Corporate Health & Safety Policy

For Core Council and Schools where SMBC is the employer

Foreword by the Acting Chief Executive

The successful management of health and safety involves everyone who works for Solihull Metropolitan Borough Council, our customers, the partners we work with, and members of the public.

Reducing incidents, accidents and work-related ill health is an important outcome of successfully managing health and safety.

This health and safety policy outlines our commitment as an employer to managing health and safety proactively with clear roles and responsibilities assigned and embedded throughout the organisation.

We are also committed to creating an environment that supports employee wellbeing; our Organisational Wellbeing Statement of Intent outlines our approach in the areas of prevention, promotion and support in pursuit of our aim to have a healthy, happy engaged and thriving workforce that delivers excellent outcomes for service users.

Managers have an important role to play in supporting and implementing the Corporate Health and Safety Policy. We expect Leadership Teams to lead by example on the policy and ensure that health and safety is fully integrated into day-to-day decision making, strategic planning and processes as 'business as usual' not a stand-alone concept.

Whilst everybody has a part to play, the responsibility for ensuring that the correct standards for health and safety are put into place rests with managers, who must involve employees in achieving any objectives and targets which have been set.

Employees also have a responsibility in achieving the highest possible standards of health and safety in every workplace and service by taking all reasonable steps to look after their own health and safety, as well as other fellow employees and customers.

This policy will be kept under review and updated, as necessary, to reflect the needs of the organisation and any future changes to legislative requirements.

Paul Johnson
Acting Chief Executive

Contents

1.   Introduction

This Policy outlines the framework developed by Solihull Metropolitan Borough Council (SMBC) as an employer to manage health and safety. The Policy is a declaration of the Council's commitment to provide, so far as is reasonably practicable, safe and healthy conditions for employees and persons other than employees who use or visit the Council's premises, or who may be affected by its activities.

Each directorate and school will develop more detailed and specific systems and procedures to ensure that health and safety on a day-to-day basis is adequately managed. The management systems required to manage health and safety should be kept proportionate to the level of risk within services and schools.

SMBC has established and adopted procedures to ensure that health and safety objectives and priorities are monitored and delivered to a high standard and that a pro-active culture to health and safety is maintained throughout.

SMBC is the employer in community and voluntary controlled schools, community special schools and pupil referral units, and therefore has overall responsibility for health and safety in these settings. This policy and other corporate topic-based health and safety guidance applies to these schools which must be followed.

The policy has been produced as required by Section 2 (3) of the Health and Safety at Work etc. Act 1974 to clearly identify the responsibilities of Elected Members, Chief Executive, Directors, Assistant Directors and Heads of Service, Managers, Headteachers and employees. The purpose of the Policy is to demonstrate that the Leadership Team of SMBC are totally committed to the health and safety of all employees and persons other than employees that are affected by its activities.

The Chief Executive may delegate responsibilities to Directors, Assistant Directors, Heads of Service, Managers and Headteachers. However, the Chief Executive retains the overall accountability and responsibility.

This Policy is set out in four parts:

Policy Statement	Chief Executive and Leader of the Council's corporate declaration of intent on behalf of SMBC
Organisation	The management system in place and the defining of roles and responsibilities within the organisation
General Arrangements	The corporate procedures and systems necessary for implementing the policy
Monitoring and Review	The system for measuring the effectiveness of the arrangements and for reviewing health and safety performance

2.   Health and Safety Policy Statement

Solihull Metropolitan Borough Council (SMBC) as an employer recognises the importance of effective health and safety management and is committed to managing health and safety with equal importance as other core business aims and objectives.

This Policy Statement outlines the framework developed by SMBC to manage health, safety and welfare. It is a declaration of the Council's commitment to provide, so far as is reasonably practicable, safe and healthy conditions for employees and persons, who use, visit or may be affected by the Council's activities.

Our aim is to protect all employees and customers from accidents and work-related ill health. This will be achieved by;

- Complying with all applicable health and safety and equality legislation.
- Committing to the prevention of ill health and injury across the organisation.
- Providing strong and visible leadership and promote a positive health and safety culture.
- Ensuring that adequate resources are provided for health and safety.
- Encouraging the implementation of a sensible risk management system within directorates and schools, to identify and control risk throughout the organisation.
- Identifying significant risks to health and safety and implementing adequate measures to prevent, reduce or protect against those risks.
- By providing a focus on higher risk activities and topics within the organisation.
- Ensuring a competent workforce through the provision of information, instruction, training and supervision.
- Providing effective communication, consultation and cooperation with employees and key stakeholders on all relevant health and safety matters.
- Ensuring that appropriate monitoring and reviewing processes are in place, so that the organisation continually improves the way health and safety is managed.
- Continually setting targets to meet the objectives of this policy and continual improvement of the health and safety management system.

Paul Johnson   Councillor Ian Courts
Acting Chief Executive   Leader
Solihull Metropolitan Borough Council   Solihull Metropolitan Borough Council

3. Organisation for Health and Safety

Successful health and safety management depends on a systematic approach throughout the organisation, so that health and safety becomes fully integrated with all other aspects of business management. SMBC will ensure adequate resources are available to implement the principles of its health and safety policy and conform to all relevant health and safety statutory regulations.

Health and Safety Management System

The Council has adopted the Health and Safety Executive's (HSE) "Managing for Health and Safety" HSG65 as their health and safety management system. The model applies the principles of other recognised Occupational Health and Safety Management System specifications such as ISO 45001.

The concept of '**Plan, Do, Check, Act'** can help achieve a balance between the systems and behavioural aspects of management. It treats health and safety management as an integral part of good management generally, rather than a stand-alone system and encourages a commitment to continuous improvement.

PLAN	
Leadership	Corporate Health and Safety Policy, Management Commitment & Engagement, Roles and Responsibilities
Planning	Health and Safety Action Plans (Corporate/Directorate/Service/School level), Objective Setting
DO	
Arrangements	Corporate policies, arrangements & guidance, local health and safety procedures
Risk Profiling & Control	Arrangements for completing risk assessments, implementing controls, Risk Registers. Implementation of action plans to control risks & ensure policy objectives are met
Communication	Systems in place for the communication of health and safety throughout the organisation
Consultation & Cooperation	Procedures in place for cooperation between employees, managers and Union Representatives through active consultation and involvement
Competence	Competence of individuals through recruitment, selection, induction, training and development
CHECK	
Measuring & Monitoring	Measuring performance to assess effectiveness of arrangements; performance reporting, monitoring of contracts, inspection & audit, tracking of action plans, statutory equipment checks, investigating causes of accidents, incidents and near misses, health surveillance, sickness absence/ill health data, health and safety reports
ACT	
Reviewing	Reviewing performance, acting on lessons learned; accidents & incidents, ill-health data, revisiting plans, policies, procedures & risk assessments

Figure 1: SMBC in-house Occupational Health and Safety Management System

The Health and Safety Management System will be embedded at Corporate, Directorate Service and School level to achieve the aims and objectives of this policy.

As part of the planning process, priorities and actions will be set within a Corporate Health and Safety Action Plan, in addition to directorate specific health and safety action plans. Other plans for health and safety will also exist across services/schools as required for their work activities. The Corporate Health and Safety Action Plan will be used as the framework for leadership health and safety risks highlighted in the Corporate Risk Register.

Roles and Responsibilities for Health and Safety

The roles and responsibilities are defined across the Council's hierarchy as follows:

Elected Members

Elected Members are responsible for carrying out specific functions both individually and collectively and have a responsibility to conduct their business and make decisions in conformity with health and safety legislation and the Council's own policies. Elected Members should ensure that adequate resources are made available to the Chief Executive to ensure that successful health and safety management is implemented and embedded across the Council.

The **Resources Cabinet Member** will be the lead councillor and Member Risk Champion for occupational health and safety within the organisation. In addition to functions outlined in the Council's Scheme of Delegation, the Resources Cabinet Member will endorse the aims and objectives of this policy and approve an annual report of health and safety performance prior to its publication.

Chief Executive

The Chief Executive has overall responsibility and accountability throughout the Council for implementing and achieving the objectives of the Corporate Health and Safety Policy. This includes:

- Having ultimate responsibility for ensuring that significant risks are properly managed throughout the organisation.
- Providing clear and visible health and safety leadership and commitment that encourages employee involvement and champions the importance of sensible health and safety risk management within the organisation.
- Ensuring that all decisions made reflect their health and safety intentions as specified in the Council's health and safety policy statement.
- Integrating health and safety with other core business objectives/management.
- Ensuring that accountabilities and responsibilities for health and safety are properly assigned throughout the leadership structure and hierarchy.
- Ensuring that the Corporate Leadership Team (CLT) / Directors have arrangements in place for the effective management of health and safety within their directorates.

- Ensuring adequate resources are allocated to all directorates, in consideration of their inherent risks.
- Making sure that the Corporate Health and Safety Champion (nominated Director) has the necessary competence, resources, and support of other Directors to carry out their duties.
- Ensuring that the Council has appointed competent persons to provide health and safety assistance/advice, to meet the requirements of the Management of Health and Safety at Work Regulations.
- Setting and monitoring health and safety performance in accordance with appropriate Directors and taking appropriate action to overcome any deficiencies.
- Being accessible to the Health, Safety and Risk Manager so that any significant health and safety issues can be raised immediately.

Directors

Directors are responsible for ensuring that the health and safety management system for the Council is implemented within their respective directorates. This will be achieved by:

- Providing clear and visible health and safety leadership and commitment.
- Integrating health and safety into core business objectives, day to day decision making and strategic planning.
- Making sure that accountabilities and responsibilities for health and safety within their directorate are properly assigned, communicated, understood, and carried out.
- Making sure that where operational responsibilities are delegated to lower levels of management, that those who have been nominated are competent, and understand and accept their delegated responsibilities.
- Ensuring that Assistant Directors and Heads of Service have robust arrangements in place for the effective management of health and safety within their services/ teams.
- Ensuring adequate and sufficient resources (time, human and financial) are provided within the directorate to enable appropriate management to fulfil their responsibilities.
- Ensuring that health and safety is included in relevant action plans for the directorate to drive continual improvement within services/teams. The content to be kept in proportion to the level of risks within the directorate.
- Setting and monitoring health and safety performance in accordance with Assistant Directors and Heads of Service and taking appropriate action to overcome any deficiencies.
- Consulting and seeking advice from the Health, Safety and Risk Manager on health and safety matters when required.
- Promoting a proactive and positive health and safety culture throughout the directorate.

Corporate Health and Safety Champion (Nominated Director)

The **Director of Resources and Deputy Chief Executive** has been appointed by the Chief Executive as the Corporate Champion for Occupational Health and Safety. The appointment supports the principles contained in the HSE's *'Leading health and safety at work'* in recognition of the strategic importance of health and safety. The Champion will:

- Promote the adequate and proper consideration of health and safety to senior managers, relevant committee's and more widely within the Council.
- Ensure that the health and safety policy statement reflect current priorities of the Leadership Team and the Council.
- Chair and lead the Council's Corporate Health and Safety Board and take ownership of the Corporate Health and Safety Action Plan.
- Ensure that the Council's Scheme of Delegation to Officers reflects health and safety roles and responsibilities and decision making throughout the organisation.
- Be kept informed about any significant health and safety failures and the outcome of investigations into their causes, ensuring the Chief Executive is kept informed.
- Ensure that the lead councillor and Member Risk Champion for occupational health and safety is kept updated and briefed on health and safety matters, promoting clear channels of communication with Elected Members.
- Ensure the Health, Safety & Risk Manager has clear reporting lines within the leadership structure and has sufficient authority to be able to carry out their role effectively.
- Be accessible to the Health, Safety & Risk Manager so that any significant health and safety issues can be raised immediately.
- Ensure the Council's health and safety performance is regularly reviewed and reported on.

To support the Corporate Health and Safety Champion to achieve these responsibilities, the **Head of Audit Services (Head of Service for Health and Safety)** is responsible for:

- Ensuring that sufficient and adequate resources are in place to maintain a robust Health and Safety Management System.
- Making provision of competent health and safety assistance/advice within the Council, to meet the requirements of the Management of Health and Safety at Work Regulations.
- Chairing and leading the Council's Corporate Health and Safety Board in the absence of the Director of Resources and Deputy Chief Executive.
- Providing line management support to the Health, Safety & Risk Manager and ensuring that clear reporting lines are in place for the Manager and Health, Safety & Risk Service to carry out their role effectively across the Council.
- Ensuring that the Health, Safety & Risk Manager has sufficient authority and resources to be able to carry out their role effectively.

Assistant Directors and Heads of Service

Assistant Directors and Heads of Service are responsible for ensuring effective health and safety management within their areas of responsibility, ensuring that all managers and employees and any other persons under their area of control are held accountable for the specific application of their health and safety duties. This will be achieved by them:

- Providing clear and visible health and safety leadership and commitment.
- Integrating health and safety into core business objectives, day to day decision making and strategic planning.

- Making sure that where operational responsibilities are delegated to lower levels of management, that those who have been nominated are competent, and understand and accept their delegated responsibilities.
- Ensuring that Managers have robust arrangements in place for the effective management of health and safety within their services/teams.
- Ensuring adequate and sufficient resources (time, human and financial) are provided within service areas to enable appropriate management to fulfil their responsibilities.
- Endorsing health and safety action plans in place within the directorate and implementing the requirements with their managers to drive continual improvement within service areas.
- Setting and monitoring health and safety performance in accordance with managers and taking appropriate action to overcome any deficiencies.
- Consulting and seeking advice from the Health, Safety & Risk Service on health and safety matters when required.
- Promoting a proactive and positive health and safety culture throughout their service areas.

Managers and Headteachers

For the purposes of this policy, the term 'manager' relates to all employees and interim/ agency personnel who manage staff and/or services/schools, or to any extent has control at work over people and projects. **Managers in Council Services and Headteachers in Community & Voluntary Controlled Schools are responsible for:**

- The day-to-day management of health and safety in areas under their control.
- Integrating health and safety into service plans, action plans and day to day decision making.
- Identifying hazards, initiating, and completing risk assessments, recording the significant findings, and implementing any necessary control measures.
- Ensuring that specific risk areas form part of the assessment process, examples include (but not limited to) infection prevention and control, personal safety, exposure to violence and aggression and wellbeing and stress.
- Consider as part of the risk assessment process staff with health conditions including new/expectant mothers and staff with disabilities.
- Considering hybrid working and home working as part of the risk assessment process.
- Ensuring that local health and safety procedures, safe systems of work and relevant emergency procedures are in place within their teams/services to control any risks.
- Providing information, instruction, training, and supervision to help secure the competence of all employees.
- Ensuring that effective communication and consultation arrangements are in place with employees and Union Representatives.
- Ensuring robust inductions are in place for all new employees including agency workers, contractors, and interim personnel.
- Completing mandatory health and safety training as part of continued professional development.
- Providing safe and healthy working conditions in areas under their control, including safe plant, equipment, and machinery.

- Ensuring that a formalised workplace inspection regime is in place to check that the work environment is safe and healthy.
- Providing equipment, materials and clothing to employees as is necessary to roles required to enable them to work safely.
- Cooperating and coordinating their activities with other teams/services and partners to ensure the health and safety of all employees and others affected by any risks.
- Ensuring the reporting and recording of all accidents, incidents and near miss events, undertaking investigations and taking appropriate remedial action to prevent recurrences.
- Ensuring that robust health and safety provisions are included in all contracts and throughout the management of project and procurement processes.
- Ensuring that contracts / agreements in place are suitably monitored and reviewed to adhere to any health and safety standards which are in place.
- Ensuring that health and safety is included when managing contractors and construction-related projects.
- Complying with all corporate health and safety policies, procedures, and guidance arrangements in place within the organisation.
- Participating in health and safety workplace inspections and audits and taking appropriate remedial action where recommendations for improvement have been made.
- Reviewing health and safety performance within their teams.
- Consulting and seeking advice from the Health, Safety & Risk Service on health and safety matters when required.
- Promoting a proactive and positive health and safety culture.

Managers may choose to delegate responsibilities to specific employees/postholders however, they must ensure that those nominated are competent and understand and accept the responsibilities being delegated to them. Managers will remain accountable for these activities.

Employees

For the purposes of this policy, employees will include students, volunteers, work placements, agency workers and contract workers.

All employees, including those with managerial responsibilities, **have a responsibility to:**

- Take reasonable care, while at work, of their own and other people's health and safety.
- Cooperate with their manager and other employees to work safely, to comply with health and safety instructions and information, and undertake appropriate health and safety training.
- Comply with all corporate health and safety policies, procedures, and guidance arrangements in place including any specific procedures to support hybrid working and working from home.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

- Without delay, report to their manager any health and safety concerns, deficiencies or defects, or shortcomings in health and safety arrangements and safe working practices.
- Report and record all accidents, incidents and near miss events as soon as possible.
- Make suggestions to improve health and safety.
- Promote a proactive and positive health and safety culture.

Competent Health and Safety Assistance (Health, Safety & Risk Manager and Health, Safety & Risk Service)

The Health, Safety & Risk Service have been appointed under the Management of Health and Safety at Work Regulations to provide competent occupational health and safety advice and support to the Council, covering all relevant health and safety legislation.

The Health, Safety & Risk Manager and Health, Safety & Risk Service will:

- Provide professional, technical, and practical competent health and safety advice and guidance to managers and employees.
- Provide advice and guidance on compliance with relevant statutory requirements and the application of best practice.
- Develop, and advise on, corporate health and safety policy, procedures, topic-specific guidance, and corporate arrangements.
- Assist and support managers in the development of risk assessments and safe working practices for work activities/processes/operations.
- Assist in the development of the Council's Corporate Health and Safety Action Plan and support directorates in developing their own directorate/service/section health and safety action plans.
- Provide representation at the Corporate Health and Safety Board and prepare an annual health and safety report for CLT and the Resources Cabinet Member.
- Together with the Learning and Development Team, ensure the provision of health and safety training to managers and employees.
- Undertake health and safety workplace inspections and audits to monitor occupational health and safety performance across directorates.
- Ensure relevant reports are notified to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR).
- Carry out and assist managers with the completion of accident investigations.
- Liaise with the HSE and other enforcing authorities on any regulatory interventions or investigations as required.
- Use executive powers (on behalf of the Chief Executive and Corporate Health and Safety Champion) to stop any work activities where there is a serious and imminent risk of injury or ill health.
- Promote a proactive and positive health and safety culture and investigate ways of improving health and safety performance across the organisation.

Relationships with Others

The following organisational arrangements are in place to meet the Council's overarching duty for health and safety compliance, and to ensure that roles and responsibilities are discharged:

Schools

SMBC is the statutory employer in community and voluntary controlled schools, community special schools and pupil referral units, and therefore has the overall responsibility for health and safety of staff and pupils in these settings. This policy and other corporate topic-based health and safety guidance applies to these schools which must be followed.

Governing bodies in control of school premises must take reasonable steps to ensure the safety of the school site. Monitoring that adequate health and safety arrangements are in place in compliance with SMBC health and safety policies and procedures.

In meeting the requirements of the Council's scheme for the financing of schools; within the management of the school's budget share, governing bodies must have due regard to the duties placed on the Council and its policy in relation to health and safety matters.

In voluntary aided and foundation schools, academies and free schools the governing body / academy trust are the employer and dutyholder and are therefore responsible for health and safety.

Social Housing (Solihull Community Housing)

Solihull Community Housing (SCH) provide a managed housing service on behalf of SMBC for the housing stock owned by the local authority. SCH is an Arm's Length Management Organisation (ALMO), owned by SMBC. The delivery of the service is undertaken through a formal Management agreement and governed by a Board which is accountable to the Council.

Under the Regulator of Social Housing's consumer standards, all registered providers of social housing have an obligation for their tenants' safety. The objectives of the Regulator are set out in the Housing and Regeneration Act 2008. As the registered provider, SMBC remain accountable for overall tenant safety and are responsible for ensuring SCH fulfil its responsibilities to manage tenant safety on its behalf to ensure tenants feel safe in their homes and the requirement of the Home Standard duty is discharged/met.

The Quarterly Monitoring Board (comprising of SMBC and SCH officers) are responsible for monitoring the effectiveness of the management and performance of the housing service which includes the monitoring of building safety compliance. Performance monitoring is also undertaken by the Building Safety Assurance Board in SMBC.

Under the Building Safety Act, the appointment of an accountable person is required for the 'in-occupation' phase of the lifecycle of 'in-scope buildings' (currently defined by legislation as certain buildings exceeding 18 metres or more in height, or at least seven storeys).

Where there is only one accountable person, they will become the Principal Accountable Person, which is the case for SMBC as the registered provider of social housing.

Under the Building Safety Act the accountable body overall will be SMBC, with a named person as the **Director of Economy and Infrastructure** fulfilling the role requirements of **Principal Accountable Person** on behalf of SMBC. They will ensure that they:

- Carry out their responsibilities as defined within the Building Safety Act.
- Have in place suitable and sufficient systems for monitoring building safety. compliance relating to the social housing stock that SMBC is responsible for.
- Chair and lead the Council's Building Safety Assurance Board with designated Officers from SMBC and SCH.
- Ensure obligations are met for overall tenant safety under the Regulator of Social Housing's consumer standards.
- Take appropriate action where any standards are not met that may affect the safety of tenants.
- Ensure robust performance monitoring is undertaken through the Building Safety Assurance Board and Quarterly Monitoring Board between SMBC and SCH.

Providers and Partner Organisations

SMBC work with several different partner organisations and providers in the delivery of services.

Managers shall ensure that robust health and safety provisions are included in all contracts and throughout the management of project and procurement processes. Managers must also ensure that contracts / agreements in place are suitably monitored and reviewed to adhere to any health and safety standards which are in place.

4. General Arrangements

The Corporate Health and Safety Policy sets out the framework for the organisation and arrangements for health and safety across the Council.

Corporate arrangements and guidance (corporate level)

To support this policy and to effectively manage the health and safety risks at a corporate level, a series of topic-based health and safety guidance documents have been developed for managers and employees to follow as part of the organisational arrangements in place for health and safety.

This information provides specific detail on a range of different topics, and where required, further information on specific roles and responsibilities. These guidance documents are developed by the Health, Safety & Risk Service in conjunction with relevant managers/ teams where specialist input is required.

Corporate health and safety policies and guidance can be accessed from the health and safety pages of the Council's Intranet for Core Council and from the Extranet for Schools.

Local health and safety arrangements/procedures (service/school level)

To demonstrate compliance and implementation of this policy and corporate guidance, services and schools must have their own **written local health and safety arrangements in place** as relevant to their work activities.

Managers may choose to include these within their risk assessments as existing control measures, or as part of a specific written procedure or safe system of work where a significant risk to health and safety has been identified.

Where individual local health and safety policies are in place, they must support the overall aims and objectives of this corporate policy.

Health and Safety Communication

A comprehensive source of all available information on corporate health and safety policies and guidance can be found on the health and safety pages of the Intranet for Core Council and the Extranet for Schools. Health and safety information and guidance can also be sourced directly from the Health and Safety Executive internet site.

The Health, Safety & Risk Service will communicate any new or updated corporate health and safety information through managers/headteachers.

Communication channels for the exchange of health and safety information should also exist day-to-day in services/schools, e.g. at staff briefings, team meetings, one to ones etc. It is recommended that all team/staff meetings have health and safety as a standing agenda item.

Health and Safety Consultation

The Council recognises the importance of effective cooperation between employees, their representatives and managers through active consultation and involvement. The two relevant pieces of health and safety legislation that apply to the Council are:

- Safety Representatives and Safety Committees Regulations and;
- Health and Safety (Consultation with Employees) Regulations

Managers should identify how they consult with employees and share information on any significant changes affecting their health and safety.

Trade union (TU) appointed safety representatives are encouraged to cooperate with managers regarding any health and safety issues or concerns in the workplace.

At a corporate level, the **Corporate Health and Safety Board** is in place to ensure effective health and safety consultation with managers and employees, as well as Trade Union Representatives. The group monitors and reviews SMBC's health and safety performance and takes action / makes recommendations as necessary.

The Corporate Health and Safety Board is chaired by the Director of Resources and Deputy Chief Executive (as the Corporate Health and Safety Champion) and is attended by management representatives from all directorates, together with representation from all recognised Trade Unions.

A separate document is in place which details the membership, function and management of the Board.

Health and Safety Training/Competence

The competence of employees through recruitment, selection, induction and training is an important part of the health and safety management system in place across the Council. All employees should have **sufficient knowledge, skills and information** to carry out their work safely and without risk to health.

SMBC have mandatory health and safety training requirements, including:

- Health and Safety Induction for all new starters.
- Various mandatory e-learning modules identified by role.
- Health and safety responsibilities for managers e-learning
- Risk Assessment – for all managers or nominated employees who undertake risk assessments e-learning.
- Various topic-based training based on role.

More information on corporate health and safety training requirements can be accessed on the Council's Intranet for Core Council and from the Extranet for Schools.

In addition to the identified mandatory sessions, managers and employees will need to consider attendance on other specific training programmes, including refresher training that may be relevant to their job role or setting. Examples include first aid, fire safety/fire warden, manual handling, management of contractors/CDM, personal safety awareness /lone working etc. Also the consideration of any specific health and wellbeing training programmes, e.g. developing personal resilience, management of work-related stress etc.

In areas where there is a **greater element of risk**, more comprehensive health and safety inductions and training will need to be carried out to ensure employees are trained and competent.

Health and safety training/development needs for employees should be determined as part of the risk assessment process and in conjunction with the employee appraisal system. Further advice/guidance can be provided by the Health, Safety & Risk Service.

5.   Monitoring and Review

The content of this policy and its effectiveness in terms of performance will be overseen by the Corporate Health and Safety Board. The Policy will be subject to a three-year review unless significant changes occur.

The monitoring of the Health and Safety Management System and its effectiveness in the organisation will be assessed at a Corporate, Directorate and Service level. This is to ensure compliance and actions for improvement will be identified at the earliest possible opportunity.

Monitoring will be both pro-active and reactive, incorporating formal performance reporting to various committees and groups, including the Corporate Health and Safety Board, Quarterly Monitoring Board (Housing), Building Safety Assurance Board, Resources Cabinet Member, Corporate Leadership Team, Directorate Leadership Teams and other appropriate forums.

In addition, monitoring will include the results of comprehensive inspections and audits, the tracking of action plans, accident investigations and statistical analysis, health surveillance, sickness absence and occupational health data.

The management and performance monitoring of contracts being delivered by providers acting on behalf of the Council will also act as a form of pro-active monitoring as part of the overall Health and Safety Management System.

Monitoring the requirements of this policy will be carried out by Directors, Assistant Directors and Heads of Service, Managers and the Health, Safety & Risk Service to establish whether:

- Legal compliance is being achieved.
- Health and safety responsibilities are being properly assigned and discharged correctly.
- Leadership teams are accepting and dealing effectively with their delegated health and safety responsibilities.
- Corporate health and safety arrangements and guidance are being followed.
- Employees are aware of their roles and responsibilities.
- Accident/incident trends and occupational health data are showing a continuous improvement.

- Health and safety and targets are being monitored and are being achieved.
- All employees and managers are receiving appropriate health and safety inductions, training, and development.

The Corporate Health and Safety Action Plan, Corporate Risk Register and Directorate Health and Safety Action Plans will also be used to track progress of health and safety performance in the organisation. Health and safety reports to Leadership teams will also be used.

Auditing the Management System – Corporate level

At a corporate level, the Council's Internal Audit team will independently audit health and safety arrangements in place within the organisation. This process covers occupational health and safety as part of corporate governance assurance.

Auditing the Management System – Directorate level

At a directorate level, the Health, Safety & Risk Service will audit the Health and Safety Management System in place in services/schools across the organisation. This will be carried out on a rolling programme using a risk-based approach. The aim of audits undertaken will be to establish whether appropriate management arrangements are in place, adequate risk control systems exist, are implemented and reflect the hazards the organisations need to manage.

A health and safety workplace inspection programme will also be carried out to identify and evaluate health and safety hazards in the workplace and identify actions where improvements need to be made.

Auditing the Management System – Manager level

In addition to the above, managers will need to have systems in place to regularly audit their own health and safety arrangements for work activities under their control. This will need to be conducted using health and safety performance data collected by the service.

Evaluating existing health and safety arrangements in place will determine if they are effective and if there are any gaps in risk control systems. Further advice/guidance can be provided by the Health, Safety & Risk Service.