

Corporate Health, Safety & Wellbeing

Introduction

Newport City Council recognises that health, safety and wellbeing are central to the organisation's work of delivering a better Newport and improving people's lives. By keeping staff and citizens safe the Council protects the greatest assets. By working together the Council can create a safer, greener and healthier city for the workforce and citizens.

Aims of the Policy

The aim of the health, safety & wellbeing policy is to ensure that Newport City Council employees are made aware of the corporate health and safety requirements, and put in place arrangements to ensure that the health and safety of all those involved is not put at risk.

Scope

This policy applies to all employees at Newport City Council. Managers who have employees involved in using hazardous substances or undertaking work processes that generate or may result in exposure to hazardous substances.

School Based Employees

Newport City Council commends this policy to individual Governing Bodies for adoption. If adopted by a Governing Body, the policy will apply to all employees under the direct control of the Governing Body.

To be read in conjunction with:

[NCC health and safety policies and guidance.](#)

[HSE Managing for health and safety guidance](#)

[HSE Consulting workers on health and safety guidance.](#)

[Management of Health and Safety at Work Regulations 1999](#)

[Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#)

[Workplace \(Health, Safety and Welfare\) Regulations 1992 \(as amended\)](#)

[HSE First Aid legislation](#)

[Regulatory Reform \(Fire Safety Order \) 2005](#)

PRINCIPLES

Health, Safety and Wellbeing are core values of the Newport City Council. The council is committed to the continued advancement of a positive health & safety culture with strong programs of personal safety, accident and injury prevention, wellness promotion, and compliance with applicable environmental and health and safety laws and regulations. [Click to enter text](#)

Corporate Health, Safety & Wellbeing

POLICY STATEMENT

Newport City Council recognises that health, safety and wellbeing are central to the organisation's work of delivering a better Newport and improving people's lives. By keeping our staff and our citizens safe we protect our greatest assets. By working together we can create a safer, greener and healthier city for our workforce and our citizens.

Safety must be at the centre of everything we do. If it isn't safe then don't do it, do what is right and report it.

Everyone has a stake:

Every employee of Newport City Council has a responsibility for health and safety, to make sure that you, and the people around you are safe.

Health and safety is often seen as a barrier that stops work from happening; in reality if a safe and healthy way of working is built into everyday activities it is an effective way of ensuring that services are maintained.

You will be provided with the training you need to carry out your work safely; in return we ask you to think about safety, health and wellbeing as a fundamental part of your job and incorporate it into your everyday working practices. Councillors have a vital role to play in leading health and safety and wellbeing.

Working with others:

It is not just employees who have a responsibility for health, safety and wellbeing.

We will ensure that we are talking to all our partners to make certain the 'My Wellbeing' message is communicated effectively.

Health and safety representatives, trades unions, suppliers and contractors all have an important role to play in ensuring the work Newport does is done in a safe and healthy way.

Clear and honest communication is key to achieving this.

Clarity in communication:

We must ensure that people understand what they must do in order to stay safe and healthy.

It is therefore very important that policies, risk assessments, procedures, safe systems of work and any other document designed to communicate a safety or health message are clear and uncomplicated.

Being open and honest:

Employees are our key asset and are vital in ensuring health; safety and wellbeing issues are reported. Hiding concerns only makes things worse and has the potential to cause serious accidents.

Only if we know where the problems are can we make changes to make sure accidents and incidents do not happen, or do not happen again.

Similarly, we will all be honest where there have been failings and share our experiences so that lessons can be learnt.

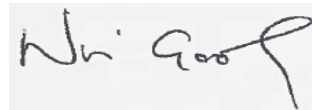
You can be confident that there will not be a 'blame culture'. People who speak up about health, safety and wellbeing issues are the ones preventing tomorrow's accidents from happening.

Leader of the Council



Cllr Debbie Wilcox

Chief Executive



Will Godfrey

Date: 14/11/18

Review Date: 14/11/19

Responsibilities

Organisation (People & Responsibilities)

This section provides the key roles and responsibilities for health, safety and well-being in Newport City Council. Health, safety and well-being must be treated as a central part of the management function within the Council and, as such, must be managed like any other process.

Members of the Cabinet and other Elected Members shall:

- Ensure that suitable resources and strategic direction is available to discharge the Council's health, safety and wellbeing responsibilities.
- Monitor, via reports, the overall performance of the Council's health, safety and wellbeing arrangements.
- Challenge, consult and communicate with Officers and Unions on health, safety and well-being issues during Employee Partnership and relevant scrutiny meetings.

The Chief Executive shall:

- Take overall responsibility for health, safety and wellbeing across Newport City Council.
- Promote the implementation, monitoring and reviewing of health, safety and well-being policies and arrangements.

Strategic Directors and Heads of Service shall:

- Ensure the implementation of policies and associated documents in their service areas.
- Ensure their own competence and that of managers within their Service Area by directing them to identify and attend appropriate health, safety and well-being training.
- Monitor performance by receiving relevant health, safety and wellbeing information from their managers including accident statistics and results of audits or inspection and ensure appropriate action has been taken.
- Consult and take appropriate advice from the Health and Safety Team.
- Ensure sufficient resources are allocated to meet the health, safety and well-being requirements of their Service Area.
- Incorporate health, safety and wellbeing into their Service Area Plan.
- Ensure employees or others who may be affected, are involved and consulted on relevant health, safety and wellbeing matters in good time, and that their views are considered.
- Support the Strategic Leadership Team to meet their health, safety and wellbeing responsibilities.

Other Managers, including those with line management responsibilities shall:

- Ensure the Council's policies, guidance and processes are implemented within their service area.
- Ensure their own competence and that of employees within their service area by identifying and attending appropriate training.
- Consult and take appropriate advice from the Health and Safety Team.
- Ensure sufficient resources are allocated to meet the Health, Safety and Wellbeing requirements of their Service Area.
- Ensure employees or others who may be affected, are involved and consulted on relevant Health, Safety and Wellbeing matters in good time, and that their views are considered.
- Ensure risk assessments and safe systems of work are implemented and reviewed.

- Ensure accidents are reported and investigated.
- Ensure compliance with the Council's Health, Safety and Wellbeing policy within their Service Area.
- Ensure Health and Safety performance is monitored, and is included for discussion at Team meetings and during the Performance Clear Review process.

Facilities and Premises Managers (or those with premises responsibilities) shall:

- Complete relevant health and safety training e.g. Health and Safety for Managers and Premises Managers.
- Familiarise themselves with the appropriate health and safety policies/guidance relevant to their role as Premises/Facilities managers, as well as any specific service area requirements.
- Ensure the competence of the first point of contact at their premises by arranging appropriate health and safety and/or building related training.

People & Business Change Team shall:

- Promote continuous improvement in health, safety and wellbeing standards.
- Assist managers who are dealing with employee relation issues which arise from health, safety and wellbeing matters.
- Participate in the development, application and review of health, safety and wellbeing, Occupational Health and Employee Assistance Programme standards, policies and arrangements.

Health and Safety Team shall:

- Provide appropriate advice and guidance in line with health, safety and wellbeing legislation and best practice.
- Assist and support Council Officers with Health and Safety Executive (HSE) or other Enforcement Officers' visits and investigations.
- Provide services for areas in relation to their health, safety and wellbeing responsibilities including:
 - Support Service Areas with wellbeing assessments and risk assessment, development of safe working procedures and accident/incident investigations.
 - Assist with audits and inspections and ensure appropriate action plans are produced.
 - Monitor and support Service Area Health and Safety Groups/Meetings.
 - Provide constructive and appropriate feedback, interventions / training requirements on health, safety and wellbeing matters.
 - Promote continuous improvement in health, safety and wellbeing standards.

As a Key Partner, Newport Norse shall:

- Liaise with, monitor and provide support to facilities/premises managers on specific health and safety issues as set out in NCC documentation including, but not limited to:
 - Legionella;
 - Asbestos;
 - Electricity;
 - Gas and Oil;
 - Fire;
 - Glazing.

Trade Union Safety Representatives shall (with reasonable time off):

- Inspect the workplace, investigate accidents and represent employees at health, safety and wellbeing groups / meetings in accordance with their statutory functions ([Safety Representatives and Safety Committees Regulations 1977](#)).

Employees shall:

- Take reasonable care of their own health, safety and wellbeing and of others who may be affected by their actions.
- Cooperate with managers and others on health, safety and wellbeing matters including:
 - Following risk control measures and safe working procedures.
 - Reporting any accident, incident or dangerous occurrence to enable prompt investigations to prevent recurrence.
 - Carry out and record relevant user checks and inspections.
 - Report any hazards or defects associated with plant and equipment, and ensure its proper use
 - Attend suitable and appropriate training relevant to their role and responsibilities.
- Complete mandatory training for their role and support managers and others in meeting their health, safety and wellbeing responsibilities.

Arrangements

The arrangements provided in this policy are not exhaustive. Other specific documents, arrangements and/or guidance may be issued.

Supplementary Policies and Guidance

Specific topic related policies may be produced where there is legislation attributed to the subject e.g. Asbestos, Fire, or a specifically identified need for policy arrangements.

Where there is no specific legislation or identified need then subject related guidance or procedures may be produced.

Where appropriate, health, safety and wellbeing advice will be included in other policies and guidance. For example, agile working guidance includes advice to ensure the ability to work safely and healthy.

Health, Safety and Wellbeing Information

Health, safety and wellbeing information can be found on the [intranet/my-development/training-and-courses](#) or by contacting the Health and Safety Team.

Information will be circulated as required via the Council's communication methods including noticeboards, e-mails and employee newsletters.

Risk Assessments

There is no specific risk assessment legislation, however the [Management of Health and Safety at Work Regulations 1999](#) place a duty on employers to make suitable and sufficient assessments of the health and safety risks to which employees (and others not in their employment e.g. contractors, visitors, service users and members of the public) may be subjected due to their work activities, work organisation or premises.

Risk management is the foundation of health and safety. To enable the Council to develop good risk management culture, the Council has a health and safety risk assessment procedure which has been developed in line with the Health and Safety Executive's guidance '[Risk Assessment](#)'.

Specific policy, guidance and associated forms have been developed to support managers in meeting the Council's duty. Specialist or individual risk assessments must be carried out in circumstances where a generic risk assessment is not suitable or sufficient. These may be linked to specific legislation e.g. [New and Expectant Mother who work](#), or where the risks presented by an activity are higher than usual because of unique circumstances which present transient hazards e.g. individual service user's, pupil's or employee's medical condition.

Training

The Council recognises its responsibility to provide health, safety and well-being information, instruction and training relevant to the employee's role. Managers must identify any training requirements and maintain appropriate records to ensure refresher or requalification training is kept up to date.

Induction training for new employees or transferred managers must take place, ideally within the timescales below:

- **Workplace / Premises** - within one week of arrival. (preferably day one)
- **Service Area** - within eight weeks.
- **Corporate** * within probationary period (except internal transfers)not applicable to school based staff

Work related training for new and existing employees must be carried out to ensure employees are competent to undertake the tasks required as part of their role. Managers must ensure that all mandatory training is completed, documented and include any refresher or requalification dates.

Accident/Incident and Violence at Work Incident Reporting

An incident reporting and investigation procedure has been developed to enable the Council to meet its responsibilities under the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#) and to assist with preventing recurrence of incidents.

All incidents including injury to person, damage to articles or property, near misses, acts of violence towards employees and dangerous occurrences must be reported using the forms found on the [intranet/my-wellbeing/policies-and-procedures](#) and sent to the Health and Safety Team.

Where required, a member of the Health and Safety Team will submit the relevant reporting form to the Health and Safety Executive to meet the Council's duties under 'RIDDOR'.

Violent incidents must be reported to the Health and Safety Team using the violent incident reporting form. Specific guidance and associated forms regarding dealing with violent incidents have been developed to support managers and can be found on the [intranet/my-wellbeing/policies-and-procedures](#)

First Aid

The Council has a duty to ensure there are sufficient numbers of trained first aiders, suitable provision of equipment and sufficient facilities available to provide adequate first aid cover across the Service Areas. All Facilities and Premises Managers must complete a First Aid Provision assessment to ensure there are adequate first aid arrangements. <http://www.hse.gov.uk/firstaid/legislation.htm>

The provision of first aid assessment must take account of any third parties or services that share premises, and ensure there is adequate first aid equipment and qualified first aiders for all foreseeable injuries and events which may occur. The First Aiders should be 'trained' and aware of the foreseeable risks associated with the nature of their work/building/location. The maintenance and restocking of first aid facilities may be delegated by the Facilities/Premises Manager to a nominated First Aider. The Facilities/Premises Manager will ensure adequate and timely arrangements are in place for purchasing replacement first aid supplies – for further information please refer to the Council's - **First Aid Policy**

- *Do you know who your First Aiders are?*
- *Do you know where the nearest First Aid kit is kept?*
- *Do you have a Defibrillator; do you know where the nearest one is?*

Fire and Emergency Procedures

A specific fire policy is in place to provide advice and guidance to managers and all staff. The Council provides a framework for the Management of Fire Safety by carrying out Fire Risk assessments which are undertaken for all Council premises.

It is the duty of the Facilities and Premises Managers to ensure that the Fire and Emergency procedures are in place as detailed within the Fire Risk assessment. It is a requirement under the [Regulatory Reform \(Fire Safety Order \) 2005](#) that Management of Fire Safety arrangements are in line with current legislation and all Fire Safety equipment is regularly tested and periodically serviced according to the relevant British Standards and Manufactures recommendations – *for further information please refer to the following procedures*

- *Fire Safety Policy*
- *Fire Maintenance Guidance*
- *Personal Emergency Evacuation Plan (PEEP)*

Facilities and Premises Managers must also ensure all documentation including on-site log books are kept up to date. Employees must cooperate with any provisions put in place to mitigate the risk of fire and participate in any training and evacuation drills as required.

- *Do you know the emergencies procedures?*
- *Do you know where your fire assembly point is?*
- *Do you know how to raise an alarm?*

Joint Consultation

The Council recognises the importance of, and its legal duties around, consultation on health, safety and well-being matters. The Council has various consultation forums including the main Employee Partnership Forum (EPF), in addition to Service Area health and safety meetings.

Service Area and Nominated Trade Union Safety Representatives are invited to attend these consultation forums.

Personal Protective Equipment (PPE) and Clothing

Where identified as part of the risk assessment process, the Council will provide the appropriate protective equipment and clothing at no cost to the employee. However, an employee may be charged in the event of loss or damage due to neglect or abuse.

All employees are required to wear, use, maintain and store the provided safety equipment in accordance with information and instructions received. Employees must report any damaged or defective equipment immediately to managers.

Occupational Health and Employee Assistance Programme

The Council has access to Occupational Health advice to assist and support employees and managers.

The Occupational Health provision provides health surveillance, information to assist in employees' sickness management, and guidance on rehabilitation and return to work.

The Council's Employee Assistance Programme gives employees access to a counselling service via a management referral or self-referral.

Musculoskeletal Disorders / Mental Health Conditions

The Council recognises its responsibility to support and assist employees with diagnosed medical conditions. A health and safety & wellbeing referral system is in place, enabling employees to access Occupational Health and obtain specialist assessments to assist managers to make reasonable adjustments within the workplace.

Welfare Provisions

The Council will ensure that welfare provisions including toilets, rest areas, access to water etc. comply with the [Workplace \(Health, Safety and Welfare\) Regulations 1992 \(as amended\)](#). All staff can utilise provisions within all council buildings with regards to welfare provision, meeting rooms and drop in work areas.

Monitoring and Review

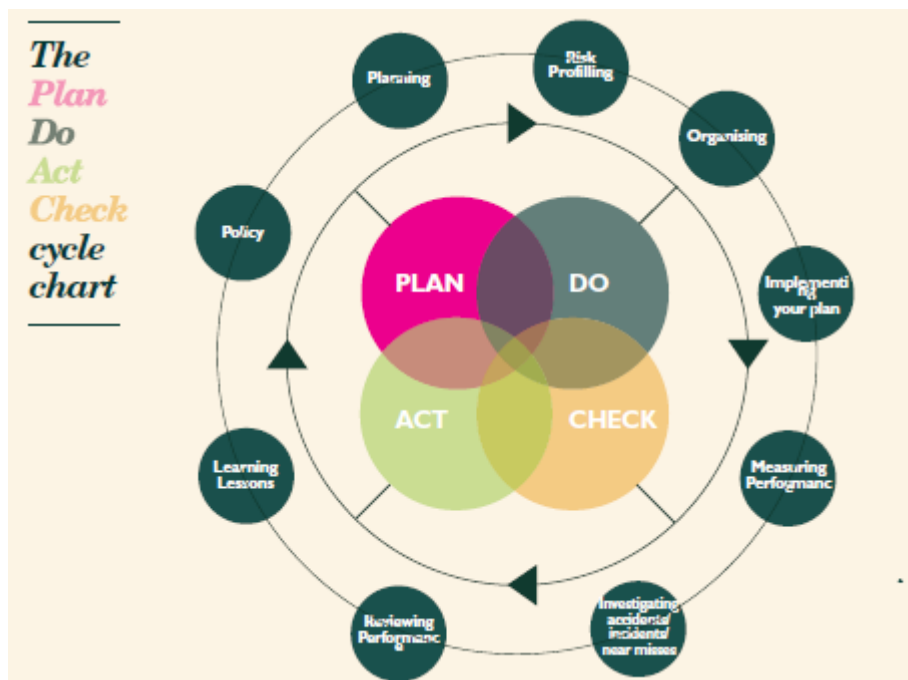
The Council is committed to promoting a positive health, safety and well-being culture, and to a process of continuous improvement.

Managers and supervisors have a responsibility on a day to day basis to monitor workplace conditions and systems of work and, where things have gone wrong, investigate and taken remedial action. Service Area managers will carry out workplace inspections periodically, with assistance upon request from the Health and Safety Team.

A programme of audits will be carried out by the Health and Safety Team on a risk prioritised basis.

Key performance measures will be submitted to the Council's Senior Management Team, reporting on matters of health, safety and well-being.

This Policy will be reviewed every two years or more frequently if required, to ensure it complies with current legislation and best practice.



Created By:

Lilia Delgado(H&S Business Partner)

Corporate Health, Safety & Wellbeing

Date Created:	04/10/2018
Reviewed By:	Rod Taylor (H&S Manager)
Date Reviewed:	04/10/2018
Current Version:	5 th Version

Document Control

Version	Date	Author	Notes/Changes
1 st	01/02/2001	Human Resources & Policy	Click to enter text
2 nd	01/11/2009	Human Resources & Policy	Click to enter text
3 rd	01/03/2014	Human Resources & Policy	Click to enter text
4 th	01/01/2015	Human Resources & Policy	Click to enter text
5 th	04/10/2018	Health and Safety Team	New policy template and updates in legislation and current Council's systems and procedures.
e.g. VI	Click to enter date.	Click to enter text	Click to enter text
e.g. VI	Click to enter date.	Click to enter text	Click to enter text
e.g. VI	Click to enter date.	Click to enter text	Click to enter text
e.g. VI	Click to enter date.	Click to enter text	Click to enter text
e.g. VI	Click to enter date.	Click to enter text	Click to enter text