and continually improving;
- **Nothing we do is worth being injured for.** Concern and care for the health and safety of people is as important as other organisational objectives;
- **Safe behaviour is a fundamental job requirement.** We will promote a culture that values safe behaviour in all of our actions;
- **Everyone is responsible for health, safety and welfare.** We recognise that maintaining a safe and healthy work environment is dependent on a culture of safety, where everyone is involved and accountable;
- **Our safety performance is important for our organisation's performance.** It is integral to operational excellence and the reputation of the Council.

Successful integration of these 6 basic principles into our organisational culture will:

- Protect the health, safety and welfare of all employees and others affected by our work activities;
- Deliver continuous improvement in health and safety performance;
- Enable employees to work more efficiently and effectively and therefore improve the quality of services provided to our service users.

We all have to play our part in making North Lanarkshire Council a safe and healthy place to work. With your support, we will achieve our vision.

In order to support the existing policy during the current Covid 19 pandemic the UK governments covid secure statement has been included within Appendix 3. This will be removed at a future point.

A handwritten signature in black ink, appearing to read 'DM', is positioned above the printed name and title.

**Des Murray**  
**Chief Executive**  
**North Lanarkshire Council**

**Date: 1<sup>st</sup> April 2021**

## **2. Organising for Occupational Safety and Wellbeing**

### **2.1 Occupational safety and wellbeing organisational structure**

The Council's organisational structure demonstrates a sound management framework to allow occupational safety and wellbeing policy arrangements to be effectively implemented throughout the Council.

No structure chart is included within the policy at this time but will be revised when an updated chart is available.

### **2.2 Occupational safety and wellbeing roles and responsibilities**

The Health and Safety at Work etc Act 1974 states that all employees have health and safety responsibilities when at work.

Although some duties and responsibilities may be delegated, accountability for occupational safety and wellbeing is not transferable and cannot be evaded. Executive direction of the Council's policy for health and safety matters will follow normal arrangements for responsibility and accountability.

Occupational safety and wellbeing must be treated as an integral part of the management function within the Council and as such must be managed like any other process. To ensure this, there must be adequate organisation, arrangements and resources to implement this policy, and to plan, monitor and review the health and safety activities of the Council.

#### **2.2.1 Elected members**

The Council's elected members have a responsibility to conduct their business and make decisions in conformity with health and safety legislation and the Council's own policies. Elected members must ensure that the decisions they make take account of occupational safety and wellbeing issues and that sufficient resources are allocated for this purpose.

#### **2.2.2 Leader of North Lanarkshire Council**

In addition to their role and responsibilities as an elected member, the Leader of the Council will take steps to champion the need for the Council's work to be conducted in accordance with this Policy and associated occupational safety and wellbeing arrangements and procedures.

#### **2.2.3 Chief Executive**

The Chief Executive has ultimate responsibility for ensuring the health, safety and welfare of all council employees, and others who may be affected by the Council's work activities, and will ensure, through formal delegation within the management structure, the effective implementation of the occupational safety and wellbeing policy.

This will be achieved by:

- ✓ Ensuring occupational safety and wellbeing is an integral part of the organisation's management culture and developing a positive attitude to health and safety among employees by visibly demonstrating leadership and commitment to a high standard of health and safety performance;
- ✓ Ensuring all decisions made reinforce the occupational safety and wellbeing intentions articulated in the occupational safety and wellbeing Statement of Intent;

- ✓ Ensuring adequate resources are made available for the efficient and effective management of occupational safety and wellbeing;
- ✓ Ensuring the implementation and effective operation of an occupational safety and wellbeing management structure that supports successful health and safety management;
- ✓ Monitoring occupational safety and wellbeing arrangements that includes progress against the Council occupational safety and wellbeing plan;
- ✓ Appointing sufficient competent persons to assist the Council in applying the measures needed to comply with the requirements and prohibitions of health and safety legislation;
- ✓ Using the Performance Review and Development (PRD) framework to measure and record Executive Directors performance against occupational safety and wellbeing targets and objectives.

#### 2.2.4 Executive Directors

Executive Directors have ultimate responsibility within their Services for management of occupational safety and wellbeing. Executive Directors have a responsibility to provide health and safety leadership within the Council. In discharging their responsibilities to ensure the health, safety and welfare of all employees in their respective Services, Executive Directors and Heads of Service will be supported by the Council's occupational safety and wellbeing team.

Executive Directors are required:

- ✓ To ensure occupational safety and wellbeing is an integral part of the services management culture and develop a positive attitude to health and safety among employees by visibly demonstrating leadership and commitment to a high standard of health and safety performance;
- ✓ To ensure the effective operation of an occupational safety and wellbeing management structure, service health and safety committees, the communication of health and safety issues and the effective coordination of responsibilities with partner services and/or organisations;
- ✓ To ensure that accountability for occupational safety and wellbeing management is properly assigned, understood and accepted at all levels and that effective monitoring and reporting arrangements are in place to provide timely and appropriate information to service management teams and service health and safety committees;
- ✓ To ensure the development and delivery of a service occupational safety and wellbeing action plan that is aligned with and supports the Council plan;
- ✓ To provide adequate resources to enable the delegation of their health and safety responsibilities;
- ✓ To utilise the PRD framework to measure performance of their Heads of Service against occupational safety and wellbeing targets and objectives.

#### 2.2.5 Heads of Service

Heads of service are required:

- ✓ To visibly demonstrate commitment to a high standard of occupational safety and wellbeing performance within their services and develop a positive health and safety culture;
- ✓ To work with trade union and employee health and safety representatives and ensure all employees are aware of and are accountable for their specific health and safety responsibilities and duties;

- ✓ To ensure occupational safety and wellbeing policies, guidance, procedures, action plans and risk management programmes are implemented as an integral part of business and operational planning and service delivery;
- ✓ To develop and implement robust and auditable procedures to ensure health and safety standards are demonstrably met;
- ✓ To support accident and incident investigations, review reports and statistics and utilise information to identify trends and areas for action;
- ✓ To ensure monitoring and auditing processes are in place and ensure the provision of adequate resources to achieve compliance with applicable standards;
- ✓ Where two or more services share a site or premises, ensure that clear health and safety roles and responsibilities and means of communication and coordination between the services are established and maintained;

#### 2.2.6 Managers and supervisors – all persons who have direct responsibility for employees, whatever their job title

Employees who manage, supervise or have responsibility for employees, trainees or members of the public are accountable for occupational safety and wellbeing matters and have responsibility for the implementation and operation of this policy within the span of their management control. These managers and supervisors are required:

- ✓ To provide leadership on occupational safety and wellbeing to their employees and actively promote improvements in health and safety standards in their teams;
- ✓ To be responsible for ensuring the occupational safety and wellbeing of all employees, trainees and other persons who may be affected by the work activities of their teams (e.g. visitors, volunteers, members of the public, contractors);
- ✓ To ensure suitable and sufficient risk assessments are carried out for work activities in their area of control;
- ✓ To ensure that, where risks identified through the risk assessment process cannot be eliminated, action is taken to reduce risk to the lowest level reasonably practicable;
- ✓ To ensure that risk assessments are formally recorded and that significant findings are brought to the attention of those affected;
- ✓ To ensure that all employees and trainees in their area of responsibility are competent to carry out their work activities in a manner that will not cause harm to themselves or others. This will require the timely provision of suitable information, instruction, training and supervision;
- ✓ To ensure all employees and trainees in their area of responsibility have appropriate protective equipment and clothing where this is required, and are given suitable information, training and instruction on its correct use;
- ✓ To ensure that employees new to their team are given a workplace safety induction during their first week at work or as soon as is reasonably practicable;
- ✓ To ensure effective systems exist for the reporting of hazards and defects to premises, plant, equipment or processes which may affect health and safety, making sure these defects can be made safe in a timely manner;
- ✓ To ensure that accidents, incidents and cases of work-related ill health, within their area of responsibility are promptly reported in accordance with the Council's incident reporting procedures;
- ✓ To investigate accidents, incidents and cases of work related ill-health and take reasonable action to prevent a recurrence;
- ✓ To effectively communicate health and safety information, particularly where there are organisational and/or procedural changes;
- ✓ To monitor (benchmark, inspect, audit) safety performance and satisfy themselves that safety standards are being maintained and that shortcomings are rectified in good time.

### 2.2.7 Employees

Every employee of North Lanarkshire Council has an important part to play in protecting the safety and wellbeing of themselves and others who may be affected by their acts or omissions. All employees are required to cooperate in the implementation of this policy by:

- ✓ Taking reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions;
- ✓ Cooperating so far as is necessary to enable the Council to comply with any duties or requirements placed on it by relevant health and safety legislation;
- ✓ Not interfering with, or misusing anything provided in the interest of safety and wellbeing. This includes personal protective equipment (PPE) provided for their safety;
- ✓ Making full and proper use of any PPE and clothing provided to them in accordance with instructions and training received;
- ✓ Reporting any loss or obvious defect to PPE to their supervisor or manager;
- ✓ Using machinery, equipment, safety devices etc. in accordance with instructions and training received;
- ✓ Reporting to their line manager any work situation that could present a serious or immediate danger to health and safety, or any matter considered to present a potential failure of current arrangements for health and safety;
- ✓ Reporting any accident, violent incident or near miss they have been involved in, or witnessed, to their line manager at the earliest opportunity;
- ✓ Following any laid down emergency procedures in the event of imminent danger, such as emergency evacuation of the workplace;
- ✓ Undertaking relevant training, as directed by their line manager, to ensure they are competent to perform their duties safely.

### 2.3 Council Occupational Safety and Wellbeing Team

#### **Occupational Safety & Wellbeing Manager**

The Occupational Safety & Wellbeing Manager is appointed by the Chief Executive as the Council's competent person as defined within The Management of Health and Safety at Work Regulations.

The Occupational Safety & Wellbeing Manager manages the Council Occupational Safety and Wellbeing Team (OSWT) who provide the Council with both strategic and operational support to enable it to meet its statutory obligations under health and safety legislation.

The role of advisors within the Council Occupational Safety and Wellbeing Team (OSWT) is to provide professional advice, guidance and support to the Council at all levels within their remit and competence. This will include technical advice, support and an auditing and monitoring function to measure the Council's progress towards its health and safety objectives.

Responsibility for managing occupational safety and wellbeing rests with managers at all levels.

The OSWT is responsible for advising elected members, managers, trade union health and safety representatives and all other employees of the Council on all aspects of health, safety and welfare. The OSWT will liaise with other professional officers within the Council to support effective health and safety management.

The OSWT will also liaise with and act as the principal point of contact with external bodies regarding health, safety and welfare, including the Health & Safety Executive, the Scottish Fire & Rescue Service and the National Health Service.



The Council's occupational safety and wellbeing advisors act on behalf of the Chief Executive and have the authority to:

- ✓ Enter any council premises or work location at any reasonable time;
- ✓ Inspect and audit all council work environments/ work activities and report to management on any non-conformance;
- ✓ Report to managers and responsible officers where risks are found, advising of required actions and target timescales. Where actions are not completed by the timescales provided, the safety and wellbeing advisor may escalate to Head of Service;
- ✓ Instruct work activity to cease where the safety and wellbeing advisor deems there is immediate danger and risk of serious personal injury. This will where possible be achieved in discussion with the relevant Service Manager. If they are unavailable, it may be escalated to the Head of Service. Following such instruction the safety and wellbeing advisor will provide a written report to management on the steps required to rectify the situation before the activity is recommenced. Such recommendations can initially be made verbally where works are of an urgent nature, and monitored to ensure the recommendations are implemented before allowing the activity to continue. Any such verbal instruction should be followed up by a written report.

In the event of an incident/accident the safety and wellbeing advisor may:

- ✓ Ensure plant and equipment is not disturbed;
- ✓ Take measurements, statements, photographs and any other relevant information as required;
- ✓ Take away or impound any, machine, substance or product which is required to complete the investigation;
- ✓ Talk to employees who may be required to provide a verbal or written statement to assist in any accident/incident investigation. Under the Health and Safety at Work Act employees must co-operate with the employer in matters of health and safety;
- ✓ Issue an investigation report to management with recommendations which shall be implemented in situations where the health and safety advisor is of the opinion that a breach of statutory requirements, policy or procedure has or is likely to take place.

#### 2.4 Trade union safety representatives

North Lanarkshire Council recognises the value of employee involvement and the need to secure employee and trade union participation in establishing occupational safety and wellbeing policies, procedures and arrangements, using the established health and safety committees, groups and forums as appropriate. The Council will provide safety representatives appointed by recognised Trade Unions with reasonable paid time off and facilities to carry out their role in accordance with the relevant legislation.

Safety representatives appointed by recognised trade unions are entitled to carry out regular inspections of the workplace. Service managers will encourage safety representatives to carry out these inspections at agreed frequencies and will arrange for a representative of local management to accompany them.

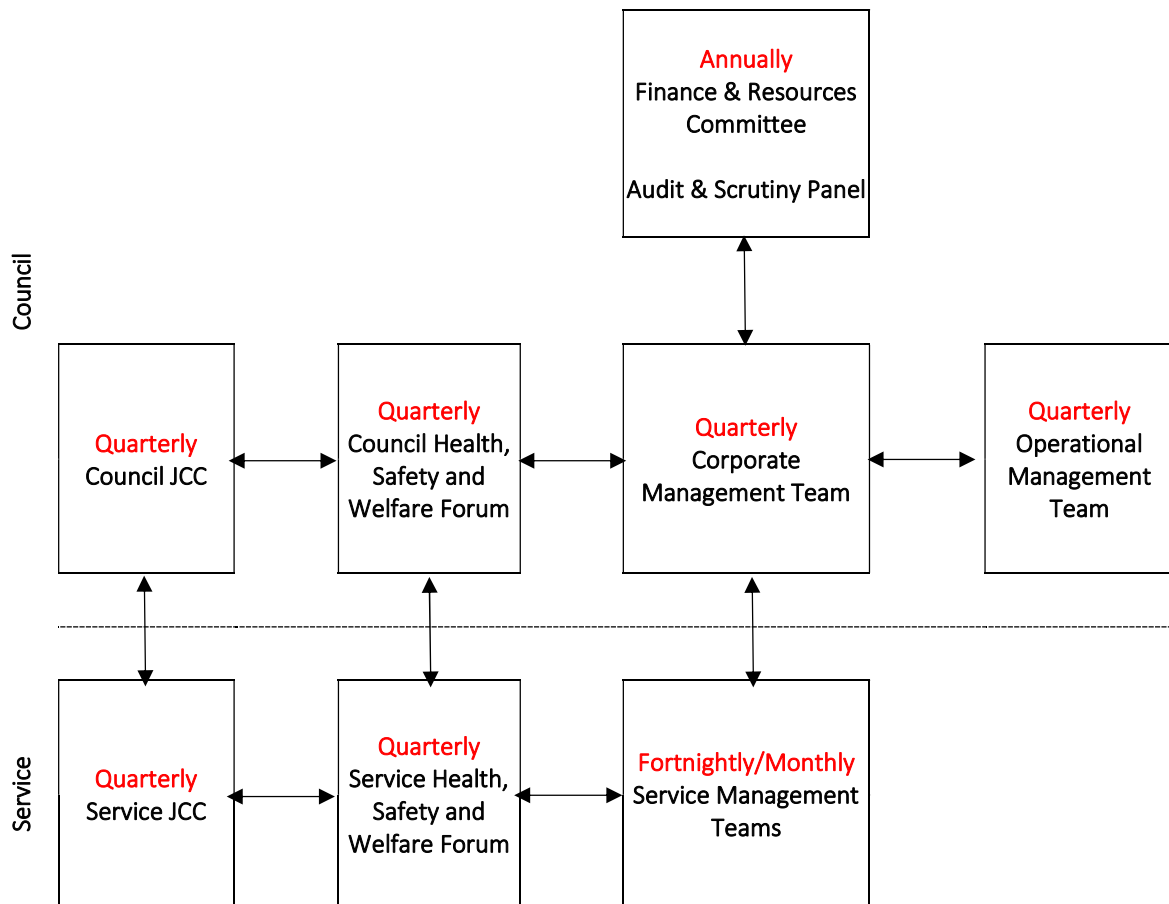
Safety representatives appointed by recognised trade unions will also be allowed to inspect any statutory document the Council is required to maintain under health, safety and welfare legislation, and will also be given, on request, any information necessary for the performance of their functions.

## 2.5 Safety and Wellbeing Support Roles

Safety and wellbeing support roles are required to be selected at Executive Director and Head of Service level with further support roles identified within each Service by the respective Heads of Service proportionate to the risk level present.

## 3. Safety and Wellbeing Governance

The chart below details the governance structure that health and safety have the opportunity to report through to address health and safety matters at both strategic and operational level that will ensure compliance and the management of health and safety risks.



## 4. Management Standards

Management Standards to support the safety policy are in place covering a variety of topics and detailing measures the Council have in place to ensure manage safely and maintain legal compliance. The list of current management standards is shown in Appendix 1.

## Appendix 1

### Management Standards

Safety Planning
Safety Monitoring
General Risk Assessment
Bomb Threat
Gas Escape
Power Cuts
Incident Reporting
Work equipment
First Aid
Display Screen Equipment
Manual Handling of Loads
Noise at Work
Control of Substances Hazardous to Health
Violence in the Workplace
Information, Instruction, Training and Supervision
Electricity in the Workplace
Safety Committees / Safety Representatives
Personal Protective Equipment
Control of Contractors Working in Council Premises
Asbestos
Stress at Work
Fire to include Fire Risk Assessment
Management of Events
No Smoking in Council Premises
Safety in Outdoor Activities
Hand Arm Vibration
Slips Trips and Falls
Lone Working
Confined Spaces
Construction, Design and Management
Ergonomics in the Workplace
Occupational Road Risk
Use of Mobile Phones (and similar)
Mental Health and Wellbeing Support Policy
Employee Health and Wellbeing - Healthy Eating
Employee Health and Wellbeing - Physical Activity
Health and Safety During and After Pregnancy
Health and Safety during Homeworking
Working at Height
Permits to Work
Defibrillators in the Workplace

# Staying COVID-19 Secure

We confirm we have complied with the government's guidance on managing the risk of COVID-19

## FIVE STEPS TO SAFER ● WORKING TOGETHER ●

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**