

Commission for Local Administration in England

Health and Safety Policy Statement

1. General statement of policy

Our general statement of policy in compliance with H&S guidelines is:

- to provide adequate elimination or control of the health and safety risks arising from our work activities;
- to develop and maintain a pro-active management system for health, safety and welfare;
- to consult with our employees on matters affecting their health and safety;
- to provide a safe place of work with a means of safe access and exit;
- to provide and maintain safe plant and equipment;
- to ensure safe handling, storage and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review annually and revise this policy as necessary.

Signed on behalf of the employer

Date:

December 2003

Review date

December 2004

2. Responsibilities

2.1 Overall and final responsibility for health and safety is that of the

Commission

2.2 Overall responsibility for formulating and implementing policy for health and safety on behalf of the Commission is that of the

Deputy Chief Executive

2.3 Overall responsibility for ensuring this policy in each local Commission office is put into practice is delegated to the

Deputy Ombudsman in Coventry and York, and the Deputy Ombudsman and Deputy Chief Executive in London

2.4 Day-to-day responsibility for ensuring this policy is put into practice in each local office is delegated to

Facilities Manager

2.5 To ensure health and safety standards are maintained/improved, the following people have responsibility for taking action or making recommendations to the Deputy Ombudsman in the following offices:

Role & Name	Responsibility
Facilities Manager Lesley Cawthra	London office
Facilities Manager Sue Cherry	Coventry office
Facilities Manager Janis Broadhurst	York office

2.6 The responsibilities of line managers for Health and Safety are to take health and safety into account in the decisions they take and ensure that:

- their staff are aware of their personal responsibilities under this policy
- appropriate housekeeping standards are maintained
- the areas occupied by their staff comply with the Commission's health and safety policy and standards.

2.7 All employees have to:

- co-operate with their supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and

report all health and safety concerns to an appropriate person (as detailed in this policy statement)

3. Health and Safety risks arising from work activities

3.1 The following assessments will be carried out

Area	Assessment carried out by
Six month Health and Safety Audit	Deputy Ombudsman Facilities Manager and H&S representative
Analysis of workstations	Facilities Manager and appointed assessors
COSHH	Facilities Manager
Manual Handling	Facilities Manager
All other risk assessments	Facilities Manager

3.2 The findings of the risk assessments will be reported by the Facilities Manager to

- **Deputy Ombudsman (and local Management Team meeting)**
- **Personnel & Training Manager**
- **Finance & Estates Manager**

who will report significant findings and consequential actions to the **Deputy Chief Executive** for annual report to the Commission

3.3 Action required to remove/control risks will be approved by

Deputy Ombudsman
in consultation where appropriate, with the **Personnel & Training Manager** and **Finance & Estates Manager**

3.4

Facilities Manager

will be responsible for ensuring the action required is implemented; and

for checking that the implemented actions have removed/reduced the risks.

3.5 Assessments will be reviewed

Annually
or when the work activity changes, or there is a major accident or problems arise

3.6

4. Consultation with employees

4.1 Employee representative(s) are

- **H&S representatives elected by Unison who represent all staff; and**
- **Staff side**

4.2 Consultation will take place with employee representative(s) about

- the introduction of any measure in the work place which may substantially affect the health and safety of Commission employees;
- training in health and safety;
- arrangements for appointing competent persons to assist with health and safety;
- information to be provided to meet statutory requirements;
- the consequences of the introduction of new technology at work; and
- Health and Safety concerns identified by management, staff and as a result of health and safety audits.

4.3 The role of the H&S representatives is to represent the interests of staff with regard to all aspects of health and safety; and in so doing, to bring to the attention of the Commission (through the Health and Safety Committee where appropriate) staff concerns, and the results of inspections. Representatives will carry out inspections and investigations and consult with the Commission and staff to promote health and safety.

4.4 The three H&S Unison representatives will attend the quarterly meetings of the Health and Safety Committee.

5. Safe premises and equipment

5.1

Facilities Manager

will be responsible for identifying office areas/equipment needing maintenance

5.2

- **Facilities Manager**
- **Finance & Estates Manager**

will be responsible for ensuring effective maintenance procedures are drawn up

5.3

Facilities Manager

will be responsible for ensuring that all identified maintenance will be implemented in line with the Commission's Financial Instructions

5.4

Any significant problems found with H&S implications in office areas/equipment should be reported by the Facilities Manager to

- **Deputy Ombudsman**
- **Finance & Estates Manager**

5.5

- **The Facilities Managers**
- **The IS Manager (for computing and telecommunication equipment)**
- **The Finance and Estates Manager (for plant) in conjunction with the Commission's H&S Adviser**

will check that new office materials and equipment meet health and safety standards before they are purchased

6. Safe handling and use of substances

6.1

Facilities Manager

will be responsible for:

- identifying all substances the processing of which need a COSHH assessment;
- undertaking COSHH assessments;
- ensuring that all actions identified in the assessments are implemented; and
- ensuring all relevant employees are informed about the COSHH assessments.

will check that new substances can be used safely before they are purchased

6.2

Assessments will be reviewed

Annually

Or when the work activity changes, or problems arise

7. Information, instruction and supervision

7.1

Facilities Manager

will ensure that the Health and Safety Law poster is displayed and will issue health and safety leaflets to staff. The Health and Safety Policy will be issued to staff on appointment. Amendments to the policy will be circulated to all staff

7.2

Health and Safety advice is available from the

- **Facilities Manager**
- **Personnel & Training Manager**
- **Finance & Estates Manager**
supported by the **Commission's H&S Adviser** and
Occupational Health Adviser

7.3

Facilities Manager

will arrange/ carry out/ monitor the supervision of young workers/trainees (over the minimum school leaving age but younger than 18)

7.4

Facilities Manager

is responsible for ensuring that employees working at locations not under the employer's control, are given general health and safety information

7.5

Facilities Manager

is responsible for producing and updating evacuation procedures (fire and bomb) and distributing to all staff. Facilities Managers in York and Coventry (and the Landlord in London) are responsible for testing the procedures.

8. Competency for task and training

8.1 Health and safety induction training will be provided for all employees by the

Facilities Manager

8.2 Appropriate job specific training in Health and Safety based on an analysis of training needs will be provided by the

Line manager

8.3 Specific jobs requiring special health and safety training are

- **Deputies**
- **Finance and Estates Manager**
- **Personnel and Training Manager**
- **IS Manager**
- **Messengers/Handypersons**
- **IS Assistants**
- **Facilities Manager**
- **Members of the Facilities team**

8.4 Training needed for specific posts will be identified by

Personnel & Training Manager with advice from **the Commission's Health and Safety Adviser**

8.5 Training for individuals will arranged and monitored by the

- **Facilities Manager**
- **Personnel & Training Manager**

8.6 Health and safety training records are kept by the

- **Facilities Manager**
- **Personnel & Training Manager**

9. Accidents, first aid and work related ill health

9.1 Health surveillance is required for employees where

- there is a reportable disease or adverse health condition related to the work of that employee; or
- there is a reasonable likelihood that an identifiable disease or adverse health condition may occur

9.2 Health surveillance will be arranged by the

Personnel & Training Manager

9.3 Health surveillance records will be kept by the

Personnel & Training Manager

9.4 The first aid boxes are kept at

Clearly labelled points in each office

9.5 The names, internal telephone numbers and rooms of the appointed person(s) and first aider(s) are

Clearly displayed on the noticeboards in each office.

9.6

Facilities Manager

is responsible for:

- ensuring there are sufficient first aiders for each area;
- keeping first aider training up to date;
- the first aid boxes being adequately supplied; and
- ensuring notices are displayed.

9.7 All accidents, near misses and cases of work related ill health are to be recorded in the accident book. The book is kept by the

Facilities Manager

9.8 If a serious accident occurs, the public emergency services should be called by the

First Aider giving treatment

9.9 In the case of an accident, excluding minor cuts and grazes, the first aider should also inform the

- **Facilities Manager**
- **Deputy Ombudsman**
- **Personnel & Training Manager**
- **Finance & Estates Manager (for insurance purposes)**

9.10 Any injury sustained whilst travelling on Commission business should be reported by the line manager to the

**Facilities Manager
Finance and Estates Manager**

who is responsible for notifying the Personnel & Training Manager.

9.11

Personnel & Training Manager

is responsible for reporting accidents and dangerous occurrences to the enforcing authority

10. Monitoring

10.1 To check working conditions, and to ensure safe working practices are being followed, the following monitoring will take place

Task	Responsibility
<ul style="list-style-type: none"> • Monitor the impact of 'new technology' on health and safety issues 	Deputy Chief Executive
<ul style="list-style-type: none"> • Perform weekly housekeeping inspections 	Line manager
<ul style="list-style-type: none"> • Perform six monthly health and safety audits 	Facilities Manager Deputy Ombudsman
<ul style="list-style-type: none"> • Organise training, advise and update managers and appointed staff in health and safety 	Facilities Manager Health & Safety Adviser
<ul style="list-style-type: none"> • Monitor sickness absence to ensure health and safety problems are not the cause of ill health 	Personnel & Training Manager
<ul style="list-style-type: none"> • Report on health and safety within management team meetings 	Facilities Manager
<ul style="list-style-type: none"> • Monitor the safe working policy and review annually 	Facilities Manager and Personnel & Training Manager
<ul style="list-style-type: none"> • Keep a record of incidents where staff have encountered potentially violent situations whilst working outside of the office and provide support and counselling if required 	Personnel & Training Manager
<ul style="list-style-type: none"> • Review risk assessments 	Facilities Manager
<ul style="list-style-type: none"> • Annual monitoring of Health and Safety 	Commission

10.2

- **Facilities Manager**
- **Personnel & Training Manager**
- **Finance & Estates Manager**

are responsible for investigating accidents or near misses as appropriate to the nature of the incident. Following an accident which has resulted in an injury, or where there was potential for injury, the Facilities Manager should interview the person concerned as soon as possible, inspect the site, speak to any witnesses and prepare a report to be presented to the Health and Safety committee and reported

to the Deputies. The Facilities Manager will involve the Deputy or line manager in the investigation as appropriate.

10.3

- **Personnel & Training Manager**
- **Line manager**

are responsible for investigating work-related causes of sickness absence with advice from the Occupational Health Adviser

10.4

- **Facilities Manager**
- **Personnel & Training Manager**
- **Deputy Ombudsman**
- **Finance & Estates Manager**
- **Line Managers**

are responsible for acting on investigation findings to prevent a recurrence.

10.5

The Health and Safety Committee will meet quarterly to oversee and monitor health and safety in the Commission. The Committee will include the Deputies, the Facilities Managers, the Personnel & Training Manager, the Finance & Estates Manager, Unison Health and Safety representatives (and the H&S Adviser as required). The Committee will consider:

- health and safety concerns raised by management and staff representatives;
- the health and safety implications of proposed changes in working practices,
- reports of accidents and notifiable diseases; and
- safety audit reports.

11. Emergency Procedures – fire and evacuation

11.1

Facilities Manager

is responsible for ensuring the fire risk assessment is undertaken and implemented

11.2

Escape routes are checked by

Messengers/Handypersons weekly (non communal areas in London)

11.3

Fire extinguishers are maintained and checked by

External contractor annually

11.4

Alarms are tested by

Messengers/Handypersons weekly (Landlord in London)

11.5

Emergency evacuation will be tested every

Six months (by Landlord in London)

11.6

Fire/Bomb Officers

are responsible for ensuring that the office is quickly and safely evacuated

11.7

- **Personnel & Training Manager**
- **Facilities Manager (together with the Landlord in London)**

are responsible for agreeing alternative evacuation procedures for staff who are disabled or have mobility difficulties

11.8 Fire training in line with the requirements of the fire certificate (normally every six months) will be organised by

Facilities Manager

12. Related Commission Policies/Guidance

- [Safe Working Policy and Procedures](#)
- [Terms and Conditions of Service for Home Based Workers](#)
- [Guidance on occasional working at home](#)
- [The Desk Sharing Scheme](#)
- [No Smoking Policy](#)
- [Policy for Managing Sickness Absence](#)

13. Time scale for significant Health and Safety processes

Weekly	FMs carry out house keeping inspections Messengers test fire alarms (Landlord in London) Messengers check escape routes
Monthly	FMs report on H&S within management team meetings
Bi monthly	H&S item in Staff Bulletin
Quarterly	Personnel Manager report to Commission on sickness absence H&S Committee meets

- Every six months** Deputies/FMs/H&S representatives carry out H&S audit
FMs organise emergency evacuation
FMs organise fire training
- Annually** Unison elect H&S representatives
FMs review risk assessments and COSHH assessments
FMs arrange checking of fire extinguishers
FMs and Personnel provide information to the Deputies for consideration and report to the Commission including:
- o progress against objectives
 - o review of risk assessments and COSHH assessments
 - o report on evacuation
 - o number of accidents and dangerous occurrence
 - o effectiveness of the safe working policy including incidents outside the office
- Commission meeting
Deputies set objectives for coming year

9 December 2003