

CORPORATE HEALTH, SAFETY AND WELLBEING STATEMENT AND POLICY



This policy outlines the Council's commitment to providing safe places of work and healthy working environments and is compliant with any Health and Safety legislative requirements. This policy applies to all employees and other persons who may be affected by the activities of the Council, including service users and members of the community. This policy has been approved by Haringey Council, which places the duty upon the Chief Executive to act as the responsible officer in identifying suitable and sufficient arrangements including implementation and review. In accordance with *Section 2 (3) of the Health and Safety at Work Etc. Act 1974*, this policy statement is issued for the information of all employees.

- (1) The Council recognises and accepts its responsibility as an employer for providing a safe and healthy environment for all its employees, and conducting its business without risk to the health and safety of others.
- (2) The Council will take all reasonable preventive and protective measures to meet its responsibility under the Act, paying particular attention to the provision and maintenance of:
 - (a) a healthy and safe working environment including access, egress, plant, equipment and systems of work;
 - (b) appropriate organisational arrangements, including ensuring all Council departments consider all relevant health, safety and wellbeing issues within their business planning processes;
 - (c) safe arrangements for use, handling, storage and transport of articles and substances;
 - (d) health surveillance;
 - (e) competent safety assistance;
 - (f) planning and arrangements for serious and imminent dangers such as fire, explosion, building collapse, etc;
 - (g) sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
 - (h) co-operation between employees, external organisations and contractors;
 - (i) co-ordination of safety management systems;
 - (j) welfare provision;
 - (k) ensure the Council invests effective resources and arrangements to manage risks to the health, safety and wellbeing of its employees, customers, contractors and others affected by Council undertakings;
 - (l) suitable and sufficient risk assessments to minimise significant risks arising out or in connection with work to an acceptable level so far as is reasonably practicable; and
 - (m) a health, safety and wellbeing management system which aims for continual improvement.
- (3) In carrying out its responsibility under the Act, the Council recognises that there may be certain employees who may share characteristics which may render them more vulnerable than others and for whom special account may need to be taken when carrying risk assessment and making safety provisions. This additional vulnerability may be because of their:-
 - age;
 - disability;
 - sex (gender) including gender reassignment);
 - ethnicity;
 - religious belief or non belief;
 - sexuality;
 - temporary disposition (pregnant or on maternity leave).

This Policy will be reviewed annually.

Chief Executive _____ Date _____
(Signed)

Leader of the Council _____ Date _____
(Signed)

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2.0 ORGANISATION ROLES AND RESPONSIBILITIES

This section of the Health, Safety and Wellbeing policy sets out the roles and responsibilities of key stakeholders within Haringey Council. It also outlines the organisational expectations of those who are not employees e.g. partner organisations, contractors, service users, visitors and members of the public, where these people have contact with Haringey Council.

2.1 The Chief Executive

The Chief Executive is the ultimate responsible person for Health, Safety and Wellbeing within Haringey Council and has overall authority for Haringey Council's Health, Safety and Wellbeing performance and the organisational culture it operates within. This responsibility is formed by the **employer's** legal duties and an individual accountability to ensure corporate policy is implemented and legal requirements are met. The Chief Executive will hold responsibility for ensuring that the requirements of the organisation's Health, Safety and Wellbeing policy are met and that sufficient financial and material resources are available for the discharge of statutory Health, Safety and Wellbeing duties. The Chief Executive delegates day to day responsibility for Health, Safety and Wellbeing to the **Corporate Board**.

2.2. The **Corporate Board**

The **Corporate Board** is accountable to the Chief Executive for the support and promotion of positive Health, Safety and Wellbeing culture. **The Board will consider the health, safety and wellbeing implications in all its strategic decisions and will be informed, when required, of significant health, safety and wellbeing issues. The Board will also receive the annual Corporate Health, Safety and Wellbeing report.**

When decisions and recommendations taken by the Corporate Health, Safety and Wellbeing Board require resources not available to services, the Corporate Board will decide whether they are executed. The Board will make necessary resources available for their implementation.

2.3. The Director for **Customers**, Transformation and Resources.

In addition to, and without detracting from, the general responsibilities of **the Corporate Board**, the role of the Director for **Customers**, Transformation and Resources is to:

- take responsibility as the responsible person for Health Safety and Wellbeing on behalf of the Chief Executive;
- present to the **Corporate Board** an annual management review of **Haringey Council's** Health, Safety and Wellbeing performance; and **any other significant health and safety issues when required;**
- ensure that the Health, Safety and Wellbeing Policy, procedures, arrangements and guidance have been implemented effectively;
- take on the role of Wellbeing Champion for the Council;
- receive reports of any significant Health, Safety and Wellbeing issues and the outcomes of investigations from the Corporate Health, Safety and Wellbeing Team; and
- chair the Corporate Health, Safety and Wellbeing Board.

2.4 Directors/Assistant Directors

All Directors **and** Assistant Directors are responsible for ensuring the promotion and sustainability of positive Health, Safety and Wellbeing behaviours. This requires the successful implementation of policy, standards and procedure as well as active monitoring of performance, by services and individuals. In general, this will require them to:

- understand the Health, Safety and Wellbeing legislation, procedures and practices that apply to their portfolio of services and have the necessary personal training and development to ensure their competence;
- adhere to Haringey Council's Health, Safety and Wellbeing management arrangements and additional measures set by the Corporate Board;
- actively support the promotion of positive Health, Safety and Wellbeing behaviour and take personal responsibility for encouraging best practice;
- collaborate with Haringey Council's competent persons for Health, Safety and Wellbeing;
- monitor implementation, sharing best practices and rectifying underperforming areas;
- ensure all accidents, incidents, near misses and incidents of loss and damage are recorded, investigated and reported appropriately and that any preventative or corrective action is implemented in a timely manner and communicated to all parties;
- ensure performance monitoring results and learning from loss incidents are shared suitably to ensure continual improvement can be made and sustained; and
- nominate a senior member of their management team to act as the Service Health, Safety and Wellbeing Champion and ensure they chair/attend the relevant health and safety board(s) as prescribed below (Section 2.5).

2.5 Health, Safety and Wellbeing Champion

The Service Health, Safety and Wellbeing Champion, a senior management role, is responsible for:

- allocating sufficient time and resources to assess service health, safety and wellbeing requirements, major incidents, accidents or property damage;
- acting on behalf of and in conjunction with the Director/Assistant Director in the implementation of the Corporate Health, Safety and Wellbeing Strategy in their services;
- discussing and instigating effective service health, safety and wellbeing arrangements which include safe working practices, health, safety and wellbeing monitoring;
- ensuring appropriate management and employee awareness about relevant health, safety and wellbeing issues in all working environments where the service is represented;
- ensuring unresolved health and safety issues are either addressed or referred back to the Director/Assistant Director for action;
- set up a Service Health, Safety and Wellbeing Board which, depending upon the size and level of risk associated with individual services and following consultation with the Corporate Health, Safety and Wellbeing Team, will be chaired by them; or
- attend the Services Health, Safety and Wellbeing Board and, depending on the size and level of risk associated with their service areas, the Corporate Health, Safety and Wellbeing Board;
- ensuring that effective statistical data on service accident trends and any other relevant health, safety and wellbeing issues is prepared and analysed and reported to the Corporate Health, Safety and Wellbeing Board;
- ensuring that service health, safety and wellbeing objectives are integrated into relevant business planning and monitoring health, safety and wellbeing training programmes;
- if appropriate, convening/chairing a Persons of Concern Panel and/or attending another service Persons of Concern Panel if and when required;
- ensuring that all local Trade Union Safety representatives and any other representative of employee safety are effectively consulted on health, safety and wellbeing representations;
- ensuring that all relevant health, safety and wellbeing information is communicated to all service areas; and

- attending relevant Health, Safety and Wellbeing training required to carry out their responsibilities effectively.

2.6 Health and Safety Representatives

Staff Health, Safety and Wellbeing Representatives (referred to as Representatives of Employee Safety) are employees that:

- are elected by their peers to represent their views and interests in matters relating to health and safety. They will only be elected if there are any employees who do not belong to a trade union and recognised trade unions have not agreed to represent them; or
- are appointed by their trade union as a health and safety representative. An appointed representative shall so far as is reasonably practicable either have been employed by the Council throughout the previous two years, or had at least two years of experience in similar employment.

They are not appointed to undertake the health and safety management function (unless it is part of the normal work they do for Haringey Council) but can make a significant contribution to a positive health and safety culture within the workplace. Health and Safety Representatives have the same responsibilities as other employees but are also entitled to:

- represent employees generally and when the Council consults them about specific matters that will affect the health, safety and welfare of the employees;
- represent employees when Health and Safety Inspectors from the HSE consult them;
- investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace;
- investigate complaints made by an employee they represent about their health, safety or welfare in the workplace;
- present the findings of investigations to the Head of Service;
- inspect the workplace;
- with at least one other appointed representative, request in writing that a health and safety committee is set up; and
- attend Health and Safety Committee meetings as an employee representative.

N.b. The Council's Health and Safety Committee meetings are the Services and Corporate Health, Safety and Wellbeing Board meetings.

Trade Union Health, Safety and Wellbeing Representatives will be appointed in accordance with their trade union's rules and will have completed appropriate training to enable them to carry out their role.

2.7 Employees, Agency Workers, Volunteers and Persons on Work Experience

Haringey Council reminds all employees and others engaged in work activities on its behalf, of their own health and safety responsibilities; which are to:

- take care of their own safety and that of others who may be affected by their activities;
- cooperate with the organisation on health, safety and wellbeing matters so as to enable it to carry out its own responsibilities and comply with relevant legislative requirements;
- not intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or wellbeing and to inform managers of any dangerous work situations;
- cooperate and comply with managers in the undertaking of risk assessments and any control measures and observe safe systems of work where these are in operation;

- cooperate and comply if and when requested in the monitoring, audit and review of the Council's health, safety and wellbeing management system by the Corporate Health and Safety Team in accordance with the audit procedure and timetable;
- participate in health and safety training where required to do so;
- use any personal protective equipment provided, taking reasonable care of it and to report any loss or defect in accordance with service arrangements; and
- report accidents, incidents, near misses and acts of violence or aggression to their line manager; complete an incident reporting form in order that remedial action may be undertaken where necessary with a view to preventing recurrence.

Employees (including full-time, part-time, fixed term, agency workers, consultants, work experience, etc.) have the right to refuse carrying out an activity that put them in imminent danger of serious personal injury. Where a dispute happens between a manager and an employee about imminent danger, the manager should seek advice from the Corporate Health and Safety Team.

2.8 Managers

Managers at all levels are expected to :

- actively support the promotion of positive health, safety and wellbeing behaviour and take personal responsibility for encouraging and sharing best practice;
- undertake relevant mandatory health and safety training and other training identified through the risk assessment process;
- demonstrate an individual commitment to best practice, taking personal responsibility for managing risk and good conduct and to resolve health, safety and wellbeing issues efficiently;
- ensure adequate resources are made available for the effective implementation of management systems and risk controls;
- seek support from Haringey Council's Corporate Health and Safety Team to inform decision making;
- seek co-ordination from Haringey Council's competent persons for activity that may impact on the safety management system or supporting procedures;
- ensure suppliers are monitored and reviewed in line with specified contractual arrangements;
- ensure the day to day adherence to Haringey Council's Health, Safety and Wellbeing Policy, standards and procedures;
- ensure that Haringey Council's health, safety and wellbeing culture is reflected in the management structures and delivery of operational and support services;
- ensure that Haringey Council staff, visitors and others understand their roles in the management of health, safety and wellbeing and conduct themselves accordingly;
- provide information for monitoring purposes in accordance with the corporate health and safety assurance and monitoring framework;
- ensure contractors and visitors are managed in accordance with the appropriate policies (Asbestos, Legionella, etc.);
- ensure safe systems of work are introduced where appropriate and are being followed by employees;
- ensure statutory inspections of workplace equipment and systems e.g. water are completed by the appropriate persons;
- complete and return quarterly health, safety and wellbeing monitoring information to the Director/Assistant Director/Health, Safety and Wellbeing Champion when required;
- support service risk assessment strategies and ensure appropriate mandatory, recommended and optional training is identified, implemented and maintained;
- ensure that all work related hazards are identified, that suitable and sufficient risk assessments are undertaken to reduce risks to a level that is as low as reasonably practicable, that the significant findings are recorded and that any necessary control measures are implemented;
- ensure that all accidents/incidents, near misses and acts of violence or aggression to members of their team are investigated, and reported to the Corporate Health, Safety Team and any preventative or corrective actions are implemented.

2.9 The Head of Organisational Resilience

Reporting to the Director for Customers, Transformation and Resources in health and safety matters, the Head of Organisational Resilience is responsible for ensuring that all senior staff receive adequate professional advice and support to enable them to fulfil their health, safety and wellbeing responsibilities and to comply with Haringey Council's Health, Safety and Wellbeing policy. The Head of Organisational Resilience is responsible for:

- having an oversight of the health, safety and wellbeing service provided to the Council and maintaining knowledge of health and safety issues;
- acquiring competent health and safety advice, which is fulfilled by the Deputy Head of Service – Health and Safety; and
- ensuring a Health and Wellbeing Strategy is created and implemented, which is led by the Business Resilience Manager.

2.10 The Deputy Head of Service – Health and Safety

Reporting to the Head of Organisational Resilience, the Deputy Head of Service – Health and Safety is responsible for ensuring that all senior staff receive adequate professional advice and support to enable them to fulfil their health, safety and wellbeing responsibilities and to comply with Haringey Council's Health, Safety and Wellbeing policy. The Deputy Head of Service – Health and Safety is responsible for:

- establishing and maintaining a robust health and safety management system to comply with relevant legislation;
- developing the Health, Safety and Wellbeing Policy, ensuring it is reviewed regularly and revised if required;
- developing procedures and systems to ensure compliance with the policy;
- advice to senior staff on current, amended and emerging legislation which may have an impact on the day-to-day duties of the organisation;
- providing advice to the Head of Workforce Programmes (HR) on the content of health and safety training initiatives required to meet the training needs of the organisation;
- preparing reports for submission to the Corporate Board on the overall performance of its health, safety and wellbeing management system, making recommendations where appropriate;
- managing the work of the Corporate Health and Safety Team and liaising with other relevant individuals and departments to ensure that information is shared;
- implementing a programme of inspection and audit to monitor the implementation of the Corporate Health, Safety and Wellbeing Management System; and
- facilitating consultation on health and safety issues with recognised trade unions developing, maintaining and communicating the Corporate Health, Safety and Wellbeing policy, procedures, arrangements and guidance.

2.11 Corporate Health and Safety Team

The Corporate Health and Safety Team, led by the Deputy Head of Service – Health and Safety, are responsible for:-

- ensuring that Haringey Council's safety management system is actively promoted and maintained;
- creating a Council Health and Safety Strategy, which will be applicable for 4 years.
- **fulfilling the role of the 'competent persons' on behalf of the organisation;**
- establishing and implementing Haringey Council's Health Safety Policy and procedures in order to enable staff to deliver their obligations under health and safety legislation;
- preparing, when required, guidance documents, forms, factsheets, etc. The Deputy Head of Service – Health and Safety, will approve these documents.

- preparing reports for submission to the Corporate Board on the overall performance of its health, safety and wellbeing management system, making recommendations where appropriate;
- promoting robust health and safety practice within the day-to-day activities and culture of Haringey Council;
- ensuring that Haringey Council maintains a consistent approach in the delivery of health, safety and wellbeing management through the establishment of Council wide procedures and the provision of advice and guidance;
- keeping statistical information on all accidents and monitor all accident and incidents that are reported under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) via the Council's accident recording system, advising where remedial action may be required;
- assisting management in undertaking a timely investigation of all serious incidents (including accidents, dangerous occurrences and near misses) and work related ill health investigations;
- providing support to managers regarding their health and safety responsibilities;
- providing health and safety training for management and staff;
- undertaking audits and inspections to ensure that policies and procedures are appropriately applied;
- supporting staff through the provision of technical assistance and support in health and safety matters;
- promotion and support of the role of Health, Safety and Wellbeing Champions to ensure that all service areas have adequate health and safety representation;
- providing advice on the requirements for risk assessments and Health and Safety learning and development;
- advising service managers on the implications of current health and safety legislation, statutory provisions and any subsequent change to ensure continual improvement;
- advising staff on health and safety training, and to monitor and evaluate the effectiveness of related policies, procedures and practices.
- analysing any health and safety monitoring data to identify potential or current problem areas throughout the Council;
- attend, when required, the individual Services Health, Safety and Wellbeing Boards;
- chair the Services Health, Safety and Wellbeing Champions Board;
- maintaining contact with local and national health and safety organisations such as the Health and Safety Executive (HSE), and seeking advice and guidance when so required;
- co-operation and consultation with employee safety representatives (trade union and non-trade union) on all work-related health and safety issues and safe systems of work.
- act as the internal health and safety auditors of the health and safety management system; and
- on behalf of the Director of Children Services, review and approve category 3 educational visits.

The Corporate Health and Safety Team members have the authority to stop activities to which this policy applies, that are placing people at imminent danger of serious personal injury. In such occasions, the activity must not continue until it is carried out on a safe manner so far as it is reasonably practicable. The Director/Assistant Director must be informed, by the officer stopping the activity, as soon as possible.

The Corporate Health and Safety Team members, as part of their duties, have the right of access to Council workplaces, although unannounced visits will only be carried out when there is a business need or a health and safety concern.

2.12 Business Resilience Manager (Wellbeing)

Reporting to the Head of Organisational Resilience, the Business Resilience Manager champions the development of corporate initiatives to enhance the resilience and wellbeing of staff.

The Business Resilience Manager is responsible for:

- maintaining and coordinating the implementation of the Workforce Health & Wellbeing Strategy;
- providing leadership and expertise through the Workforce Wellbeing Board;
- acting as the secretariat to the Workforce Wellbeing Board;
- leading the development, coordination and delivery of a health & wellbeing training programme;

- preparing reports for submission to the Corporate Board outlining progress towards objectives in the Workforce Health & Wellbeing Strategy,
- monitoring and managing contracts of commissioned wellbeing services;
- leading the **development and delivery of the “Schools Workforce Wellbeing” SLA Package;**
- producing a regular Workforce Wellbeing bulletin for schools.

2.13 Occupational Health Provision

Haringey Council is committed to the prevention of occupational ill health and will take steps to ensure that all reported occupational ill health is recorded. The organisation will strive to ensure an improvement in employee wellbeing and a reduction in ill health incidents.

Occupational Health is concerned with the relationship between health and work. It monitors how work and the working environment can affect the employee and how the health of the employee can affect his or her work for the organisation. Therefore the Council is working in partnership with Whittington Health to provide an occupational health service which aims to protect and maintain the health of the **Council’s** employees so as to maximise service delivery to the residents of Haringey, benefiting both employees and service users. Employees can self-refer to People at Work, the Employee Assistance Programme (EAP) for advice and assessment on a wide range of topics. For further information please see: [Haringey Council Occupational Health and EAP](#) or for employees without access to the Council intranet they should ask your manager or trade union representative.

2.14 Corporate Contracts Team

The Corporate Contracts Team fulfil the role of the Landlord for the buildings under their control. The team is responsible for:

- ensuring that health and safety related checks, servicing and inspections are carried out in a timely manner;
- Ensuring that buildings are clean, safe, and have the necessary welfare facilities to cater for the number and nature of occupants;
- ensuring that all contractors visiting sites to carry out work have the relevant competence to ensure that the work is carried out safely;
- ensuring that all visitors to the site are safe and that appropriate welfare facilities are provided;
- ensuring that all Council buildings have emergency controllers, appropriate emergency evacuation and first aid personnel, that procedures are put in place and Building Users Forums are set up where required; and
- ensuring that all emergency evacuation and first aid personnel lists are current and kept up to date.

The Corporate Contracts Team will, when required, outsource or contact out the work involving some of the responsibilities above e.g. through the Amey contract.

2.15 Responsibilities for buildings

There are other Council services, apart from the Corporate Contracts Team, where the management of buildings or part of them falls under their remit, either temporarily e.g. as part of a project, or permanently. These services are responsible for:

- ensuring that health and safety related checks, servicing and inspections are carried out in a timely manner;
- ensuring that buildings are clean, safe, and have the necessary welfare facilities to cater for the number and nature of occupants;
- ensuring that all contractors visiting sites to carry out work have the relevant competence to ensure that the work is carried out safely;
- ensuring that all visitors to the site are safe and that appropriate welfare facilities are provided;

- ensuring that all buildings under their control have emergency controllers, appropriate emergency evacuation and first aid personnel, that procedures are put in place and Building Users Forums are set up where required; and
- ensuring that all emergency evacuation and first aid personnel lists are current and kept up to date.

2.16 The Head of Corporate Procurement

The Head of Corporate Procurement is responsible for arranging the procurement of goods and services and ensuring that:

- suppliers are comprehensively evaluated for their health, safety and welfare provision and meet corporate standards;
- all goods and services are commissioned from suppliers who have been fully evaluated and placed **on the Council's Framework**;
- any goods or services which do not conform to Council requirements are not used.

2.17 Elected Members

The Elected Members and in particular Cabinet Members have responsibility to ensure that any policy decisions they are involved in, consider and address any health, safety and wellbeing implications; and **this may involve consulting with the Council's** Corporate Health and Safety Team in relation to any significant health, safety and wellbeing risks that may be evident.

Any significant health, safety and wellbeing matters will be reported to Members at their **Staffing and Remuneration Committee** meetings (as they relate to Council employees) and at their **Corporate Committee** meetings (as they relate to people who are not Council employees who use Council premises as a place of work)

3.0 ARRANGEMENTS

Haringey **Council's** procedures and guidance documents detail all the arrangements necessary for Health, Safety and Wellbeing management. It should be noted that what follows here is a summary of the arrangements. This policy and all related procedures, guidance, forms and factsheets are published in **Haringey Council's intranet**. Managers of employees without access to these documents may produce hard copies when required for their information.

3.1 Risk Based Assessment – Risk Register

The policy is based on an effective Health, Safety and Wellbeing management system, which aims to minimise risks to employees and others. Service areas need to assess their business related health and safety risks **through the risk assessment process**.

Each team/service area should have a risk assessment register which highlights their residual risks. Risk assessment registers will be reported to the Corporate Health, Safety and Wellbeing Board or to the Services Health, Safety and Wellbeing Champions Board by the service Health, Safety and Wellbeing Champion. Risk Registers must be submitted to the Corporate Health, Safety and Wellbeing Team on a quarterly basis at least 2 weeks prior the Corporate Health, Safety and Wellbeing Board.

Risk assessments can be generic for a particular activity or individual to cover a specific situation.

All risk assessments must be completed using the recognised Haringey Council corporate template and guidance.

3.2 Health and Safety Strategy

The Council's Health and Safety Strategy sets the aim and objectives for managing health and safety in the Council in 4 years cycle. This includes how the Council will set out to realise the strategy as well as how health and safety performance will be measured.

The standards contained in this strategy meet statutory responsibilities and good management practices that should serve to stimulate improvements in service delivery as well as health and safety performance. The Health and Safety Strategy is endorsed by the Corporate Health, Safety and Wellbeing Board for adoption throughout the Council.

The H&S Strategy commits the Council to continually improving the health and safety of its staff. The H&S Strategy is not just about achieving compliance, but will assist in realising:

- efficient, proactive and pragmatic ways of delivering health and safety;
- a safe and healthy environment for staff;
- a robust health and safety culture across the Council; and
- effective means of protecting stakeholders, including staff, pupils and visitors from harm.

3.3 Health and Safety Advice

In accordance with the Management of Health and Safety at Work Regulations 1999, Haringey Council has fully qualified and competent Health, Safety and Wellbeing practitioners who are able to offer advice on all aspects of Health, Safety and Wellbeing including advice on the completion of risk assessments. Their roles and responsibilities are outlined in paragraph 2.11 of this policy.

3.4 Training and Information

Health, Safety and Wellbeing training and information will be provided to employees in the following ways:

- during induction training;
- by attendance at formal training courses covering general Health, Safety and Wellbeing awareness;
- by undertaking specified E-learning courses;
- on the job training carried out by managers/supervisors;
- by participation in learning events covering job specific topics e.g. manual handling;
- by publications such as procedure documents, manuals, leaflets, and health and safety factsheets;
- by use of Haringey Council Intranet Health, Safety and Wellbeing pages.

Health, Safety and Wellbeing training needs will be identified by managers during employees' My Conversation sessions, via learning needs analysis or identification of service specific need. Managers must ensure that appropriate training is provided and that those identified as in need of training participate fully in it.

3.5 Consultation and Communication

The Council has several meetings where health and safety is discussed at different levels in the organisation. They are used for consultation with key stakeholders in changes to the health and safety management system, for communication with employees, for hazard reporting and are part of the decision-making process.

3.5.1 Corporate Board

The Board is consulted on strategic health, safety and wellbeing decisions that affect the Council as a whole. It is also informed, when required, of significant health, safety and wellbeing issues.

When decisions and recommendations require significant resources, the Corporate Board will decide whether they are executed. The Board will make necessary resources available for their implementation.

3.5.2 Corporate Health, Safety and Wellbeing Board

The Corporate Health Safety and Wellbeing Board chaired by the Director of Customers, Transformation and Resources, has an executive role on matters that supports the implementation of this Policy and that do not require significant resources. It also has an advisory and co-ordinating role and can make recommendations to the Corporate Board on health, safety and wellbeing related matters where a strategic decision or considerable resources are sought. The decision to take matters to the Corporate Board rests on the Director of Customers, Transformation and Resources

The Corporate Health Safety and Wellbeing Board is the formal consultation route for health and safety matters, policy and procedures. It is composed of representatives drawn from management, recognised Trade Unions and representatives. The Health, Safety and Wellbeing management system escalates from each workplace in the Council to this Board in the form of significant risks and the Health, Safety and Wellbeing Risk Registers form a substantial part of the Council's overall risk management framework. The terms and reference of the Corporate Health, Safety and Wellbeing Board are:

- to meet on a quarterly basis and be chaired by the Director of Customers, Transformation and Resources;
- it will comprise the following attendees:
 - Service Health, Safety and Wellbeing Champions of high risk areas
 - Corporate and Local Trade Union Safety Representatives as appropriate
 - Corporate Health and Safety Team representatives
 - Head of Organisational Resilience
 - Any other Officer as agreed by the chair;
- to receive health, safety and wellbeing risk register(s) and report to the Corporate Board as required;
- to seek assurance that risks on the health, safety and wellbeing risk register(s) are managed effectively;
- to endorse and formally approve health and safety procedures. The signature of the approved documents is delegated to the Head of Organisational Resilience;
- to keep the Corporate Health and Safety Strategy and this Policy under review and to recommend amendments to them
- receive a quarterly update from the Business Resilience Manager on wellbeing across the Council;
- receive a quarterly corporate overview from the Corporate Health and Safety Team on health and safety risks across the Council;
- review of health and safety audit trends and progress against actions;
- form the initial basis of consultation with Trade Union Safety Representatives about corporate health, safety and wellbeing policy issues.

3.5.3 Services Health, Safety and Wellbeing Champions Board

The Services Health, Safety and Wellbeing Champions Board chaired by the Deputy Head of Safety – Health and Safety, has an advisory and co-ordinating role and can make recommendations to be considered in the Corporate Health, Safety and Wellbeing Board. It serves a similar purpose that the Corporate Health Safety and Wellbeing Board but it is established to be the consultation forum for low risk services.

It is composed of representatives drawn from management from low risk services, recognised Trade Unions and representatives. The Health, Safety and Wellbeing management system escalates from each workplace in the Council to this Board, in the form of significant risks and the Health, Safety and Wellbeing Risk Registers, which **form a substantial part of the Council's overall risk management framework**. The terms and reference of the Services Health, Safety and Wellbeing Board are:

- to meet on a quarterly basis, at least one week before the Corporate Health, Safety and Wellbeing Board, and be chaired by the Deputy Head of Safety – Health and Safety;
- it will comprise the following attendees:
 - Service Health, Safety and Wellbeing Champions of low risk areas
 - Corporate and Local Trade Union Safety Representatives as appropriate
 - Corporate Health and Safety Team representatives
 - Any other Officer as agreed by the chair;
- receive health, safety and wellbeing risk register(s) and report to the Corporate Health, Safety and Wellbeing Board as required;
- seek assurance that risks on the health, safety and wellbeing risk register(s) are managed effectively;
- consult about the Corporate Health and Safety Strategy, this Policy and health and safety procedures.
- receive a quarterly update from the Business Resilience Manager on wellbeing across the Council;
- receive a quarterly corporate overview from the Corporate Health and Safety Team on health and safety risks of the represented services areas;
- review of health and safety audit trends and progress against actions;
- form the initial basis of consultation with Trade Union Safety Representatives about corporate health, safety and wellbeing policy issues.

3.5.4 Team/Service meetings

Team meetings or Service Health and Safety Meetings are the forums for employees to raise health and safety concerns that cannot be dealt with locally. These issues should be taken to the Services or Corporate Health, Safety and Wellbeing Board if they cannot be resolved in Team/Service meetings. The Health, Safety and Wellbeing Champion reports those issues to the corporate Boards.

It is also the forum where team/service managers feedback information to employees from the Corporate Health, Safety and Wellbeing Board and, if applicable, the Services Health, Safety and Wellbeing Board.

3.5.5 Consultation with Trade union-appointed health and safety representative

By law, the Council must consult its trade union-appointed health and safety representatives about:

- any change that may substantially affect the health and safety of the employees the health and safety representatives represent. Such changes may include:
 - new or different corporate procedures;
 - types of work;
 - equipment;
 - premises;
 - ways of working (for example, new shift patterns);
- **the Council's arrangements for getting** competent people to help meet its obligations under health and safety laws;
- information that must be given to the employees the health and safety representatives represent on the likely risks in their work and precautions they should take;
- the planning of health and safety training; and
- the health and safety consequences of introducing new technology.

3.6 Accident Reporting

Haringey Council requires that all its employees (including agency staff and contractors) promptly report any accidents, incidents, near misses or reportable work-related illness, using its accident/incident reporting and recording procedure. Accident/Incident report forms are completed by employees and managers. This information is then recorded on the accident reporting form and sent to the relevant parties stated on the form.

Where accidents or incidents are reportable to the Health and Safety Executive (HSE) under the RIDDOR Regulations, they will be reported by the Corporate Health and Safety Team. Service managers must review all such incidents, investigate the causes where these are in doubt, and put in place appropriate actions to reduce the potential for further harm from a recurrence. The Corporate Health and Safety Team can assist managers/service managers in incident investigation.

4.0 AUDIT AND MONITORING OF THE HEALTH, SAFETY AND WELLBEING POLICY

Haringey Council recognises the importance of regular audit, monitoring and review of the health and safety policy and its Corporate Health, Safety and Wellbeing Management System supporting documents. Corporate Council wide audits of the Health, Safety and Wellbeing system will be carried out by Haringey Council's Corporate Health and Safety Team and the findings reported to the Corporate Health, Safety and Wellbeing Board.

The Corporate Health and Safety Team shall review the Health, Safety and Wellbeing management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. Reviews shall include assessing opportunities for improvement and the need for changes to the management system, including the Health, Safety and Wellbeing policy and Corporate Health, Safety and Wellbeing objectives. Records of the management reviews shall be retained. The policy is monitored by the following means:-

- through oversight at the Corporate Health, Safety and Wellbeing Board;
- recommendations from monitoring and audit;
- sickness absence/accident and incident data;
- employees' survey;
- annual Health, Safety and Wellbeing reports; and
- consultation meetings with the Trade Unions and their Safety Representatives.

Haringey Council will ensure that such monitoring is sufficient to ensure policies and procedures are effective.

4.1 Review of the policy

This policy will be reviewed annually and will consider:

- changes in legislation and Approved Codes of Practice (ACOPs);
- changes in safe working practices;
- up-dated knowledge of hazards;
- changes to Haringey Council's organisational structures;
- accidents or occupational ill-health issues; and
- regulatory enforcing authority action. In the event of such action, the Chief Executive will initiate an immediate review.

5.0 INFORMATION FOR CONTRACTORS, PARTNERS AND VISITORS

5.1 Contractors

All contractors will be required to conform to this Policy. They must ensure that any employee or sub-contractor under their control is made aware of and complies with the appropriate arrangements for health and safety. Contractors when working for the Council must conduct their activities in such a way that they do not endanger Council employees or anyone for whom the Council has a duty of care.

Contractors are expected to carry out their own risk assessments and method statements to ensure the Health, Safety and Wellbeing of employees and others that might be affected by their undertakings. A **contractor's failure to comply with statutory requirements and** Haringey Council policies, procedures and risk assessments will be considered as a breach of contract.

Where possible, the Health, Safety and Wellbeing Policy and procedures of partner organisations will work in conjunction with those of Haringey Council. The Council will work together with other agencies to improve the standards of Health, Safety and Wellbeing performance of its contractors.

All contractors will be expected to **co-operate with the organisation's vetting** scheme as it is developed.

5.2 Partner Organisations

Haringey Council will ensure as far as practicable, that the Health, Safety and Wellbeing policies and procedures of partner organisations are harmonised with those of Haringey Council to reduce the risk of conflicting standards. This will be achieved by using a robust selection process as appropriate.

5.3 Schools

The Schools' Health and Safety Policy states the **school's health and safety** governance (roles and responsibilities), and how health and safety is carried out in schools where the Council is the employer. The Council retains overall responsibility, but allocates to head teachers the task of ensuring that the school is a safe place for employees, pupils and visitors.

The Schools' Health and Safety Policy is approved by the Staffing and Remuneration Committee, the Corporate Committee and the Cabinet.

6.0 Related Haringey Health, Safety and Wellbeing Procedures, Guidance and Factsheets

[Health, Safety and Wellbeing procedures, guidance, factsheets and other related documents](#) emanate from this policy. Once approved, they are published on the intranet and available to all employees. For employees without access to the Council intranet, employees should ask their managers for a copy. They can also ask the Corporate Health and Safety Team or trade union representative for information.

PREPARED BY	Corporate Health, Safety and Team
APPROVED BY	<p>Chair of Staffing and Remuneration Committee</p> <p>Name: _____ Date: _____ Signature: _____</p> <p>Chair of the Corporate Committee</p> <p>Name: _____ Date: _____ Signature: _____</p>
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