

Corporate Health and Safety Policy

2019 – 2021

This policy outlines the Council's statutory health and safety duties,
relevant responsibilities and corporate objectives.

Effective January 2019 – January 2021



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Version Control

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2	01/04/2016	Corporate Health and Safety Committee	15/10/2016
3	13/12/2018	Corporate Health and Safety Committee	
4		Cabinet	

Introduction

Sefton Council is committed to effective health and safety management as part of its wider agenda of social responsibility, sustainability, corporate governance, risk management and the delivery of value for money quality services. We expect this same commitment from our partners and contractors. This means having in place effective management arrangements that ensure the wellbeing of our employees and service users that minimise the losses (including financial and reputational) to our business from ill health and injury.

Implementation of this health and safety policy, associated guidance and management systems will therefore contribute to improving corporate performance.

This health and safety policy has been developed jointly by the Health and Safety Team with the Corporate Health and Safety Committee and is endorsed by the Council's trade unions.

Guiding Principles

The main legislation covering this area is the Health and Safety at Work etc. Act 1974 and regulations made under that Act; in particular the Management of Health and Safety at Work Regulations 1999.

Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them.

To achieve continuous improvement of our health and safety performance through management leadership and the commitment of our employees, we have developed guiding principles taken from the Health and Safety Executive's (HSE) revised edition of [HSG65 Managing for health and safety](#). These guiding principles are interrelated and interdependent so that consistent activity and effort in each area is needed to promote a climate in which a positive health and safety culture can develop.

The guidance uses the Plan Do Check Act approach to achieve a balance between the systems and behavioural aspects of management.

The impact of poor health and safety at work can include death, major injury, lost working days due to injury and occupational ill-health, uninsured losses, civil claims and loss of reputation. Failure to comply with health and safety legislation can have serious consequences – for individuals as well as organisations.



This Policy Document is in four parts:

- 1 **Statement** - The Chief Executive's declaration of intent on behalf of Sefton Council and the Elected Members Health and Safety Policy Statement.
- 2 **Organisation** - The management structure and the defining of roles and responsibilities within the organisation.
- 3 **Arrangements** - The corporate procedures and systems necessary for implementing the policy.
- 4 **Monitoring** - The systems for auditing and checking the effectiveness of the arrangements and reporting on health and safety performance.

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1. Policy Statement

1.1 Sefton Council’s Corporate Health and Safety Policy Statement

Sefton Council recognises that providing good health and safety management is fundamental to the delivery of its services.

We will seek to ensure an active health and safety culture throughout our workforce and will strive to meet and adhere to all relevant legislation and codes of practice.

We consider health and safety to be an integral part of what we do and we hope to achieve continual improvement in performance by setting objectives and targets and we will follow the principles set out in Health and Safety Executive’s guidance *Managing for Health and Safety HSG65*.

We will adopt a planned risk based approach to health and safety management based on the principles of sensible risk management. We are committed to:

- Preventing accidents and work related ill health
- Complying with health and safety legislation, guidance and good practice
- Identifying, assessing and controlling the risk that arise from our work
- Providing adequate information, instruction and training to ensure everyone has the necessary competence to do their job safely
- Providing a safe and healthy working environment
- Ensuring that competent persons are available to provide health and safety assistance and technical advice
- Ensuring safe working methods and providing safe plant and equipment
- Monitoring and reviewing systems to make sure that they are effective
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their recognised trade union representatives.

Sefton Council expects all staff to go about their duties with the proper concern for the safety of themselves and others. It also expects the same support and cooperation from contractors, partners, visitors and persons using its facilities.

Signed:

Date:

Margaret Carney
Chief Executive – Sefton MBC

1.2 Elected Members’ Health and Safety Policy Statement

Elected members fully support the Council’s approach to managing health and safety as outlined below:

- A sensible risk management approach is fundamental to the way the Council operates and delivers its services
- A key focus should be on high risk activities and the Council’s six priority topics in line with HSE’s identified priority areas for local government: waste and recycling, building maintenance activities, road safety and transport, musculoskeletal, stress and work-related violence in compliance with statutory obligations. <http://www.hse.gov.uk/aboutus/strategiesandplans/sector-plans/public-services.pdf>
- Elected members have a key role to play when setting budgets. The health and safety implications of Council budget decisions and target setting must be a fundamental part of decision-making process.
- Elected Members have a key part to play in the monitoring and review of health and safety performance particularly through the receipt of health and safety reports at Cabinet meetings where appropriate.
- The Cabinet will ensure that mechanisms are in place to consult with trade union and other staff representatives on health and safety matters.
- Successful health safety management is based on continuous improvement in all areas of health and safety.
- The full Council will approve the policy and questions members on health and safety policy decisions.

The policy will be reviewed on or before the January 2021.

.....
Councillor Lappin
Cabinet Member for Regulatory Compliance and Corporate
Services

Health and Safety Champion

Date:

2.0 Organisation

2.1 Roles and responsibilities

The Chief Executive has overall responsibility for the development and implementation of the Corporate Policy and for its monitoring and review. The Chief Executive is responsible for ensuring that the Council is informed of significant issues concerning the policy, its implementation and the resources required.

Although some duties and responsibilities may be delegated, accountability for health safety and welfare at work of employees is not transferable. Executive direction of the Council's policy for health and safety matters including authorisations will follow normal arrangements for accountability and responsibility - in this case to members of the Strategic Leadership Board.

Sefton Council recognises that the key to further improvements in health and safety lie in securing a systematic approach to health and safety management throughout the organisation so that health and safety becomes fully integrated with all other aspects of business management. This requires strategic leadership supported by specialist professional input.

All employees have health and safety responsibilities at work.

2.2 Governance

The key governance arrangements for managing, monitoring and setting direction on health and safety within Sefton are set out below:

- Cabinet
- Cabinet Member for Regulatory, Compliance and Corporate Services
- Audit and Governance Committee
- Corporate Health and Safety Committee

These governance structures will enable the health and safety management systems' actions and levels of performance to be appropriately challenged.

2.3 Cabinet

The Cabinet has strategic responsibility for employee related health and safety in the Council.

2.4 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. Members must ensure that the decisions they make take account of health and safety issues and that sufficient resources are allocated for this purpose. As a result of the powers given to individual members there is an increased possibility that they could be held legally liable for the consequences of

their decisions in health and safety terms.

2.5 Cabinet Member for Regulatory, Compliance and Corporate Services

The Cabinet Member for Regulatory, Compliance and Corporate Services has responsibility for Health and Safety in the Council's capacity as an employer and will jointly sign off on the Council's Health and Safety policy with the Chief Executive Officer.

2.6 Audit and Governance Committee

The Audit and Governance committee's responsibilities are to consider the Council's arrangements for health and safety, receive regular assurances and assessments on the effectiveness of these arrangements.

2.7 Chief Executive is responsible for:

- Providing clear and visible health and safety leadership that promotes a positive health and safety culture and encourages employee involvement in improving health and safety standards.
- Ensuring all decisions made reflect their health and safety intentions as articulated in the Council's health and safety policy statement.
- The implementation and effective operation of an integrated health and safety management structure.
- The monitoring of health and safety arrangements that includes progress against the corporate health and safety action plan. This will set the direction for health and safety and allocate resources to make the strategy a reality.
- Ensuring that sufficient resources are allocated for the implementation of health, safety and welfare. This will be achieved in part, through the setting of safety performance standards and by the promotion of a positive safety culture throughout the organisation.
- Ensuring the appointment of competent persons to assist in the management of health, safety and welfare.

2.8 Directors, Heads of Service and Senior Managers (including Headteachers of maintained and voluntary controlled schools) must comply with Sefton Council's health and safety policy and:

- Visibly support the Council's health and safety arrangements, work with trade union and employee representatives and ensure that all employees are familiar with their specific responsibilities and duties.
- Ensure that where they operate buildings statutory building checks such as legionella, gas safety, asbestos, periodic electrical checks etc are carried out in accordance with statutory guidance and that actions highlighted in the checks are completed in a timely manner.
- Ensure the relevant standards and systems are periodically reviewed and updated.
- Ensure that remedial action following audits or accident investigations actions are implemented.

- Ensure that there are effective systems in place to control to identify and control risks to service users and members of the public.
- Make sure that service managers are aware of the standards and systems relevant to their sections and are held accountable for any shortfall.
- Take forward any actions agreed at the Corporate Health and Safety Committee
- Nominate the Health and Safety Coordinators to help take a lead on health and safety within the service and to represent the Head at health and safety meetings.
- Ensure that an effective health and safety management system is implemented in their work area by effective monitoring
- Where two or more services share a site to ensure that clear health and safety roles and responsibilities and means of communication and cooperation between the services are established and maintained.
- The following senior managers have specific responsibilities:

2.9 Head of Corporate Services (Section 151 Officer) is the named senior officer with specific responsibility for managing the corporate health and safety function as well as the Property Services function and as such has the following responsibilities in addition to those listed above:

- Responsibility for ensuring statutory compliance for Council buildings where Property Services undertakes this function on behalf of Heads of Services.
- Liaising with the Health and Safety Executive and other enforcing bodies
- Liaising with the Executive Member nominated as the Health and Safety Champion with regards to health and safety matters.
- Visibly demonstrating a commitment to achieving and maintaining a high standard of health, safety and welfare performance.
- Presenting policies and reports to the Senior Leadership Board and joint consultation bodies (as necessary)
- Liaising with the Corporate Health and Safety Team on corporate health and safety matters.
- Ensuring that each service has access to sufficient health and safety advice.
- Managing the implementation of health and safety policies and supporting documents
- Consulting with TU health and safety representatives.
- Ensuring that adequate resources are made available to implement adequate health safety and welfare facilities.
- Ensuring co-operation with other parts of the Council and that adequate arrangements are in place for consultation with staff (and their representative) on health safety and welfare issues.
- Chair the Corporate Health and Safety committee to ensure it meets its terms of reference.
- Provide quarterly reports on health and safety performance to the Audit and Governance Committee
- Provide an annual health and safety report to Cabinet on Health and Safety.

2.10 Deputy Section 151 Officer on behalf of the Head of Corporate Services has the following responsibilities:

- In the absence of the Section 151 Officer responsibility for ensuring statutory compliance for Council buildings where Property Services undertakes this function on behalf of Heads of Services.
- Liaising with the Health and Safety Executive and other enforcing bodies
- Liaising with the Executive Member nominated as the Health and Safety Champion with regards to health and safety matters.
- Visibly demonstrating a commitment to achieving and maintaining a high standard of health, safety and welfare performance.
- Presenting policies and reports to the Corporate Leadership Board and joint consultation bodies (as necessary)
- Liaising with the Corporate Health and Safety Team on corporate health and safety matters.
- Ensuring that each service has access to sufficient health and safety advice.
- Managing the implementation of health and safety policies and supporting documents
- Consulting with TU health and safety representatives.
- Ensuring that adequate resources are made available to implement adequate health safety and welfare facilities.
- Ensuring co-operation with other parts of the Council and that adequate arrangements are in place for consultation with staff (and their representative) on health safety and welfare issues.
- will chair the Corporate Health and Safety committee to ensure it meets its terms of reference.
- Provide quarterly reports on health and safety performance to the Audit and Governance Committee
- Provide an annual health and safety report to Cabinet on Health and Safety.

2.11 Chief Internal Auditor (CIA). The CIA responsibilities include:

- Liaise with the Head Corporate Resources on health and safety issues to ensure that new and emerging issues are identified and shared with the Senior Leadership Board.
- Manage the Health and Safety function of the Council.
- Prepare the Corporate Health and Safety Policy for approval by the Cabinet.
- Prepare health and safety guidance notes and documentation which support the Corporate Health and Safety Policy.
- Provide clear and timely health and safety guidance to Council Members, Heads of Service, the seniors managers and other employees.
- Encourage effective links with relevant stakeholders to improve health and safety performance.
- Monitor the Corporate Health Safety Policy and its associated guidance and documentation.
- Keep up to date with changes in legislation and best practice documents.
- Maintain a corporate wide register of accidents/incidents and near misses and notify the Health and safety Executive of accidents and dangerous

occurrences as necessary.

- Provide regular quarterly reports to the Audit and Governance Committee on behalf of Head of Corporate Resources
- Provide an annual report on Health and Safety to Cabinet on behalf of the Head of Corporate Resources.
- Manage the health and safety function.

2.12 Service Manager - Property and Buildings has responsibility for providing the assurance that all statutory tests and inspections are carried out and remedial actions taken and priorities managed for the properties where Property Services provides statutory buildings related health and safety services.

2.13 Building Managers appointed by the Head of Service (including Head Teachers) where the responsibility for managing the building lies with the service area: are responsible for managing and co-ordinating health and safety for the building including (but not exhaustively):

- Control of asbestos
 - Management of Legionella
 - Fire risk assessments and procedures
 - Electrical Safety
 - Gas safety
 - Supervision of contractors
 - Emergency and contingency planning
 - Lifts and hoists
 - Lighting Conductors
- Heads of Services are responsible for ensuring that a building manager is appointed for each building in their service area and that they are competent by a combination of appropriate training and experience.
 - Building Managers should liaise with Property Services to ensure that building related risk assessments are carried out and any necessary actions such as maintenance and repairs are undertaken within reasonable timescales.
 - Building Managers should ensure that co-ordinated inspections of common areas within their premises are undertaken, so that the building and equipment are safe and properly maintained.
 - Building Managers will also ensure that records are kept and employees informed of the control measures necessary to minimise the risks to health and safety of the building users.
 - Building Managers will provide periodic updates, where requested, to the Corporate Health and Safety Committee on their compliance with their responsibilities.

2.14 Property Services are responsible for managing and co-ordinating statutory health and safety for the buildings they directly manage as well as for those properties they provide services on behalf of the Heads of Services including (but not exhaustively):

- Control of asbestos
 - Management of Legionella
 - Fire risk assessments and procedures
 - Electrical Safety
 - Gas safety
 - Supervision of contractors
 - Emergency and contingency planning -
 - Lifts and hoists
 - Lighting Conductors
-
- Property Services will ensure that building related risk assessments are carried out and any necessary actions such as maintenance and repairs are undertaken within reasonable timescales.
 - Property Services should ensure that co-ordinated inspections of common areas within the premises they manage are undertaken, so that the building and equipment are safe and properly maintained.
 - Property Services will also ensure that records are kept and employees informed of the control measures necessary to minimise the risks to health and safety of the building users.
 - Property Services will devise policies and procedures, seek formal approval in accordance with Sefton's Constitution and update as required to ensure that Sefton complies with its statutory duties.
 - Property Services will provide advice and guidance to building managers and other staff where appropriate, where the responsibilities for maintaining the building lie with the Service Area.
 - Property Services will liaise with Health and Safety on property related health and safety issues on a regular basis.
 - Property Services will provide periodic updates, where requested, to the Corporate Health and Safety Committee on their compliance with their responsibilities.
 - Property Services will monitor for forthcoming changes in legislation, good practice etc devising and revising guidance where it is required.

2.15 Health and Safety Function (buildings related only). The responsibilities for buildings related Health and Safety include:

- Health and Safety function to liaise with Property Services on property related health and safety issues on a regular basis, to ensure that action is taken by Property Services on new guidance and assisting devising guidance where it has been identified as required.
- Health and Safety function will undertake an annual risk based buildings compliance review programme the scope of which are all buildings that are owned by Sefton or where Sefton has the responsibility to maintain. The outcome of the reviews will be provided to Property Services and the Corporate Health and Safety Committee for information.
- Health and Safety function will ensure that there is linkage to buildings related policies and procedures from the corporate health and safety web page to ensure that there is a seamless approach to buildings related health and safety.

2.16 Health and Safety Coordinators. Health and Safety coordinators are managers nominated by their Head of Service and who report directly to them on health and safety issues.

- They act alongside the recognised trade union representatives to ensure all staff views on health are represented.
- Set up health and safety sub-committees within the Service as necessary.
- Ensure action is taken as directed by the Corporate Health and Safety Committee.
- They are the first point of contact for significant health and safety issues which cannot be resolved by line managers.,
- They report on current health and safety matters at management team meetings
- They act as service area contact for the Corporate Health and Safety Team.

2.17 Trade Union Health and Safety Representatives. Each recognised Council Trade Union:

- Will be encouraged to ensure that suitable union officials are available to actively participate in the Council's Health and Safety committee and subcommittees. This will form an integral part of the process of consultation and communication of key issues to the workforce.
- Will share advice, information and policies as appropriate within the relevant health and safety committees
- Be engaged in health and safety issues raised by the workforce and will progress such matters in accordance with agreed escalation procedures.

2.18 Managers Supervisors and Team Leaders

All managers shall ensure that risk assessments are completed for tasks, workplaces and equipment. The most suitable people for carrying out risk assessments are those who are directly involved with the work in question. Managers have a crucial role in influencing and overseeing the day to day health and safety risks within their sections. Managers will also:

- Identify hazards, initiate risk assessments record significant findings and implement any necessary control measures.
- Check that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with.
- Review risk assessments in accordance with corporate guidelines
- Inform instruct train and supervise employees as necessary.
- Keep records of instruction and training
- Ensure employees have the correct equipment to carry out work safely.
- Ensure that all significant accidents and violent incidents are investigated
- Ensure that health and safety is a standard item on the agenda of all team meetings which will encourage engagement.

Managers shall also ensure that their staff:

- Understand the risks to themselves and others concerning their work and the adoption of safe systems of work needed to minimise those risks
- Are instructed in any emergency procedures relevant to their task/workplace
- Are aware of their responsibilities to report any significant hazards and accidents
- Have access to relevant health and safety policies and guidance
- Are provided with safe work equipment and protective equipment where necessary.

2.19 All employees, agency workers and contractors must:

- Take reasonable care of their own health and safety at work and of those who may be affected by their actions or by their omissions
- Comply with health and safety instructions and information about working safely
- Be familiar with the hazards of their work and the safe systems of working.
- health and safety training as required
- Cooperate with council staff to ensure a healthy and safe environment for all.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health safety and welfare.
- Report to their manager any health and safety concerns, hazardous conditions or defects in the health and safety arrangements.

2.20 Schools and Governing Bodies

In schools, as elsewhere, the employer is ultimately responsible for health and safety though tasks may be delegated to staff.

- For community schools, community special schools, voluntary- controlled schools, maintained nursery schools the employer is the Local Authority – Sefton Council.
- For voluntary aided schools the employer is the governing body
- For academies, the employer is the academy board/trust
- For free and independent schools the employer is the proprietor or other equivalent entity.

Where schools are required to comply with Sefton Council's Health and Safety Policy, which includes all community schools, voluntary controlled schools, maintained nursery schools, extended learning centres and other schools not listed but covered by the Council's insurance package, they must be able to demonstrate compliance.

The school Governing Body is accountable for health safety. These responsibilities can be satisfied by ensuring that the governing body and school's management team:

- Produce a local health and safety policy and devise appropriate procedures for managing related issues;
- Implement the policies of the Council and any agreed local policies or procedures where appropriate;
- Consider costs of implementing the policies seeking and setting aside reasonable funding for their implementation;
- Receive and action regular and routine health and safety reports from the head teacher to enable it to monitor and evaluate the effectiveness of the health and safety management systems.
- The Governing Body is the accountable body for Health and Safety.
- Day to day responsibility falls to the Head teacher with specific management functions delegated to Heads of Department and members of the senior management team.
- The main function of the Governing Body is to ensure that health and safety is covered in governor's meetings, ensuring the local school policies are in place and prioritising actions where resources are required.
- The Council as employer will include schools in the audit programme
 - Provide information and guidance
 - Provide access to or advice on appropriate training
 - Analyse accident/incident data

2.21 Trusts and Partnerships

Working in partnership with other organisations is a critical task for councils, police forces, health authorities and NHS Trusts. There is a national drive to improve the quality of public services that includes finding solutions to fit together services that are provided by more than one agency and partnerships can be a productive way of achieving more efficient and effective use of scarce resources.

There are key issues with governance, accountability and responsibility with Trusts and Partnerships that each of the organisations need to consider and agree. A robust and effective partnership governance structure and performance management arrangements are essential elements in managing risk in trusts and partnerships.

Partnerships and trusts associated with the Council must have documented and effective health and safety arrangements, management procedures and controls in place with agreement as to responsibilities and accountabilities means of coordination and communication of health and safety issues.

2.22 Contractors

Contractors working for the Council have legal duties placed on them under the under Health and Safety law to safeguard the health and safety of their employees and anyone who may be affected by their business activities. Therefore, contractors working for the Council must conduct their activities in such a way as that they do not endanger Council employees or anyone for whom the Council has a duty of care.

Contractors will be selected according to the Council's specifications and approval procedures. All contracts will be required to meet relevant statutory duties and Council

policies. The Council's procurement arrangements when establishing a contract will include protocols that will ensure that they have adequate risk assessments and safe systems of work in place. Contractors can expect a level of monitoring by the council and failure to comply with the council's standards could result in the termination of the contract.

2.23 Volunteers

Many parts of the Council work with volunteers who help support community initiatives and Council Services.

Individual volunteers have a duty of care to others who may be affected by their activities. Health and Safety legislation imposes duties on all people regardless of employment status to not misuse anything provided to keep people safe and to cooperate with local health and safety arrangements.

The Council has duties under the Health and Safety at Work Act to protect people other than those at work (e.g. members of the public and volunteers) from risks to their health and safety arising out of or in connection with their work activities.

In practice, this means that volunteers will need to have the appropriate supervision (equivalent to employees doing the same work), levels of information, training and protective equipment so activities can be carried out safely and without harming health.

2.24 Corporate Health and Safety Team

The Corporate health and safety team will act as the "competent persons" as set out in the Management of Health and Safety at Work Regulations 1999

- Monitor compliance with the Health and Safety systems based on the Health and Safety Executives "Successful Health and Safety Management" (HSG 65).
- Provide appropriate advice and guidance to services on new and emerging risks as well as changes to risk assessments.
- Keep up to date with legislation as well as best practice knowledge and share with the organisation.
- Engage with and support to managers where specialist skill is needed in developing risk assessments, safe systems of work and incident investigations.
- Develop policy and strategies to manage risk.
- Advise on new emerging risks and changes to risk management.
- Liaise closely with other officers within the Council to support health and safety management including environmental health, corporate training and development, personnel, audit and risk services and building services.
- Network closely with external health and safety agencies e.g. Health and Safety Executive, Fire Authorities and other public service organisations.
- Draft regular quarterly reports to be provided to the Audit and Governance Committee on behalf of Head of Corporate Resources
- Draft an annual report on Health and Safety to Cabinet on behalf of the Head of Corporate Resources.

2.25 Consultation Arrangements

Health and Safety Committee structure

Employers have a duty to consult with their employees and/or their representatives on health and safety matters.

- Consulting employees about health and safety can
 - lead to improvements in efficiency, improved workforce motivation and staff wellbeing.
 - result in a healthier and safer workplace as employees can help identify hazards, assess risks and jointly develop control measures.
 - provide a stronger commitment to implementing agreed actions
 - lead to greater cooperation and trust
- There is a single Corporate Health and Safety Committee and a number of Service Level Health and Safety subcommittees within Sefton Council.

Corporate Health and Safety Committee

The Corporate Health and Safety Committee will be chaired by the Head of Corporate Resources and will meet at least twice a year.

The primary functions of the committee will be to:

- To provide a forum for setting objectives and targets to improve health and safety performance.
- To consider and recommend policies and standards for approval by the Cabinet.
- To monitor health and safety performance against the stated objectives and compliance against the policy framework.
- To receive and recommend approval of Corporate Health and Safety Policy to Cabinet
- To approve and monitor the Corporate Health and Safety Improvement Plan
- To co-ordinate issues of a corporate nature identified by service Health and Safety subcommittees with a view to resolving issues of common concern.
- Promote effective communication channels and systems to ensure the exchange and sharing of health and safety knowledge and information.
- To identify new legislation and good practice which should be shared across the Council.
- Identify matter of serious concern that require reporting to the Senior Leadership Board and down to Heads of Service for dissemination to respective teams using existing communication arrangements.

Membership:

- Head of Corporate Resources and the Service Manager Finance
- Senior Manager to attend to represent each Service area
- Representative from the Health and Safety function

- Each trade union will be represented by one nominated person. Each person must be an authorised health and safety representative
- Any member of the Committee may be represented at a meeting by a nominated substitute provided that the substitute has been duly appointed
- The consistency of the Committee will be reviewed in light of managerial and service changes and where it is believed that significant improvement can be achieved
- The Chair of each service subcommittee (or nominated representative) will attend or be represented by a nominated substitute.

Service Sub-Committees

Primary function and objectives:

- As above and to identify matters relating to corporate objectives and targets to improve health and safety performance within the specific areas.
- To monitor accident/incident data
- To review risk assessments that require updating.
- To identify matters that require escalation to the Corporate Health and Safety Committee.
- To analysis concerns raised by employee representatives that can be resolved locally.

The nature and size of the service committees will be governed by the needs of the services. The Health and Safety Coordinators within the departments can agree a suitable structure. The minimum composition should be:

- Head of Service as Chair
- Health and Safety Coordinator
- Representatives from Trade Unions
- Health and Safety Adviser
- Major business area managers
- Additional invited officer depending on the agenda.

The minimum frequency is will be twice a year to meet before the Corporate Health and Safety Committee.

Health and Safety Standards

- The standards that are required under this Health and Safety Policy are maintained by the Corporate Health and Safety Team on the Council intranet. The list is shown in Appendix 1.
- All standards provide hyperlinks to HSE's up to date guidance.

The main reasons for review and amendments to the standards will be driven by legislative change and matters raised at the Services' subcommittees and the Corporate Health and Safety Committee.

3. Monitoring and Reporting

3.1 Health and safety systems and processes.

Health and safety will appear regularly on the agenda for senior leadership board meetings and integrated into the main governance structures including board sub-committees such as Audit and Governance Committee.

3.2 Setting health and safety objectives

The Corporate Health and Safety Committee will ensure that outstanding health and safety issues are being prioritised and addressed via a risk based approach and also sign off the annual Health and Safety Improvement Plan.

The current health and safety objectives for 2018 – 2020 include:

- Embedding risk assessment across the Council's functions and service areas.
- Clarify and strengthen governance arrangement for health and safety
- Improve competence of all staff to improve risk management by targeting effective health and safety training.

3.3 Measurement of Health and Safety Performance

In order to substantiate that health and safety standards are being achieved it is necessary to measure performance against pre-determined plans and objectives. Any area where the standards are not being met will require remedial action. The types of systems that will be used to measure health and safety performance include:

Active monitoring systems:

- Routine monitoring and inspections e.g. spot checks
- Documents relating to the promotion of health and safety culture should be periodically examined.
- Premises plant and equipment should be systematically inspected.in line with statutory requirements.
- Health surveillance and environmental monitoring systems should be established to check the effectiveness of health control methods and to detect early signs of harm to health. These include such areas as monitoring of hand arm vibration for staff using power tools, noise exposure, sight tests for HGV drivers.

Reactive monitoring systems:

- Measuring accident rates, work related ill-health, damage to property near misses
- Reports of accident investigations, complaints etc.

A suite of health and safety KPIs will be developed for the Corporate Health and Safety Committee in March 2019 based on the objectives in 3.2.

3.4 Training and information

Health and safety information will be provided to employees during induction, through attendance at formal training courses covering general health and safety and courses covering specific job topics e.g. manual handling.

Currently managers identify health and safety training needs through employee appraisal / supervision sessions and managers must ensure that appropriate training is delivered as required.

A training needs assessment for Sefton employees will be developed by the Health and Safety and rolled out to managers during the during the 2019/20 financial year.

4.1 Audit and review

Audit is the structural process of collecting information on the efficiency effectiveness and reliability of the total health and safety management system and drawing up plans for any corrective action.

Sefton Council recognises that health and safety performance must be audited and reviewed regularly at corporate and service levels. An annual audit plan will be developed and presented to the Corporate Health and Safety Committee for approval to be undertaken by the Corporate Health and Safety Team. In addition, there will be an annual audit of the health and safety system by the Internal Audit Team.

Audit findings and recommended actions will be reported where appropriate to the service level sub- committees as well as to the Corporate Health and Safety Committee.

Both reactive monitoring (incident rates, absence levels, results of investigating accidents, near misses and complaints) and active monitoring (checking protocols are being followed and systems are working well) will be carried out by service managers and results reported back to the relevant subcommittees.

Health and safety training needs should also be reviewed regularly across all areas. This should link in with normal management system of personal performance development review.

Health and safety standards listed in the appendix below will be reviewed regularly to ensure they reflect any changes to health and safety guidance and legislation.

Appendix 1

- Asbestos Management
- Call centres
- Bad Weather (Cleansing)
- <http://intranet.sefton.gov.uk/default.aspx?page=951>
- Display Screen Equipment
- Driver Safety
- Educational visits
- Fire Prevention
- First Aid Management
- Hazardous Substances
- Heavy Goods Vehicle Movement
- Home Working
- Incident Reporting
- Infection control
- Legionella Management
- Lone Working
- Management of Contractors
- Management of Gas safety
- Manual Handling
- Noise at Work
- Risk Assessment
- Slips, Trips and Falls
- Statutory inspection of plant and equipment
- Stress Management
- Testing of Portable Appliances
- Violence at Work
- Working at Height