

HEALTH AND SAFETY COMMITTEE		
Report Title	CORPORATE HEALTH AND SAFETY APPROACH	
Key decision	No	Item No 4
Ward	All	
Contributors	Head of Corporate Resources	
Class	Part 1	Date 31 October 2016

1. Purpose

- 1.1. To provide members with an overview of Lewisham Council's programme for managing H&S risks and mitigations.

2. Recommendation

- 2.1. The Committee are asked to note this report.

3. H&S Arrangements

- 3.1. Lewisham Council has adapted a framework based on the 18001 H&S management system for managing all H&S risks and mitigations. The principle is that managing H&S is for managers with their teams to assess, mitigate and monitor the H&S risks arising from their activities. The Corporate arrangements are there to support staff and managers do this in a consistent and safe manner and share good practice.
- 3.2. A H&S assessment of the inherent risks of all Council services, rating them high, medium or low, is carried out annually. This risk assessment is used, in conjunction with the results of H&S audits and other intelligence, to determine the H&S approach for managing the Council's H&S risks. The approach is based on three key areas:
 - Governance – this builds from the Council's Statement of Intent to protect everyone who may be affected by their activities. H&S roles and responsibilities are defined, from the Chief executive to all levels of staff in the Council. For the Committee's reference these are provided at Appendices A & B. Corporate and directorate objectives are then set to ensure continual monitoring of the Council's H&S performance.
 - Management procedures – these consist of documents detailing how the Corporate Health & Safety Team (CHST) and senior management will manage H&S Council wide. For example, there are procedures for auditing, incident reporting and communication/consultation.
 - Risk control procedures – these consist of detailed individual procedures to assist managers on how to assess and manage specific and local H&S risks in their services. These documents outline the steps that managers must or should take to eliminate or reduce H&S risks. For example, asbestos, work equipment, manual handling, etc.
- 3.3. To support these three areas, guidance documents are also provided to assist managers with the most common tasks. The CHST also provide a suite of forms, templates and checklists to support managers in carrying out their risk assessment and development of local procedures for managing H&S risk locally.
- 3.4. The CHST maintains this H&S management system by carrying out the following duties:
 - Development and maintenance of H&S policies and guidance,
 - Regular communication and commissioning of H&S training,
 - Undertaking assurance checks – auditing, monitoring reported incidents, and supporting manager led investigations.

4. Corporate risks

- 4.1. In addition to the specific H&S arrangements outlined above, the Council has a corporate approach to managing risk. The corporate approach to risk management is undertaken at four levels. They are: corporate; directorate; service; and within individual operating processes. Risk registers are prepared for the Corporate and Directorate risks. Service risks are identified in business plans and individual processes in procedure manuals.
- 4.2. The Corporate H&S approach is consistent with and supports this risk management approach.

For further information on this report please contact:

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London Borough of Lewisham Health & Safety Statement of Intent

The Council of the London Borough of Lewisham is committed to ensuring a safe and healthy working environment with adequate welfare facilities for every employee.

We are committed, so far as is reasonably practicable, to ensuring the safety and health of our contractors and any visitor, whether on our premises or affected by our work activities.

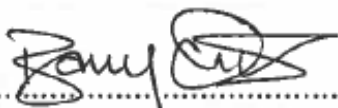
We believe that it is an important part of every employee's working day to try to prevent the injury or ill-health to other employees, customers, partners, contractors and themselves.

In accepting this responsibility the Council will, so far as is reasonably practicable:

- Provide and keep plant, equipment and systems of work that are safe and without risk to health;
- Ensure safety and minimise the risks to health from the use, handling, storage and transport of articles and substances;
- Provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees;
- Provide and keep workplaces in a condition that is safe and minimise the risks to health, including means of safe access and exit from workplaces;
- Provide work environments that are safe and without risk to health and which have adequate facilities and arrangements for employees' welfare at work;
- Ensure that significant workplace hazards have been assessed for risk and suitable controls put in place;
- Set up safe systems of work to try to prevent all injuries and occupational ill-health associated with the Council's activities;
- Provide forums for active employee and union involvement in the continuous improvement of health and safety throughout the Council services; and
- Ensure that contractors, partners and members of the public are aware and agree to adhere to Council policies relevant to them.

The London Borough of Lewisham can only achieve the above with the co-operation and involvement of all employees and partners in fulfilling these responsibilities.

This statement and related arrangements will be reviewed regularly and updated as necessary by the Council and the Corporate Health & Safety Team. The Council's Health & Safety arrangements are set out on the Intranet.

Signed... 

Dated 3rd October 2016

Barry Quirk – Chief Executive

H&S Risks

Workplace / Site Related	Job Specific	Chemical & Hazardous Agents	Work Activity & Equipment	Occupational Health & Welfare	Health & Safety Management
Building Maintenance <ul style="list-style-type: none"> • Asbestos • Confined spaces • Construction • Electricity • Fire • Gas • Glazing • Legionella First Aid <ul style="list-style-type: none"> • Paediatric • Emergency • First Aid Site Specific <ul style="list-style-type: none"> • Curriculum Sport • Educational Visits • PE Equipment • Play Equipment • Playgrounds • Ponds • Security • Swimming Pools Workplace Environment <ul style="list-style-type: none"> • Heating • Housekeeping • Lighting • Toilets • Ventilation Signs & Signals	Administration of medication Display screen equipment Lone working Manual handling Moving & handling people Noise Personal Protective Equipment Violence & Aggression	Batteries Chemical & Substances Flammable Liquids <ul style="list-style-type: none"> • Petrol / Diesel Radiation Waste <ul style="list-style-type: none"> • Clinical • Hazardous 	Driving for Work Imported OH&S risks <ul style="list-style-type: none"> • Goods/Services • Events Lifting equipment Managing contractors Passenger lifts Permit to work Pressure systems Working at height Work equipment	Alcohol & drugs Infectious diseases <ul style="list-style-type: none"> • Bites (human) • CCD's • Bodily fluids Management of personal safety <ul style="list-style-type: none"> • DBS Stress International travel	Governance <ul style="list-style-type: none"> • Statement of Intent • H&S Board ToR • Roles & Resp. • Doc. Control Mgmt. • H&S Mgmt. Review • Legal & Other Requirements Policies & Guidance <ul style="list-style-type: none"> • H&S Arrangements • Doc. Control Register • Hazard / Risk Assessment & Control • Training Communications <ul style="list-style-type: none"> • Communication, Participation, Consultation & Representation • Competence, Training & Awareness Assurance & Reporting <ul style="list-style-type: none"> • Incident reporting • Audit Requirements

Appendix B – Roles and Responsibilities

Doc. Ref. M13	CORPORATE HEALTH AND SAFETY MANAGEMENT PROCEDURE HEALTH AND SAFETY ROLES AND RESPONSIBILITIES
1	OVERALL CORPORATE GOVERNANCE FOR HEALTH AND SAFETY
1.1	The Chief Executive has overall responsibility for all operational Health and Safety (H&S) matters in the Council. His approach is set out in the Statement of Intent.
1.2.	To support him in this role, the H&S Board, with representatives from the corporate H&S team, Human Resources, Regeneration & Asset Management team, Estate Management team and Directorate H&S Management Nominees, is responsible for setting the H&S approach (policies, training & compliance) to be followed in the Council.
1.3	It is then the responsibility of each Executive Director and Heads of Service (Responsible Officer) to manage compliance with all health, safety and welfare issues in their Directorate. Depending on the activities of the Directorate, in certain specific areas of H&S a 'First Points of Contact' may be identified for managing particular H&S risks.
1.4	The day to day management of H&S is then the responsibility of managers and employees. They must follow the management procedures governing H&S put in place by the H&S Board, much of which is common sense.
1.5	Employer Responsibilities:
1.5.1	As an employer the London Borough of Lewisham has specific responsibilities: <ul style="list-style-type: none">• To identify and assess any risks to the H&S of employees whilst at work, with a view to eliminating/reducing these risks.• To put in place adequate protective and preventative measures to guard against risks.• To inform all employees fully of those risks which might affect them and the steps they can take to eliminate or minimise the risks.• To ensure all significant risks are identified, recorded and reviewed regularly.• To provide sufficient training, instruction and supervision to all employees to enable them to perform safely and efficiently in their day to day tasks.• To ensure all equipment and machinery is fit for its purpose, properly maintained/cleaned and safe for use.• To co-operate with others sharing the workplace in the discharge of their various H&S obligations.• To monitor and review existing policies as and when required by the business and/or the law, and keep abreast of developing knowledge in H&S issues.• To consult on H&S issues with the recognised Trade Unions.• To ensure that contractors, partners and members of the public are aware and agree to adhere to Council policies relevant to them.
1.6	Employee Responsibilities:
1.6.1	As an Employee, you have specific responsibilities: <ul style="list-style-type: none">• To familiarise yourself with the emergency evacuation procedure and first aid facilities in the office(s) in which you work.

- To be aware that your acts or omissions can impact on the H&S of colleagues / other individuals.
- To ensure you understand your part in the management of H&S in the service.
- To co-operate with managers in operating your service H&S management system.
- To ensure that you undertake training and follow instructions given to you in respect of the use of equipment and general H&S issues.
- To advise your Manager/Team Leader without delay, so that remedial action can be undertaken, of:
 - any work situation which might present a serious or imminent danger, and
 - any shortcomings in the H&S arrangements, even if there is no immediate danger.
- To take reasonable care of your own H&S and report any incidents/near misses.

2 SPECIFIC HEALTH AND SAFETY ROLES AND RESPONSIBILITIES

2.1 Health & Safety Board

(includes Corporate H&S Team and Directorate H&S Management Nominees)

2.1.1 The H&S Board has lead responsibility for ensuring that all H&S legislation is correctly interpreted into policy. The H&S Board will formulate, amend and review existing policies and seek agreement prior to the implementation of new processes. Additionally the H&S Board will:

- Ensure that a consistent approach to risk assessment is carried out across the authority.
- Advise directorates on compliance with the law, and requirements of the Enforcing Authorities.
- Monitor that directorates are regularly auditing and monitoring their H&S procedures, performance and compliance.
- Respond to changes within the directorates and support the needs of the authority by providing guidance and, if appropriate, new policy guidelines, to directorates on H&S issues.
- Maintain sufficient expertise on H&S issues to support the businesses by maintaining contacts with outside bodies and keeping abreast of developments. (Expertise to include legislation, approved codes of practice and official guidance).
- Liaise with Regeneration & Asset Management and Estate Management to ensure a cohesive approach is maintained in respect of premises, fire, equipment & security issues.
- Consult with Trade unions on health and safety issues.
- Co-ordinate pertinent management information e.g. accident statistics, reportable incidents.
- Liaise with the Enforcing Authorities where necessary.

2.2 Responsible Officer and First Point of Contact

2.2.1 The Responsible Officer (typically the Head of Service / Head Teacher) within each Directorate is responsible for the management of H&S within their Directorate. Working with their H&S Management Nominee the Responsible Officer will:

- Ensure the implementation of H&S policy in areas under their control.
- Ensure that Service's under their control have risk assessments in place to cover all their activities.
- Ensure that suitable standards of health & safety are achieved and maintained with services undertaking regularly monitoring and review of H&S procedures, risk assessments, and accident and incident statistics.
- Ensure that appropriate and timely information and training is given to their employees, or other individuals under their control, regarding work processes, procedures and equipment.
- Allocate resource to enable H&S compliance and support managers to complete investigations of serious incidents/near misses.
- Ensure that the activities of their department do not have a detrimental impact upon the H&S of individuals in other areas of the authority.
- Ensure that a report on their service's health and safety performance for their previous 12 months is provided to their Directorate Management Team.

2.2.2 In some areas the Responsible Officer may designate a particular member of staff to oversee specific H&S risks or issues within their service. These are known as H&S First Points of Contact.

2.2.3 The H&S First Points of Contact will undertake the same role as the Responsible Person (outlined above) but limited to their designated area of H&S responsibility.

2.3 Managers/Team Leaders

2.3.1 All Managers/Team Leaders have the responsibility to provide leadership on H&S matters and to promote responsible attitudes towards the health, safety and welfare of employees in their charge and of visitors.

2.3.2 Managers/Team Leaders are responsible for the practical application of the H&S policy in the areas under their control.

2.3.3 Although retaining overall responsibility for H&S issues in their area, they may arrange for some duties to be delegated as long as the individual carrying out the duty is fully trained. When remedial action is required on any H&S matter this must be undertaken as soon as possible, seeking advice as necessary – in order of escalation – from the; Responsible Officer, H&S Management Nominee and the Corporate H&S Team.

2.3.4 The key responsibilities for Managers/Team Leaders include the following:

- Ensure that the risk assessment process is used and a proactive attitude is taken to the identification of hazards and risks within their areas of control, recording these where necessary. That the findings of the risk assessments are communicated to all affected persons and implemented.
- Ensure that any safe systems of work introduced following the risk assessment process are implemented and maintained within their area of control
- Ensure that workplace inspections (to identify hazards and unsafe acts and omissions) are undertaken as appropriate.
- Ensure that employees within their sections are adequately trained and a record of the H&S training undertaken is maintained.
- Provide adequate supervision, particularly where young and/or inexperienced members of the team are concerned e.g. new employees.
- Record and investigate properly all accidents/incidents and near misses,

complete the appropriate documentation, in liaison with the Corporate H&S Team and Enforcing Authorities where necessary.

- Take remedial action to prevent further recurrences; and if warranted escalate concerns to Management or through normal channels of communication.
- Reporting H&S issues which they cannot resolve to their Head of Service and Corporate Health and Safety Team.

2.4 Employees

2.4.1 See 1.6 above

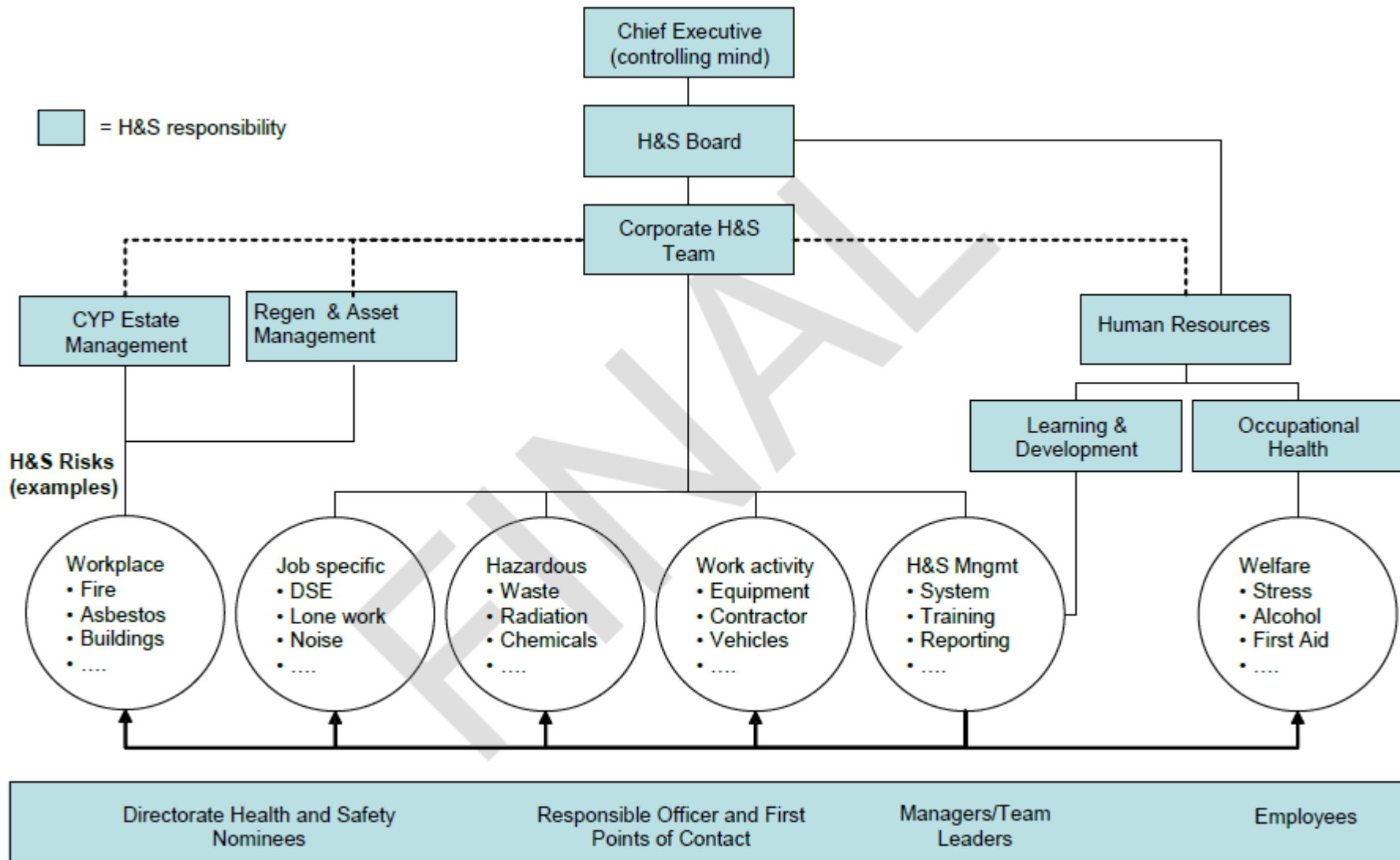
3 CONSEQUENCES

3.1 The employer reserves the right to take disciplinary action against any employees who carries out their duties in such a manner as to endanger the H&S of themselves or others or who interfere or misuse equipment provided to protect the H&S of employees. Where such action or neglect is so dangerous as to constitute gross misconduct, this may result in action up to and including dismissal.

4 Appendix A – Overview of Lewisham’s H&S organisation

4.1 The overview of Lewisham’s H&S organisation below sets out the hierarchy for responsibility in respect of H&S matters alongside the key areas of H&S risk.

Overview of Lewisham's H&S organisation



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