

# Croydon Council

## Council Health and Safety Policy

### PART I

#### Introduction

This health and safety policy forms part of a key suite of policies within the wider Corporate Governance Framework delivered through the Health and Safety Internal Control Board

<https://intranet.croydon.gov.uk/working-croydon/governance/how-we-do-things/governance-how-we-do-things-overview>

#### Statement of Intent

Croydon Council recognises and accepts its responsibility as an employer for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees and all other persons who may be affected by any of its activities. Croydon Council will deliver services in accordance with best practice in health and safety, building on the requirements of the Health and Safety at Work etc. Act 1974 and associated legislation. Promoting employees' health, safety and welfare is viewed as key elements in managing the work of the Council alongside financial, operational and other human resource issues, and so the Council is committed to providing adequate resources to ensure the effective implementation of its health and safety strategy.

The ultimate goal of the Council is to improve its health and safety performance so that accidents and ill-health are reduced to the minimum practically achievable and robust prevention measures are put in place as a result of accident/incident analysis and learning.

To achieve this the Council has a number aims. These are:

- to develop and maintain a positive health and safety culture in order to achieve adequate control over risks and minimise injury to employees and financial losses which arise from avoidable unplanned events;
- that an effective management structure and internal control arrangements are in place to implement and maintain health and safety requirements;
- that managers promote health, safety and well-being by implementing best practice;
- that arrangements are in place to ensure a systematic approach to the assessment and control of risks;
- to ensure appropriate and effective services are available to assist in the promotion of employee's well-being;
- to ensure that all employees are competent in the work that they are doing, aware of

their personal responsibilities, the standards to be achieved and working methods to be followed and are appropriately supervised to identify shortfalls from these standards;

- to ensure all contractors undertaking work for the Council are competent in terms of health and safety, and that their performance is monitored and remedial action taken where required;
- to work closely with recognised Trade Unions and health and safety representatives;
- to consider all individual needs and any disproportionate impact on protected characteristics;
- to ensure effective and regular reporting of management health and safety information which is acted upon
- to monitor performance and regularly review safety management systems and working practices
- to learn lessons from data analysis to seek to put preventative measures in place to reduce future accident and incident probability

Responsibilities and performance standards for each corporate aim are set out in Part II and Part III of this document.

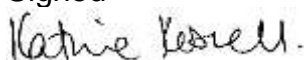
The Council will co-operate and co-ordinate with partner organisations to achieve these aims.

The important contribution that employees and the trade unions can make in improving health and safety is recognised and encouraged. The Council will establish and maintain appropriate safety boards at corporate and directorate-level. Safety representatives shall be provided with the facilities necessary to fulfil their role.

Each directorate shall produce local health and safety policies to supplement this policy and to detail individual responsibilities and arrangements for implementing this policy.

Health and safety performance will be regularly monitored and reported upon as part of the corporate performance management information reports to CMT, the Mayor, Cabinet and Scrutiny. This policy will be reviewed on an annual basis.

Signed



**Katherine Kerswell**  
**Chief Executive**

Dated: May 2023

## **PART II**

### **Roles & Responsibilities**

#### The Chief Executive

The Chief Executive has responsibility for

- the effective implementation of this policy across the whole of the Council.
- ensuring adequate funds and resources are made available to meet the requirements of this policy

#### Corporate Management Team (CMT)

The responsibilities of the Corporate Management Team are to:

- formally and publically accept their collective role in providing health and safety leadership in the Council.
- accept their individual role for providing health and safety leadership within the Council.
- ensure the implementation of this policy within each directorate.
- ensure all levels of management, employees and others understand the requirements placed on them by this policy.
- ensure all levels of management and employees receive adequate and appropriate training and instruction in respect of their functions and tasks.
- Ensure where relevant Council health and safety standards are understood, implemented and monitored
- Ensure disciplinary procedures are implemented where employees fail to discharge their responsibilities in the context of health and safety

#### Corporate Health & Safety Internal Control Board/Chair

The following shall be the functions of the ICB :

- To review the data and other information provided to ensure the health and safety policy is being implemented health and safety and to take steps to improve and embed an effective health and safety culture into the organisation.
- To develop a health and safety strategy and improvement plan.
- To monitor the effectiveness of health and safety training, communications and publicity.
- To escalate any issues of concern regarding health and safety to CMT or to Directorate Boards

#### Directorate Health & Safety Boards /Chairs

The following shall be the functions of the Directorate Boards :

- To study statistics and trends of accidents, dangerous occurrences and notifiable

diseases and make recommendations for corrective action on unsafe and unhealthy conditions and practices.

- To examine safety audit reports and monitor actions being taken.
- To consider reports from the Health and Safety Executive, the Council's Health and Safety team, the Health and Safety ICB and other appropriate persons.
- To consider the directorate implications of changes in legislation
- To support corporate health and safety initiatives e.g. coordinating risk assessment information / promoting mandatory training
- To escalate any issues of concern regarding health and safety to the Corporate Health & Safety Internal Control Board
- NB if appropriate these functions can be incorporated within the Directorate Management Team terms of reference.

### Managers

The responsibilities of each manager are to:

- ensure all necessary risk assessments are carried out, significant findings are recorded and appropriate safe systems of work implemented to avoid or control any risks.
- ensure new and transferring staff are inducted and informed of the significant risks in their work and the control measures to mitigate or manage those risks
- ensure all employees receive adequate and appropriate training and instruction in respect of their functions and tasks.
- ensuring the reporting of all accidents by employees and non-employees and to consider any, diversity, equality and inclusion implications.

### Responsible Persons

The responsibilities of Responsible Persons are to:

- ensure premises are maintained to ensure the safety of users
- ensure a building risk assessment and a fire risk assessment has been completed, significant findings recorded and controls implemented,
- ensure co-operation and co-ordination on health and safety matters within premises

### Premises Co-ordinators

The responsibilities of the premises co-ordinators are to:

- ensure the Council's health and safety procedures for fire and first aid are implemented for the premises they are responsible for
- co-ordinate the day-to-day management of health and safety, and liaise with building users and contractors, where required
- raise any health and safety issues with the FM helpdesk where applicable

### Employees

Every employee is responsible for

- their own health and safety, as well as that of colleagues, service users and the public.
- co-operating with management, following established systems of work, using protective equipment, where required, and reporting defects and hazards to management.
- reporting any accidents and near misses on the Council's accident recording system..

### Health & Safety Team

The Health & Safety Team is responsible for:

- development of Council health and safety standards
- providing training and instruction regarding Council health and safety standards
- monitoring health and safety management systems across the council including the implementation of health and safety standards and compliance with legal requirements;
- monitoring accident reporting on the Council's accident recording system; and producing statistics for corporate and directorate Groups;
- investigating serious or complicated accidents in conjunction with the local manager;
- reporting accidents, dangerous occurrences and occupational diseases under RIDDOR 2013 to the Health & Safety Executive;
- reviewing health and safety standards as appropriate.

### Part III: Performance Standards

This section sets out the roles and responsibilities of individuals within the Council responsible for implementing this policy.

KEY:

CA	Contract Administrator	HoS	Heads of Services
CE	Chief Executive	HR	Human Resources
CMT	Corporate Management Team	H&S	Health & Safety
DSC	Directorate Health & Safety Champion	LD	Learning & Development Team
CD	Corporate Director	LM	Line Managers
CPO	Chief People Officer	M	Members
D	Directors	OH	Occupational Health
DCI	Director of Commercial Investment	P	Premises Co-ordinators
E	Employees	PM	Project Managers
HoEAMF	Head of Estates, Asset Management & Facilities		

The people responsible are listed in order of lead responsibility i.e. those with lead responsibility listed first.

**AIM 1:** To develop and maintain a culture supportive of health and safety in order to achieve adequate control over risks and minimise injury to employees and financial losses which arise from avoidable unplanned events

Performance Standard	People Responsible	Annual Monitoring by H&S
Active and continued commitment to health and safety at a senior level – Annual and Quarterly performance reports of health & safety to go to Corporate Health & Safety ICB and to include accident statistics	DCI, H&S	✓
Directorate Health and Safety Boards and chairs appointed	CE, CMT, CD	✓
Annual Health and Safety plan developed and agreed by the Health & Safety Internal Control Board	DCI, H&S	✓

**AIM 2:** An effective management structure and arrangements are in place to implement and maintain health and safety requirements

Performance Standard	People Responsible	Annual Monitoring by H&S
A corporate health and safety policy has been agreed by CMT and is reviewed each year as a minimum. Each directorate has a directorate health and safety policy which is reviewed as minimum every year.	CE, CMT, CD	✓
Health and Safety guidance produced and reviewed at least every two years and available to staff via the Intranet	H&S	✓

All RIDDOR reports to be completed and sent to the HSE within 5 working days of receipt in Health & Safety Consultancy	H&S	✓
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**AIM 3:** Managers will promote health and safety by implementing best practice including and diversity, equality and inclusion requirements.

Performance Standard	People Responsible	Annual Monitoring by H&S
All new managers to receive health and safety induction training within 6 months of starting in post.	CD, HoS, H&S	✓
All staff to receive health and safety induction from day 1 of starting in post.	HoS, LM	

**AIM 4:** Arrangements are in place to ensure a systematic approach to the assessment and control of risks, including diversity, equality and inclusion improvements.

Performance Standard	People Responsible	Annual Monitoring by H&S
Risk assessment procedures established which are in line with the current British Standard (Ref: Risk Assessment Guidance)	H&S, LM	✓
Training provided on risk assessment for managers upon request.	H&S, LD, LM	✓
Written risk assessments undertaken for all work activities prior to the commencement of the work activity	LM	Routine monitoring through audits
Risk assessments reviewed annually, looking particularly at any changes in best practice and changes in ways of working	LM	Routine monitoring through audits
Existence, currency and effectiveness of risk assessments audited and monitored.	H&S, HoS, LM	Routine monitoring through audits

**AIM 5:** To ensure appropriate and effective services are available to assist in the promotion of employee's well-being, including diversity, equality and inclusion improvements.

Performance Standard	People Responsible	Annual Monitoring by H&SC
All people needing health surveillance are identified and surveillance is carried out	LM, OH	
Proactive and reactive occupational health service provided with a minimum of two health campaigns per year	CMT, CPO, OH	

**AIM 6:** To ensure that all employees are competent in the work that they are doing, that any diversity, equality and inclusion requirements are met, that they are aware of their personal responsibilities, the standards to be achieved and working methods to be followed and are appropriately supervised to identify shortfalls from these standards

Performance Standard	People Responsible	Active Monitoring by H&S
All induction procedures to include health and safety commensurate with the nature of the work and scale of the risks involved. Complete induction to be completed within six months of starting role	LM, LD	✓
Health and safety training will be provided as required to ensure the competency of staff	LM, H&S	✓

**AIM 7:** To ensure all contractors undertaking work for the Council are competent in terms of health and safety, and that their performance is monitored and remedial action taken where required

Performance Standard	People Responsible	Active Monitoring by H&S
All contractors assessed for health and safety competence using SSIP standards or similar assurance schemes (Ref: Monitoring Contractors Guidance)	CA, PM, D, H&S	
Tender selection includes evaluation of health and safety provisions	CA, PM, D, H&S	✓

**AIM 8:** To monitor performance and regularly review safety management systems and working practices and reporting data.

Performance Standard	People Responsible	Active Monitoring by H&S
Systematic inspections of premises, plant and equipment, within legal requirements.	HoEAMF, LM, P	✓
Audits of safety management systems and premises to undertaken every four years.	H&S	✓
Findings of health and safety audits to be implemented within given timescales and verified	LM, HoS	✓
Accidents statistics maintained and evaluated and issued to directorate Health & Safety Boards at least every 6 months	H&S	✓



**Appendix A**

