

Malvern Hills District Council – Health & Safety Management System	
Document Title	Health & Safety Policy
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Owner	P Bowles, MHDC H&S Advisor

Policy Statement

Malvern Hills District Council recognises that health and safety responsibilities are an integral part of the overall business management process, having equal weighting to other management functions.

Malvern Hills District Council recognises its moral and legal responsibilities relating to the management of health & safety associated with all Council activities and will designate persons with specific responsibility for the management of health & safety within the Council.

Malvern Hills District Council is committed to enhancing its existing safety culture through the selection of competent employees and contractors, through the introduction of comprehensive procedures and management controls, by managing co-operation at all levels of Council activities and by promoting and communicating health and safety issues throughout the Council.

Malvern Hills District Council recognises that a healthy workforce plays an integral part in achieving Council objectives and will promote and support the health and wellbeing of its employees.

This policy statement highlights, that Malvern Hills District Council, its members, employees and others, have degrees of responsibility relating to health, safety, security and environmental issues associated with their work. The Council undertakes, so far as is reasonably practicable, to meet these responsibilities by:-

- Identifying hazards, assessing and managing risks to the health and safety of its employees and others who may be affected by its activities in order to ensure that safe methods of work are established (**Assess Risk**).
- Managing the operation and maintenance of safe systems of work associated with, plant & equipment, handling storage & transport of articles or substances, information systems, procedures and guidelines in order to maintain employee and contractor compliance with statutory requirements (**Safe Systems**).

- Providing and maintaining a safe working environment with the aim of eliminating risk to health or welfare. This will include a safe means of access and egress **(Environment & Access)**.
- Providing relevant and current information, instruction, training and supervision in order that all employees are aware of their own responsibilities in respect to health, safety, security and environmental matters **(Training)**.
- Reviewing training and supervision where new activities, substances, plant, equipment, process, premises or procedures are introduced to ensure safe methods of working are adopted **(New Activities)**.
- Reporting and investigating all incidents, accidents, reportable diseases, dangerous occurrences or significant near hits with the aim of achieving continued risk reduction **(Incident & Accident)**.
- Promoting high standards of occupational health care and contributing towards measures aimed at improving occupational safety **(Occupational Health)**.
- Co-ordinating and co-operating with other relevant organisations in the pursuit of continuously improving Council health and safety standards **(External Co-operation)**.
- Involving employees and others in joint consultation arrangements on issues relating to health and safety **(Communication)**.
- Carrying out and recording regular monitoring of Council safety policy objectives **(Audit)**.
- Reviewing and revising this document and updating it where required every 12 months, or more frequently in the light of significant changes **(Review)**.

Malvern Hills District Council recognises that its employees are its greatest asset and will strive to promote the Council's vision and values in order to achieve the highest standards of safety operation and safety co-operation through all levels of Council activities. Every elected member and employee will be issued with, and be encouraged to take ownership of this policy document and to make recommendations for its continued development.

Chris Bocock
Chief Executive
Malvern Hills District Council

David Hughes
Leader of the Council

Date: June 2012

Key organisational responsibilities and arrangements are set out below: (Detailed arrangements for the management of health and safety are set out in the Malvern Hills District Council Health and Safety Plan with reference made to standard procedures and local management instructions).

Arrangements

The Council

- Is responsible for the **approval of the health and safety policy**.

Executive Committee

- (In conjunction with the Chief Executive) Is responsible for **ensuring that arrangements are in place** for the implementation of Health and Safety at Work on behalf of the Council.
- (In conjunction with the Chief Executive) Is responsible for **ensuring that adequate resources are in place** to meet statutory responsibilities.

The Portfolio Holder for Human Resources

- Is responsible for keeping elected **members informed about health & safety issues**.
- Is responsible for actively **promoting & reviewing health & safety standards** within the Authority.

The Chief Executive

- (In conjunction with the Executive Committee) Is responsible for the **implementation and compliance** with the requirements of this policy.
- Is responsible for **informing heads of service of their delegated health and safety responsibilities** as laid down in this policy and ensuring their accountability.
- Is responsible for **ensuring competent persons are available to provide advice and guidance** on health and safety.

Members

- Individual Members are not employees of the Council but should be aware of potential Health and Safety consequences of their decisions or actions taken collectively on behalf of the Council or individually. This is particularly so when influencing operational activities of staff or contractors or building designs.

Senior Management Team (SMT)

- Is responsible for the approval of all Health and Safety Policy and Procedures developed prior to final Council approval and implementation.
- Is responsible for ensuring suitable risk assessments and safe systems of work have been completed as required by the Management of Health and Safety at Work Regulations and that, they have been effectively communicated to all relevant staff.
- Is responsible for ensuring the provision of safe work equipment, a safe working environment with suitable facilities and arrangements for staff welfare.
- Is responsible for ensuring that appropriate information, instruction, training and supervision is provided and that all personnel are suitably experienced and competent to undertake the tasks assigned to them.
- Is responsible for ensuring that all accidents and incidents are reported and investigated in accordance with MHDC health and safety procedures.
- Is responsible for ensuring that monitoring, auditing and reviewing of work activities are carried out and that audit actions are cleared as required.
- Is responsible for ensuring that specific attention is paid to the young, inexperienced, new or expectant mothers and those who have special needs where required.

All others

- To **take care of their own personal health, safety and welfare and others who may be affected** by his acts or omissions at work.
- To carry out activities or business **in accordance with Council Health and Safety systems** in operation in the location.