



Fermanagh & Omagh  
District Council  
Comhairle Ceantair  
Fhear Manach agus na hÓmaí

# Corporate Health and Safety Policy



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## 1. Health and Safety Statement

- 1.1 Fermanagh and Omagh District Council recognises and accepts its responsibilities as an employer under the Health and Safety at Work (NI) Order 1978 and associated Health and Safety Regulations. While this law is primarily concerned with the protection of our employees going about their work, it also applies where others may be affected by the way we do what we do, such as contractors working for us, members of the public visiting or using Council facilities, or our guests. In carrying out our day to day activities we will, therefore, strive to reduce the risk of injury and protect employees and others by assessing the possible risks, and ensuring safe working practices are followed.
- 1.2 We also recognise that compliance with the law is a basic or minimum requirement. We want to go beyond the minimum requirements, and so we aim to follow best practice in whatever we do.
- 1.3 Alongside our aim for higher standards of compliance, we will work towards continuous improvement in our Health and Safety performance. To help us do this we will set objectives and targets which are realistic and measurable, so that we can check on our performance.
- 1.4 The management of Health and Safety is regarded as a key part of what we do. This document describes our Health and Safety Management System. This System is based on the publication by the Health and Safety Executive “Managing for safety and health’ (HSG65). This Policy also sets out the responsibilities of all employees for Health and Safety in the workplace, and emphasises the additional roles that Elected Members, the Chief Executive, Directors, Heads of Service, Managers, Supervisors, Building Managers, Employees and the Corporate H&S function have in our Health and Safety Management System.
- 1.5 Success in these areas requires a real commitment to an improved Health and Safety culture from all employees. Our Health and Safety Policy is intended to contribute to our overall performance by:
  - Reducing the occurrence of accidents, ill health, sickness absence, or other dangerous incidents;
  - Promoting continuous improvements in Health and Safety performance;
  - Encouraging all employees to think about how they can do their jobs more safely; and
  - Improving the quality of services we deliver.
- 1.6 Through this Policy, the Council aims to: -

- Identify the hazards associated with its work activities, assess the risks and record the management action required to reduce the risk of injury or ill health;
- Provide and maintain safe plant, equipment and systems of work;
- Ensure the safe use, handling, storage and transportation of articles, materials and substances;
- Provide suitable and sufficient information, instruction, training and supervision to enable employees to identify hazards and minimise risks and ensure that they are aware of current preventive and protective measures in place;
- Provide a safe place of work, with safe access and egress;
- Provide a healthy work environment, including adequate welfare facilities;
- Provide adequate personal protective equipment when required;
- Consult with safety representatives/employees on Health and Safety matters; and
- Provide the necessary resources to achieve these standards.

1.7 Compliance with the law is a basic or minimum requirement. The Council strives for the highest standards and follows best practice to promote Health and Safety. We encourage all employees to also aim for the highest standards so that Health and Safety is embedded deeply into all that the Council do. Alongside aiming for higher standards of compliance, the Council will seek continuous improvement in Health and Safety performance. To help us do this, there are Health and Safety Key Priorities which are realistic and measurable, so that we can check on our performance and devise initiatives to meet them. These are updated annually.

The management of Health and Safety is regarded as a key part of what we do. This document describes our Health and Safety Management System. This system is based on the publication by the Health and Safety Executive (HSENI's) 'Managing for safety and Health' (HSG65).

1.8 This Policy contributes to the overall performance of the Council by:

- Being an integral part of our organisations culture, its values and performance standards.
- Reducing the occurrence of accidents, ill health, sickness absence, or other dangerous incidents;
- Promoting continuous improvements in Health and Safety performance;
- Encouraging all employees to think about how they can do their jobs more safely; and
- Improving the quality of the services we deliver.

Success in these areas requires a real commitment to an improved Health and Safety culture from all employees.

The Council want to promote a positive Health and Safety culture by:

- Establishing and maintaining **control** by setting clear Health and Safety objectives;
- Securing **co-operation** between all levels of management, safety representatives, trade union members, and all other employees;
- Maintaining effective systems of **communication** on Health and Safety matters;

- Ensuring there is sufficient **competency** (that is, the skills, knowledge and required behaviors) within the organisation in terms of Health and Safety support and advice, and that Health and Safety training (see Appendix 3) is provided to all employees.

1.9 The obligations contained in this Policy apply equally to:

- All Council employees, including agency workers (where they are employed by FODC) and Elected Members;
- Partners and other third parties, including contractors (see Appendix 2), volunteers, agencies, and any other organisation(s) undertaking work on the Council's behalf or on Council property.

**"Health and Safety is our number one priority. We are all responsible for Health and Safety in the workplace. If you see something which you think is unsafe, please take action immediately, either by taking corrective action, if it is safe to do so, or by reporting it to management. We must remain vigilant to Health and Safety at all times."**

**Alison McCullagh, Chief Executive.**

Signed..... Date.....  
Chief Executive

## 2. Organisation

Group or Individual	Role and Responsibilities
Elected Members	<ul style="list-style-type: none"> <li>• Be accountable to the electorate for ensuring the Council meets its duties under The Health and Safety at Work (NI) Order 1978. They have overall responsibility for ensuring sufficient resources and funds are available to permit the Chief Executive and the Directors to comply with the Council's legal duties.</li> <li>• Delegate the day-to-day responsibility for managing Health and Safety and complying with the Council's legal duties to the Chief Executive.</li> <li>• Ensure all their decisions and actions are consistent with the promotion of Health and Safety.</li> <li>• Attend relevant Health and Safety training as commensurate with their responsibilities.</li> </ul>
Chief Executive	<ul style="list-style-type: none"> <li>• Be the final arbiter of what is contained in this document, and in relation to the structure and operation of the Council's Health and Safety Management System.</li> <li>• Through consultation with Elected Members, as appropriate, ensure that adequate resources are in place so that the Council can achieve what it sets out to do in this Policy.</li> <li>• Liaise with Directors and Heads of Service and Lead Officers to ensure effective formulation, development and implementation of the Health and Safety Policy. To assist with this, the Chief Executive has arranged for the appointment of competent staff, namely the Corporate Health and Safety Manager and the Corporate Health and Safety Officer, who are available to advise senior managers, managers, supervisors and all other employees on Health and Safety matters.</li> <li>• Devolve the management of Health and Safety to individual Directors and/or Heads of Service as appropriate. Accountability to the Chief Executive for overall Health and Safety performance is achieved through the reporting arrangements described in Section 3 Arrangements.</li> <li>• Chair the Health and Safety Advisory Group (HSAG) held bi-annually. It is attended by Directors, Heads of Service, senior managers, supervisors, employee representatives, the Corporate Health and Safety Officer and the Corporate Health and Safety Manager. The HSAG is responsible for the development, monitoring and review of our Health and Safety procedures. It will also ensure consistency of approach across Departments. Further details of the HSAG and of the Departmental Health and Safety sub-committees are given in Section 3: Arrangements paragraph 3.11 and Appendices 1 and 2.</li> </ul>

Group or Individual	Role and Responsibilities
	<ul style="list-style-type: none"> <li>• Ensure that Health and Safety arrangements are adequately resourced.</li> <li>• Ensure that Health and Safety is included as a key business risk in the Corporate Risk Registers and Corporate Leadership Team decisions.</li> </ul>
Directors	<ul style="list-style-type: none"> <li>• Be accountable to the Chief Executive for the implementation of this Policy.</li> <li>• Chair their own Directorate Health and Safety sub-committee which will meet bi-annually and align with meetings of the HSAG so that a suitable report of their proceedings can be brought to the corresponding HSAG meeting.</li> <li>• Ensure that Health and Safety is included as a key business risk in Director/Head of Service Team meetings</li> <li>• Keep up to date with the Health and Safety arrangements and procedures set out in this Policy.</li> <li>• Demonstrate commitment to this Policy by showing strong active leadership and visible commitment to a positive Health and Safety culture within their own directorate.</li> <li>• Ensure that each department within their Directorate completes and updates their Risk Assessment Registers and records them.</li> <li>• Ensure that proper account is taken of Health and Safety factors in all forward planning and business decisions,</li> <li>• Review the monthly and the six monthly Corporate Health and Safety Report.</li> </ul>
Heads of Service and Lead Officers	<ul style="list-style-type: none"> <li>• Be accountable to their Director for the implementation of this Policy.</li> <li>• Keep up to date with the Health and Safety arrangements and procedures set out in this Policy and ensure that safe working practices are developed and implemented.</li> <li>• Demonstrate commitment to this Policy and promote a positive Health and Safety culture by: <ul style="list-style-type: none"> <li>○ setting a good example;</li> <li>○ promoting good practice;</li> <li>○ challenging poor perceptions or attitudes to Health and Safety;</li> <li>○ encouraging people to identify problems before they result in accidents/incidents; and</li> <li>○ ensuring regular two-way communication with employees about Health and Safety.</li> </ul> </li> <li>• Implement this Policy and adopt the Health and Safety Performance Standards referred to in Section 3 paragraph 3.9 within their area of control, such as ensuring completion and review of risk assessments.</li> <li>• Allocate responsibilities for Health and Safety to their managers and supervisors so that they are clearly understood. Following on</li> </ul>



Group or Individual	Role and Responsibilities
	<p>from this, and in liaison with Human Resources, incorporate these responsibilities within job descriptions.</p> <ul style="list-style-type: none"> <li>• Ensure all staff within their service areas understand that it is mandatory for all new employees to attend the Corporate induction and that the completion of the Departmental induction checklist is a mandatory aspect of their induction and recorded.</li> <li>• Hold individuals to account for their Health and Safety responsibilities, and see that corrective action is taken in the case of significant departure from accepted Health and Safety procedures.</li> <li>• Put in place procedures so that managers and supervisors can record risk assessments and document safe working practices. The arrangements to ensure risk assessments are regularly reviewed should be checked at least annually.</li> <li>• Ensure compliance with Health and Safety standards and the Construction (Design and Management) Regulations (Northern Ireland) 2016 (if applicable) when planning new building projects, refurbishments, or maintenance work. Similarly, when purchasing equipment and substances, ensure compliance with appropriate Health and Safety standards.</li> <li>• Provide employees with the necessary information, instruction and training to complete their tasks safely.</li> <li>• Ensure that those employees with specific responsibilities for Health and Safety, e.g. Building Managers (refer to role and responsibilities below), are competent and receive training as necessary to enable them to perform effectively in their role.</li> <li>• Actively monitor Health and Safety performance, for example, by including Health and Safety matters on the agendas of team meetings.</li> <li>• Make sure the Internal Accident/Incident Report form is completed on the reporting system and that Corporate Health and Safety are informed of any accidents which have resulted in over three days' absence.</li> <li>• Ensure prompt investigations of all lost-time accidents, cases of work-related ill-health, near misses, or other significant incidents which in practice will usually be delegated to appropriate managers and/or supervisors.</li> <li>• Ensure that all managers and supervisors carry out their role in the Health and Safety management system at a local level.</li> <li>• Put in place arrangements so that employee safety representatives can be consulted on Health and Safety matters, and can carry out and report back on regular inspections and any other activities specified in the Safety Representatives and Safety Committees Regulations (NI) 1979 or the Health and Safety (Consultation with Employees) Regulations (NI) 1996.</li> </ul>

Group or Individual	Role and Responsibilities
	<ul style="list-style-type: none"> <li>• Ensure that the arrangements for exercising control over contractors, and the safety of our visitors, are in place and are effective.</li> </ul>
Building Managers	<ul style="list-style-type: none"> <li>• Keep up to date with their Health and Safety management responsibilities described within this Policy and ensure compliance with all relevant Health and Safety standards, operating procedures, and industry-recognised best practice.</li> <li>• Act as the appointed Responsible Person, in conjunction with the Health and Safety Manager, for controlling risk from legionella bacteria in their buildings. In this role they will also need to keep available for inspection their legionella risk assessment, including the schematic diagram for hot/cold water services in their building.</li> <li>• Ensure that the control measures identified in the legionella risk assessment for their building are carried out, and that records of action taken are kept and updated on the Council's Concerto System.</li> <li>• Maintain a copy of the asbestos register for the building, and ensure that its contents are made known to both Council employees and contractors who may have to carry out work on the fabric of the building, where such work has the potential to disturb any of the identified asbestos.</li> <li>• Liaise with contractors working on our premises and confirm that their risk assessments are being followed. Carry out and document the monitoring and review processes described at paragraph 3.2.</li> <li>• Arrange for regular inspections of the building for which they are responsible to check that workplace Health and Safety standards are being maintained, and that safe working practices are in place.</li> <li>• Keep an up to date copy of their Fire Risk Assessment and Fire Safety Log Book available for inspection in the building, and ensure that all fire safety arrangements described in both documents are maintained, and that any recommendations are implemented.</li> <li>• Ensure that plant and equipment is adequately maintained, including air conditioning systems and passenger carrying lifts. Maintenance arrangements will need to take into account safe means of access, for example, where air conditioning units are located external to the building such as on flat roofs. Note that passenger carrying lifts are subject to statutory 6-monthly safety examinations and that these are organised centrally for all Council premises. Building managers shall be forwarded a copy of all Statutory Inspections by the insurance and risk officer and make arrangements for any remedial work identified in the report to be carried out.</li> </ul>

Group or Individual	Role and Responsibilities
	<ul style="list-style-type: none"> <li>• Arrange for regular testing and maintenance of electrical equipment, and that the electrical installation throughout the building is maintained and subject to inspection by a competent person at appropriate intervals (i.e. annually for the main vehicle workshops and also for leisure centers with swimming pools, every 3 years for other Council buildings open to the public, and every 5 years for all other buildings).</li> <li>• Make adequate provision for first aid.</li> <li>• Ensure that a copy of the Health and Safety Law Poster is displayed in an accessible location, that the information on the poster is kept up to date, and that all necessary safety signs are displayed properly</li> <li>• Liaise with contractors working on our premises and confirm that their risk assessments are being followed.</li> <li>• Monitor levels of radiation and record the findings if and when applicable.</li> <li>• Familiarise themselves with the Planned Preventative Maintenance schedule compiled by Estates Management which clearly highlights who is responsible for maintenance and servicing of assets for each specific building.</li> </ul>
Managers	<ul style="list-style-type: none"> <li>• Keep up to date with the Health and Safety Policy and procedures relevant industry best practice, legislation and guidance relevant to their activity.</li> <li>• Promote a positive Health and Safety culture and strive to promote this amongst employees.</li> <li>• Inform their HOS/Manager of any Health and Safety concerns or issues raised,</li> <li>• Adhere to the arrangements for the employee safety representatives who should be consulted on Health and Safety matters.</li> <li>• Carry out and report back on regular inspections and any other activities specified in the Safety Representatives and Safety Committees Regulations (NI) 1979 or the Health and Safety (Consultation with Employees) Regulations (NI) 1996.</li> <li>• Mandate all new employees to attend the Corporate induction and that the completion of the Departmental induction checklist is a mandatory aspect of their induction and recorded.</li> <li>• Ensure that adequate arrangements for regular two-way communication with employees about Health and Safety information are maintained throughout their areas of operational responsibility.</li> <li>• Ensure that all hazards within their respective areas, are subject to formal risk assessment, revised and recorded at suitable intervals.</li> </ul>

Group or Individual	Role and Responsibilities
	<ul style="list-style-type: none"> <li>• Ensure that all aspects of Health and Safety relating to members of the public, are given adequate attention, and included during the risk assessment.</li> <li>• Arrange for regular Health and Safety inspections of their respective areas.</li> <li>• Identify the Health and Safety training needs of employees and ensure that these needs are met.</li> <li>• See that corrective action and disciplinary procedures are enforced in the case of significant departure from accepted Health and Safety procedures.</li> <li>• Routinely monitor any contractors at work on Council premises to ensure they are aware of and comply with our Health and Safety Policy and procedures.</li> <li>• Investigate all accidents, incidents near misses/Health and safety management system.</li> </ul>
Supervisors	<ul style="list-style-type: none"> <li>• Keep up to date with the Health and Safety Policy and procedures relevant industry best practice, legislation, and guidance relevant to their activity.</li> <li>• Promote a positive Health and Safety culture and strive to promote this amongst employees.</li> <li>• Inform their Manager of any Health and Safety concerns or issues raised,</li> <li>• Ensure that all new employees attend the Corporate induction and that the completion of the Departmental induction checklist is a mandatory aspect of their induction and filed.</li> <li>• Record all accidents, incidents near misses/dangerous occurrences on the Health and safety management system and investigate.</li> <li>• Ensure that all hazards involved in operations and work tasks within their respective areas, are subject to formal risk assessment, revised at suitable intervals and are correctly documented and recorded.</li> <li>• Liaise with employees under their control to ensure they are advised of any relevant risks, control measures, procedures and are aware of and understand the safe procedures and instructions to follow.</li> <li>• Ensure that all aspects of Health and Safety relating to members of the public, are given adequate attention, and included during the risk assessment.</li> <li>• Make sure that plant and equipment under their control can be used in a safe and proper manner and are free from defects.</li> <li>• Record any defects/maintenance requirements on the Planned Preventative management system.</li> <li>• Organise re-training and instruction where necessary and complete regular Health and Safety talks with employees.</li> <li>• Ensure adequate and responsible supervision is provided.</li> </ul>

Group or Individual	Role and Responsibilities
	<ul style="list-style-type: none"> <li>• See that corrective action and disciplinary procedures are enforced in the case of significant departure from accepted Health and Safety procedures.</li> <li>• Routinely monitor any contractors at work on Council premises to ensure they comply with our Health and Safety Policy and procedures.</li> <li>• Ensure that any materials, work equipment, protective clothing/equipment, etc., purchased, conform to applicable standards where necessary and is appropriate for the task.</li> <li>• That safety equipment/protective clothing is made available, issued and recorded, worn/used as a mandatory requirement, kept in good order and repaired or replaced as necessary.</li> </ul>
Trade Union Safety Representatives	<ul style="list-style-type: none"> <li>• Follow the function laid down in the Safety Representatives and Safety Committee Regulations (NI) 1979, or within the Health and Safety (Consultation with Employees) Regulations (NI) 1996, whichever is applicable.</li> <li>• Investigate and liaise with management on Health and Safety matter and complaints raised by employees relating to the employee's health, safety or welfare at work.</li> <li>• Assist in the investigation of accidents/incidents that occur in the workplace.</li> <li>• Represent employees in any liaison with the Health and Safety Executive or other enforcing Authorities</li> <li>• Attend health, safety Directorate and HSAG meetings bi-annually.</li> <li>• Give adequate notice, as is reasonably practicable, to their direct supervisor before leaving their contracted work to carry out their health and safety related functions.</li> </ul>
Employees	<ul style="list-style-type: none"> <li>• Attend the Corporate Induction (within the first six months of starting as an employee of the Council) and complete the Departmental Induction Checklist with their line manager (within the first 2 weeks of starting as an employee of the Council)</li> <li>• Take reasonable care for the Health and Safety of themselves and other persons, such as contractors and the general public, who may be affected by their work activity, and not to act in a way which could endanger the safety of others.</li> <li>• Co-operate with their manager or supervisor with regard to any requirement contained in this Policy.</li> <li>• Use machinery, equipment, vehicles, and substances, in accordance with the training and instruction provided, and carry out any necessary safety checks before use.</li> <li>• Make proper use of anything provided for Health and Safety purposes, and not to intentionally or recklessly interfere with or misuse it. Only use equipment for which they have been trained and authorised to use.</li> <li>• Draw the attention of managers or supervisors, without delay, to</li> </ul>

Group or Individual	Role and Responsibilities
	<p>any near miss, unsafe condition, or item of plant or equipment which might present a serious danger to themselves or others.</p> <ul style="list-style-type: none"> <li>• Ensure they familiarise themselves with the requirements set out in risk assessments and Safe Systems of Work and follow the stated precautions. Follow all other instructions and safe working practices brought to their attention by their supervisor or manager.</li> <li>• Use the recommended items of personal protective equipment (PPE) properly, check if any item needs to be replaced through wear or damage and, where necessary, request suitable replacement items of PPE.</li> <li>• Report all accidents, near misses, and work-related ill health to their manager or supervisor as soon as possible and co-operate fully in any subsequent investigation.</li> <li>• Ensure they know where the first aid facilities are, and who the appointed first aider is for their workplace.</li> <li>• Attend Health and Safety training courses as required.</li> <li>• Make themselves aware of, and participate in, the fire evacuation procedure for their building/work area and be aware of the location of fire exits, alarms and equipment. Those employees acting as Floor Marshals, for the purpose of fire drills, should familiarise themselves with the contents of the Fire Risk Assessment for their relevant building.</li> <li>• Ensure that escape routes and exits are not blocked.</li> <li>• Inform their manager about any special medical or other condition which has developed, and which may affect their work.</li> <li>• Seek advice on Health and Safety responsibilities and best practice where necessary.</li> </ul>

### Corporate Health and Safety Team

Individual	Roles and Responsibilities
Director of Corporate Services and Governance	<ul style="list-style-type: none"> <li>• Ensure the Corporate Health and Safety function and team is adequately resourced.</li> <li>• Ensure the appointment of qualified staff to the roles of Corporate Health and Safety Manager and the Corporate Health and Safety Officer/s</li> </ul>
Head of Human Resources and Organisational Development	<ul style="list-style-type: none"> <li>• Incorporate appropriate Health and Safety responsibilities into employees' job descriptions and ensure that a fair procedure is in place to employ competent employees.</li> <li>• Ensure that all new employees are invited to attend the Corporate induction and that the completion of the Departmental induction checklist is a mandatory part of their induction.</li> <li>• Develop and review the Corporate Health and Safety training plan in conjunction with Corporate Health and Safety.</li> <li>• Procure Corporate Health and Safety training.</li> </ul>

	<ul style="list-style-type: none"> <li>• Establish and embed the system of recording training and development (including Health and Safety training) for all employees. Maintain focus on employee physical and mental wellbeing through the delivery of a comprehensive employee health and wellbeing programme.</li> </ul>
Head of Corporate and Strategic Services	<ul style="list-style-type: none"> <li>• Line manage the Corporate Health and Safety Manager</li> <li>• Report monthly on Corporate Health and Safety to the Corporate Leadership Team (CLT) and prepare the six monthly reports with the Corporate Health and Safety manager.</li> <li>• Chair Health and Safety working groups on specific topics as required.</li> <li>• Update the Health and Safety Policy every three years</li> <li>• Ensure the Health and Safety Policy is disseminated to all staff</li> </ul>
Corporate Health and Safety Manager	<ul style="list-style-type: none"> <li>• Provide advice and assistance to the Chief Executive and other senior managers on all Health and Safety matters.</li> <li>• Co-ordinate and review and advise on risk assessment activity across the Council.</li> <li>• Assist managers and supervisors to investigate accidents, incidents and near misses, and make recommendations to help prevent recurrence.</li> <li>• Assist managers in establishing Health and Safety Performance Standards and procedures.</li> <li>• Prepare an annual Health and Safety Inspection Schedule covering all Council buildings, activities and practices, and carry out the listed inspections in a timely manner including the provision of reports to senior managers.</li> <li>• Carry out periodic inspections to help assess and develop the Health and Safety performance of the organization.</li> <li>• Devise and run suitable Health and Safety initiatives from time to time for all employees with the aim of improving our Health and Safety culture.</li> <li>• Provide advice to all employees on Health and Safety matters.</li> <li>• Ensure up to date Health and Safety information is contained on the staff hub, and on staff notice boards including the summary outcomes from Health and Safety initiatives.</li> <li>• Assist with the identification of Health and Safety training needs and co-ordinate appropriate training programmes in consultation with Human Resources.</li> <li>• Liaise with the Health and Safety Executive (NI) as necessary.</li> <li>• Attend the Council's Health and Safety Advisory Group and Directorate Health and Safety sub-committees and contribute to the development of a positive Health and Safety culture.</li> <li>• Liaise with Council Officers responsible for insurance to assist with investigating or responding to claims received through the Council's Insurance Brokers.</li> <li>• Actively promote this Policy and all Departmental Health and Safety documents.</li> </ul>

	<ul style="list-style-type: none"> <li>• Notify and report to the HSENI in line with the Reporting of Injuries, Diseases and Dangerous Occurrences (NI) Regulations 1999 (RIDDOR).</li> <li>• Advise managers and supervisors on investigations into accidents, incidents and near misses and make recommendations to help prevent recurrence.</li> <li>• Review accident, incident and near miss rates and trend analysis</li> <li>• Prepare an Annual Health and Safety Inspection Schedule in conjunction with the Health and Safety officer covering all Council buildings, activities, and practices.</li> <li>• Highlight the Health and Safety Policy at the Corporate Induction programme.</li> </ul>
Corporate Health and Safety Officer	<ul style="list-style-type: none"> <li>• Assist managers and supervisors to investigate accidents, incidents and near misses, and make recommendations to help prevent recurrence.</li> <li>• Review accident, incident and near miss rates and trend analysis</li> <li>• Review and advise staff on risk assessments compiled.</li> <li>• Advise Managers in establishing Health and Safety performance standards and procedures.</li> <li>• Carry out the listed inspections in a timely manner</li> <li>• Devise and run initiatives for all employees with the aim of improving our Health and Safety culture, in conjunction with the Corporate Health and Safety Manager Health and Safety,</li> <li>• Provide advice to all employees on Health and Safety matters.</li> <li>• Assist with the identification of Health and Safety training needs</li> <li>• Attend the Council's Health and Safety Advisory Group and Directorate Health and Safety sub-committees. Deputise for the Corporate Health and Safety Manager in their absence</li> </ul>



### **3. Arrangements**

- 3.1 All levels of management are responsible for ensuring that every procedure and activity is subject to risk assessment, and that safe working practices are developed accordingly.
- 3.2 A risk assessment is an important step in protecting workers and business, as well as complying with the law. Each Directorate is responsible for maintaining their risk assessment register covering the risk assessments for activities and premises specific to their area. Risk assessments are completed at service level. These may draw on the corporate risk assessment templates which are available on the Staff Hub. All levels of management (as detailed within the various roles and responsibilities in section 2 of the H&S policy) are responsible for ensuring that every procedure and activity is subject to risk assessment, and that safe working practices are developed accordingly.
- 3.3 Proactive steps will be taken to avoid accidents, ill health and dangerous incidents paying attention to the provision and maintenance of:
- A safe place of work, including safe access to and from it;
  - A healthy workplace;
  - Plant, equipment and safe working practices; and
  - Arrangements for the safe use, handling, and storage of substances hazardous to health.

Provision and maintenance of a healthy workplace for employee and visitors, as well as safe events attended by members of the public (see Appendix 3) will also include consideration of the need for health surveillance, for example, if employees are exposed to very noisy environments, or handle aggressive substances presenting a risk of dermatitis.

- 3.4 It is recognised that accidents, ill health and dangerous incidents may result from failures in control and are not necessarily the fault of an individual employee. All employees, however, are expected to accept their responsibility to work safely, adhere to safety procedures, use personal protective equipment provided, and generally contribute to safe working practices. All employees are encouraged to report any near misses, and any other hazards found.
- 3.5 This Policy has been put in place as a practical means of ensuring we meet our legal obligations. It also signals our response to the duty on us under the Management of Health and Safety at Work Regulations (NI) 2000 to effectively manage workplace Health and Safety risks. It will be reviewed regularly and re-issued, and any documents referred to will also be subject to review at the same time. However, any review may be sooner if a significant failure or weakness is identified, or as a result of changes to Health and Safety law, or for any other reason the Council deems appropriate.

- 3.6 This Policy sets the tone for the commitment and leadership expected from all levels of management towards the effective management of our Health and Safety procedures. A copy will be made available to all employees and posted on the Council's Staff Hub.
- 3.7 This Policy is also supported by a number of other Health and Safety related policies and guidance, which are available on the Staff Hub. These documents draw attention to the practical and detailed Health and Safety matters within the respective Departments that need to be managed in accordance with the principles set out in this Policy. These individual documents will be revised and re-issued as appropriate at the discretion of Directors and Heads of Service senior managers. Arrangements for emergencies (i.e. critical incidents) are considered separately in the Council's Integrated Emergency Plan which is also supported by Business Continuity Plans for all service areas.
- 3.8 Our approach to risk assessment, including a corporate template is available on the Health and Safety page on the Staff Hub. All Directorates hold a Directorate Risk Assessment Register which lists all the risk assessments undertaken within the Directorate. There are also a number of Corporate Risk Assessment templates for key topics which are available on the staff hub.
- 3.9 Radon has been a subject of special interest to the HSENI in recent years and initiatives have been run to promote awareness of the risk. As a result of HSENI's initiative, and to reassure all employees, we have produced an assessment of this risk across all occupied Council buildings and this is documented in Appendix 4.

## **Performance**

- 3.10 Health and Safety Performance Standards will be agreed by the Health and Safety Advisory Group each year and will appear on the Health and Safety page of the Staff Hub as a summary of Health and Safety Targets for that particular year. Whilst the performance standards or targets can be expected to change to meet different needs, a constant theme will be a programme of Health and Safety inspections, to be carried out by the Corporate Health and Safety Team, across all Council work activities for the coming year. Inspection reports will go to the relevant manager or supervisor for action and shall be circulated to the appropriate Head of Service.

There is an annual Health and Safety performance report developed by the Corporate Health and Safety Manager which is compiled for the first HSAG meeting of the year.

The Corporate Health and Safety Manager issues a monthly Health and Safety performance report to the Corporate Leadership Team.

There are Key Health and Safety priorities developed on an annual basis, each of the priorities may be allocated to a specific Directorate or shared amongst Directorates with a section taking the lead, and a timeframe documented.

## **Co-ordination**

3.11 Co-ordination of Health and Safety matters is provided through meetings of the Health and Safety Advisory Group, and through Directorate Health and Safety sub-committee meetings. These meetings are a means of formally consulting employees on Health and Safety matters, and safety representatives attend accordingly. The Directorate Health and Safety sub-committees report to the Health and Safety Advisory Group. Health and safety should also be a standing item on the agendas of team meetings to help ensure consultation with employees also takes place at a local level.

## **Health and Safety Advisory Group**

This Group is established to facilitate consultation between senior managers and employee safety representatives on Health and Safety matters. It is also a forum for reviewing Health and Safety performance, for sharing information on Health and Safety across Council Directorates, and for promoting a continually improving safety culture.

The Group will consider the following:

- implementation of this Policy within the Council;
- implications of legislation and guidance on Health and Safety matters for the Council;
- trends in accidents and ill-health;
- outcomes of safety inspections;
- the most effective ways of promoting Health and Safety matters;
- the approach to improving Health and Safety in particular locations or within particular employee groups within the Council; and
- improving competence through Health and Safety training.

All members of the group are encouraged to raise items and reports on any of the matters at 2 above.

Without wishing to suppress the Group's right to discuss individual cases (especially if they highlight general problems or issues) it is acknowledged that such cases are usually better and more appropriately dealt with at the local level through the normal line management procedures.

The Group is entitled to consider any relevant Health and Safety matter. The Group will adopt a pro-active approach to improving the management of Health and Safety.

Membership of the Group shall be nominated safety representatives and senior managers from across all four Directorate sub-committees.

There shall be ex-officio membership of the Group for the Council's Corporate Health and Safety Manager and Corporate Health and Safety Officer. The Group may co-opt other persons by agreement of both management and safety representatives.

The Chief Executive will Chair the Group. The Vice-Chair shall be chosen from amongst the safety representatives.

For a meeting to conduct its business there should be at least two Directors and two Trade Union safety representatives present. Minutes of meetings will be posted on both the Staff Hub and on staff notice boards.

The Group will meet on agreed dates on at least two occasions each year. The Corporate Health and Safety Manager will include a report of the proceedings of the Group when reporting on overall Health and Safety performance to the Corporate Leadership Team.

### **Directorate Health and Safety Sub-Committees.**

Four Directorate sub-committees are established as follows:

- Corporate Services and Governance
- Regeneration and Planning
- Community and Wellbeing
- Environment and Place

These sub-committees are intended to facilitate consultation between senior managers and employee safety representatives on Health and Safety matters as they affect the operation of their respective Directorate. They are also an effective means of promoting and championing Health and Safety within each Directorate.

Each sub-committee will consider the following:

- implementation of this Policy and supplementary Directorate policies;
- examination of Directorate accident statistics, risk assessments and safety inspections;
- trends in accidents and ill-health;
- the most effective ways of promoting Health and Safety matters; and
- the approach to improving Health and Safety in particular locations or within particular employee groups within the Directorate.

All members of the group are encouraged to raise items and reports on any of the matters.

Without wishing to suppress the sub-committee's right to discuss individual cases (especially if they highlight general problems or issues) it is acknowledged that such cases are usually better and more appropriately dealt with at the local level through normal line management procedures.

Each sub-committee is entitled to consider any Health and Safety matter arising out of or affecting any workplace within their Directorate. Each sub-committee will adopt a pro-active approach to improving the management of Health and Safety in their Directorate.

Membership of each sub-committee will be made up of nominated safety representatives and senior managers from across the Department.

There shall be ex-officio membership of each sub-committee for the Council's Corporate Health and Safety Manager and Corporate Health and Safety Officer. Sub-committees may co-opt other persons by agreement of both management and safety representatives.

Each sub-committee will be Chaired by the corresponding Director. The Vice-Chair shall be chosen from amongst the safety representatives.

For a meeting to conduct its business there should be at least two Heads of Service and two safety representatives present.

Each sub-committee will provide minutes of its meetings to the Health and Safety Advisory Group and will meet on agreed dates ahead of the corresponding meeting of the HSAG.

### **Corporate Health and Safety**

The Corporate Health and Safety function is located within the Corporate Services and Governance Directorate.

The team provides a monthly Health and Safety report to CLT (covering accidents & near misses) and a more detailed Health and Safety report every six months (covering analysis of accidents and near misses and corporate updates e.g. HSENI visits, updates on Health and Safety Key Priorities etc.

### **Health and Wellbeing Group**

There is also a Health and Wellbeing Group that meets on a quarterly basis and has representation from each Directorate within the Council. This group considers how to actively supports the health and wellbeing of employees through formulation and implementation of policies, access to services and promotion of health improvement initiatives, with the overall aim of achieving and maintaining a workforce which is healthy in relation to its physical, mental, emotional, and social wellbeing and providing a workplace which is safe, supportive and health promoting.

### **Accident/Incident reporting**

The Reporting of Injuries, Diseases and Dangerous Occurrences (NI) Regulations 1999 (RIDDOR) requires prompt notification to the Health and Safety Executive (NI) and completion of report Form NI2508 to be sent to HSE(NI) within 10 days. The Corporate Health and Safety Team are responsible for notifying and reporting to HSE (NI) and should be contacted without delay in the case of:

- fatalities and major injuries (including most fractures, severe electric shocks, and admissions to hospital for more than 24 hours);
- injuries resulting in more than 3 days off work;
- work-related ill-health; and

➤ dangerous occurrences.

For all accidents the Corporate Internal Accident and Incident Report Form should be completed and uploaded onto the accident reporting management system and discussed with Corporate Health and Safety. This form should also be completed for all other incidents and near misses and sent on to the Corporate Health and Safety Manager/Officer. Copies of the Internal Accident and Incident Report Form are available on the Health and Safety page of the Intranet.

**Failure to comply with the arrangements described above may result in disciplinary action and could ultimately lead to dismissal.**

# Training

# Appendix 1

## Induction

All new employees must complete the Departmental induction checklist within the first two weeks of employment, the induction form is completed, signed by the employee and their line manager and dated and returned to Human Resources for inclusion in the relevant employee record.

New employees are also invited to attend the Corporate Induction programme which includes an in-person presentation on Health and Safety. These programmes are held three times per annum and if an employee is unable to attend, they will continue to be invited until they complete the programme.

New employees are added to the training matrix on induction and the training matrix covers all relevant courses and states refresher dates for relevant courses in order for training to be planned in a timely manner.

In addition, a Health and Safety Employee Handbook is available on the Council's Staff Hub and is a source of reference for all on a wide range of Health and Safety topics.

## Ongoing Training

There are a number of mechanisms in place in relation to training and awareness e.g.: -

- Toolbox talks.
- Learning Management System (e-learning / I-hasco).
- Departmental L&D Training.
- Corporate L&D training.
- Classroom based sessions.
- Webinars / Virtual sessions.
- Health and Safety newsletters
- On the job specific training

## Training Plan

There is a three-year Corporate Health and Safety training plan in place. The objective of the plan is to outline the commitment which the Council has, to ensure Health and Safety is at the core of all that we do and to identify the roles and responsibilities that management, employees, and supervisors have toward Health and Safety training. This Policy should be read in conjunction with the Corporate Health and Safety Policy which can be viewed on the Staff Hub.

The Corporate Health and Safety team will provide advice, support and guidance to managers, employees and to training providers to ensure that the aims and objectives of training activities are clearly defined and meet the needs of the organisation.

## **Contractors**

## **Appendix 2**

We are committed to making sure that any work carried out on our behalf is done competently. Contractors working for us are therefore required to consider not only the risks to the Health and Safety of their own employees, but also risks to our employees and others, such as our visitors. The arrangements individual contractors put in place to control risk while working on our behalf should include site specific safety plans, method statements, risk assessments and permits to work.

We will oversee, monitor, and review the activities of contractors and suppliers to ensure that risks present are properly controlled. Contractors and suppliers must co-operate with us to enable the requirements of our Policy to be met.

The procedure for the effective control of contractors we engage is contained in guidance posted on the Health and Safety page of the staff hub (Control of Contractors: Council Health & Safety Procedure). It concentrates on work subject to the Construction (Design and Management) Regulations (Northern Ireland) 2016 (i.e. CDM), but also explains the requirements for routine monitoring and performance review of all contractors working on our behalf, usually on our premises, although this is not always the case.

Contractors doing work not subject to CDM, are subject to a Health and Safety appraisal during our annual tendering process. Other contractors engaged for specific or 'one-off' jobs will also have their Health and Safety performance monitored, normally by the relevant Building Manager or their staff. There is a simple one-page form for this purpose, Health and Safety Performance of Contractors, which is available on the staff hub and the website.



### Event Safety

Where the Council permits an event to take place on its premises, such as a concert, the Events Team will normally take lead responsibility for liaising with the Event Organiser and agreeing specific arrangements for the day or the duration of the event. In such cases the Event Organiser will be required to provide to the Events Team details of their Event Safety Plan, their risk assessments, and relevant insurances well in advance of the event. Where necessary the Events Team will consult with others, such as the Corporate Health and Safety Manager and Property Services to check that the information provided by the Event Organiser (e.g. risk assessments, insurances) is adequate, or that any necessary changes are made to allow the event to proceed safely.

The Events Team may also act as the Event Organiser for a themed event on Council property hosting several individual businesses such as stall holders, operators of amusements (e.g. bouncy castles), and fairground rides. In such cases the individual businesses will be required to provide details of their own risk assessments and relevant insurances, with the overall Event Safety Plan being the responsibility of the Events Team. Where events include fairground rides, HSENI must be notified for their information and possible inspection.

### Radon in the workplace

Radon is a naturally occurring radioactive gas which is given off from many types of rock and soil. It can rise through the ground and gather in buildings, although the likelihood of this happening in any particular building depends on the local geology.

The problem with radon is that it has no taste, smell or colour. Furthermore, it can be inhaled and once inside the lungs the radiation given off can, in extreme cases, lead to lung cancer.

Where buildings are within a Radon Affected Area there is an increased chance that radon may be a problem, and if so, that certain controls may be necessary to minimise the possible exposure of employees to radon. Controls usually involve improving the ventilation within a building, although in some cases it may be necessary to check how long employees spend in a particular area in order that they are not exposed to levels of radon above what is recommended.

The risk assessment process for all workplaces which are located in Radon Affected Areas may include measurements of radon levels. The first step in the risk assessment process is to determine if the workplace is within a Radon Affected Area. This can be done by accessing the website [www.ukradon.org](http://www.ukradon.org) and running a postcode search for the particular building. Most Councils buildings, which are normally occupied by our staff, are not located within Radon Affected Areas **with the exception of the Marble Arch Caves (MAC) in Fermanagh.**

The MAC are within a Radon Affected Area and have been (and continue to be) subject to careful scrutiny by specialist radon consultants. An extensive report including radon measurements, and careful monitoring of the time each individual employee spends in the caves, is produced annually. No significant exposure of any of our employee's to radon has ever been found.

The assessment completed by Estates for all Council buildings (with the exception of the MAC) is that exposure to radon in them is not significant and no formal control measures are necessary.