



MANCHESTER
CITY COUNCIL

HEALTH AND SAFETY POLICY



Corporate Personnel

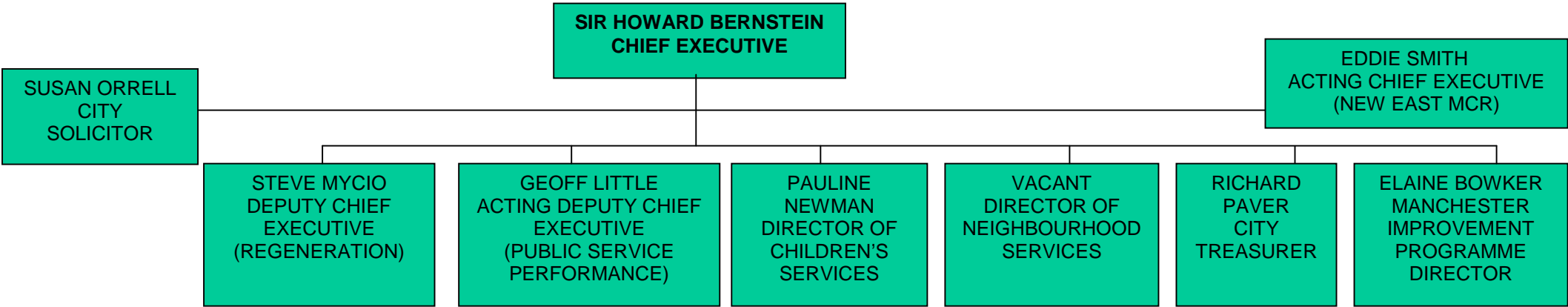
FEBRUARY 2009

PART 1 - STATEMENT OF INTENT

- 1.1 The Chief Executive is fully committed to achieving high standards of health and safety to protect the well being of employees, residents, and anyone who may be affected by Manchester City Council's activities.
- 1.2 Manchester City Council recognises and fully accepts those responsibilities placed upon it by health and safety legislation to provide a working environment where the employees' health and safety is of the utmost importance. To ensure that these responsibilities are met, the Council will endeavour to identify hazards and control risks to health and safety by risk assessment and suitable risk control procedures, and provide suitable equipment and materials, health and safety training, instruction, information and supervision.
- 1.3 The City Council is committed to the effective monitoring of health and safety performance through audit, inspection, and statistical review. This forms an essential part of the Council's health and safety risk management system.
- 1.4 The Chief Executive will ensure that health and safety is given the same prominence as the Council's other management functions. This includes the provision of adequate resources including staffing levels, time and finance to maintain the health and safety of Manchester City Council employees.
- 1.5 Manchester City Council employees also have an important role to play in ensuring high standards of health and safety performance. Employees are encouraged to identify hazards, raise concerns about health and safety issues, give their opinions on suitable solutions to health and safety problems, participate in training, and contribute to risk assessment and risk control procedures. Safety Committees provide a vital forum for consultation, joint working and employee engagement.
- 1.6 All Manchester City Council employees, trainees, contract workers and voluntary workers are required to read and follow this health and safety policy, including the specific sections on organisation and arrangements. If you have concerns about the policy or your role in helping to achieve high standards of health and safety, you should raise these issues with your service manager.
- 1.7 Health and safety policy is reviewed annually.

Sir Howard Bernstein
Chief Executive
November 2008

PART 2- ORGANISATION



2.1 Chief Executive

2.1.1 The Chief Executive is ultimately responsible for health, safety and welfare within Manchester City Council. Specific responsibilities include:

- i. Publishing Manchester City Council's Health and Safety Policy Statement and ensuring that it is reviewed annually.
- ii. The effective evaluation of health and safety within the Council by a programme of annual audits of each department's health and safety management systems.
- iii. Ensuring that systems are in place to identify and control workplace hazards, by the implementation of a thorough risk assessment regime.
- iv. Providing adequate resources in time, finance and facilities to ensure, so far as reasonably practicable, the health and safety of the Council's employees and others who may be affected by its endeavours.
- v. Providing suitable information, instruction, training and supervision to employees to ensure so far as is reasonably practicable, their health and safety.
- vi. Appointing a member of the Strategic Management Team (SMT) to act as the Strategic Director with responsibility for health and safety matters.
- vii. To always set a good example.

2.2 Strategic Directors

2.2.1 Strategic Directors are responsible to the Chief Executive for ensuring that appropriate arrangements are in place for the health, safety and welfare of employees within their service area and others who may be affected by their work activities. Their specific responsibilities include:

- i. Ensuring that all service managers have implemented the Manchester City Council Health and Safety Policy within their operational areas.
- ii. Developing and maintaining a strategic directorate health and safety policy that defines policy, organisation and local arrangements for health, safety and welfare applicable to each strategic directorate.
- iii. Ensuring that the strategic directorate health and safety policy, including the specific sections on organisation and local arrangements, are read by all departmental employees and other workers acting on behalf of Manchester City Council.
- iv. Ensuring each service department within the strategic directorate undertake an annual review of health and safety and produce an annual health and safety plan to put into effect the continuous improvement of health and safety standards.
- v. To identify a lead manager of the strategic directorate management team as Senior Responsible Officer for health and safety within the strategic directorate.
- vi. Address health and safety implications of Strategic Management Team (SMT) decisions.
- vii. To always set a good example.

2.3. Strategic Director with Managerial Responsibility for Health and Safety

2.3.1 The Chief Executive will appoint the strategic director with managerial responsibility for health and safety from the members of the Strategic Management Team (SMT).

2.3.2 In addition to service specific health and safety responsibilities, the strategic director with managerial responsibility for health and safety is responsible for:

- i. Reviewing the Council's health and safety performance by annual audit.
- ii. Providing advice and assistance to the Chief Executive and the SMT, in conjunction with specialist Health and Safety Officers.
- iii. Informing the Chief Executive and the SMT of any significant health and safety failures, and of the outcomes of the investigations into their causes.
- iv. Ensuring that health and safety risk management systems are in place and that they remain effective.
- v. Placing relevant health and safety items on the agenda at SMT meetings.
- vi. Commissioning an annual Health and Safety Management Compliance Statement for the City Council which sets out the Council's health and safety priorities for the year.
- vii. Ensuring that arrangements are in place for Safety Committees and consultation with Safety Representatives.
- viii. To always set a good example.

2.4 Heads of Service

2.4.1 Heads of Service are responsible to the Chief Executive, where appropriate through their respective Strategic Director, for the health and safety of Council employees and others who may be affected by Service activities. Their specific responsibilities include:

- i. Ensuring the Manchester City Council Health and Safety Policy and the Strategic Directorate Health and Safety Policy are jointly implemented within the Service. Confirmation will be provided by monitoring and audit.
- ii. Ensuring that service managers provide copies of the corporate and strategic directorate health and policies to departmental employees and other workers acting on behalf of the Service. Confirmation will be provided by monitoring and audit.
- iii. Undertaking an annual Service Health and Safety Risk Assessment and produce an annual Health and Safety Plan to put into effect the continuous improvement of health and safety standards.
- iv. Appointing a member of the Service Management Team as the Senior Responsible Officer for health and safety within the Service.
- v. Addressing the health and safety implications of Management Team decisions.
- vi. Making health and safety a permanent Management Team agenda item.
- vii. Appointing a competent person as Health and Safety Officer to advise the Service on health and safety matters. This requirement is met by the Corporate Health, Safety and Welfare Team.
- viii. Ensuring meaningful consultation on health and safety issues takes place with Safety Representatives.
- ix. To always set a good example.

2.5 Personnel Manager (Health, Safety and Welfare)

2.5.1 The Personnel Manager (Health, Safety and Welfare) is responsible to the strategic director with responsibility for health and safety. The specific responsibilities include:

- i. Advise the strategic director with responsibility for health and safety on all aspects of health and safety.
- ii. Ensure that the strategic director with responsibility for health and safety is kept informed of any significant health and safety failures and the outcome of the investigations into their cause.
- iii. Advise the strategic director with responsibility for health and safety on the possible health and safety implication of Strategic Management Team decisions.
- iv. Advise on the content of the Manchester City Council Health and Safety Policy.
- v. Produce and review corporate policy regarding specific health and safety issues with Council wide implications.
- vi. Produce an annual health and safety management compliance statement for the City Council which sets out the Council's priorities for health and safety for the year.
- vii. Develop effective health and safety management systems, including policies, procedures and guidance notes. Particularly in response to new legislation, changes in best practice and the introduction of new methods and systems.
- viii. Confirm that health and safety risk management systems are in place and effective, evidenced by annual audits of departmental health and safety management systems.
- ix. Act as the focal point for Manchester City Council's dealings with the Health and Safety Executive (HSE).
- x. Ensure that meaningful consultation on strategic health and safety issues takes place with trade union / employee health and safety representatives.
- xi. To always set a good example.

2.5.2 The Personnel Manager (Health, Safety and Welfare) is assisted in carrying out these responsibilities by the Corporate Health and Safety Officer. They have the authority to ensure that a poorly controlled process or operation with the potential to cause serious harm or death is immediately suspended and not restarted before suitable controls have been implemented. In this event, the process or operation can only restart with the written authorisation of either the Personnel Manager (Health, Safety and Welfare) or the Corporate Health and Safety Officer.

2.6 Managerial and Supervisory Staff

2.6.1 All service managers and supervisors have the following responsibilities for health and safety, and will ensure that:

- i. All new starters have undergone appropriate health and safety induction training and emergency procedure training.
- ii. Health and safety risk assessments are carried out and potential hazards are identified. Where possible these hazards are eliminated.
- iii. Where hazards cannot be eliminated, residual risk is managed through a system of identified control measures. The risk assessment and risk control measures must be brought to the attention of people who may be affected before the related task is commenced.
- iv. Prior to the commencement of any task, to ensure that the employees involved have been given all relevant information, instruction and training.
- v. Accidents, incidents, dangerous occurrences and near misses are recorded and notified to the Corporate Health and Safety Team. The service manager will investigate and report on these events. Appropriate recommendations for remedial action will be acted upon in a timely manner.
- vi. Inspections of the workplace are undertaken in order to establish whether appropriate health and safety standards are being met.
- vii. Work equipment and machinery is maintained in good repair and safe working order.
- viii. Appropriate personal protective equipment (PPE) is issued to staff as required and it is correctly worn and used. Adequate storage must be arranged for each employee's PPE.
- ix. Good standards of housekeeping are maintained within the workplace.
- x. All defects in the workplace are promptly reported and, so far as is reasonably practicable, are repaired or replaced.
- xi. Statutory consultation takes place with Safety Representatives and Safety Committees.
- xii. Mandatory health and safety management training is completed.
- xiii. To always set a good example.

2.7 All Manchester City Council Employees

2.7.1 Council employees, at all levels of responsibility, are to make themselves aware of the contents of this Health and Safety Policy. Their specific responsibilities are:

- i. To observe safety rules at all times.
- ii. Not to endanger themselves or others by their own acts or omissions.
- iii. Wear and use appropriate personal protective equipment (PPE) in the approved manner, when required or instructed to do so.
- iv. Conform to all health and safety instructions.
- v. Report all accidents, incidents, dangerous occurrences and near misses to the service manager without delay.
- vi. Report all potential hazards, damaged equipment / facilities and health and safety concerns to the service manager or supervisor without delay.
- vii. To actively support the service manager in managing health and safety.

PART 3 - ARRANGEMENTS

- 3.1 This Section of the Health and Safety Policy (Arrangements) refers to Council wide health and safety management arrangements. This Section does not contain detailed information about the specific health and safety management arrangements in each service area. Strategic directorate health and safety policies will contain additional management arrangements, procedures and the contact details of people responsible for health and safety management.
- 3.2 Health and Safety Training
- 3.2.1 It is essential to provide high quality health and safety training for all occupational groups in order to ensure that employees are able to stay safe and free from work related illness and injury whilst at work.
- 3.2.2 Service managers must identify the health and safety training needs of employees, to enable them to carry out their work in a safe manner. Information from risk assessment, health and safety audit and health and safety guidance are all useful in enabling managers to identify training that is suitable and sufficient for the particular workplace and service.
- 3.2.3 Training should be delivered at induction and on the introduction of new legislation, systems, equipment, substances or processes.
- 3.2.4 Training must be delivered by people who are competent in the relevant discipline and in a manner that is understandable to those receiving the training.
- 3.2.5 Service managers must keep accurate records of employee training and ensure that refresher sessions are provided in a timely manner.
- 3.3 Monitoring and Auditing
- 3.3.1 Strategic directorates and each service should monitor the health and safety performance of their various operations, to ensure that health and safety management systems are working in an effective manner.
- 3.3.2 To assist in the monitoring of health and safety performance, Heads of Service should use appropriate management systems. These include:
- a. Health and Safety Inspections - managers and supervisors carry out health and safety inspections as appropriate.
 - b. Health and Safety Audits - the Corporate Health and Safety

Officer conducts an annual health and safety management audit. The Corporate Health, Safety and Welfare Team carry out service area health and safety management audits on a rolling programme.

- c. Monitoring of Accident Reports and Statistics - accident reports will be monitored to identify trends and unsafe practices to allow the development of revised and improved procedures. Heads of Service should review these reports at least every six months. This statistical review will be carried out by the Corporate Health, Safety and Welfare Team. The Corporate Health and Safety Officer will review Council wide accident statistics on an annual basis.

3.4 Accident Reporting and Investigation

- 3.4.1 All accidents, violent incidents, dangerous occurrences and near miss incidents involving Manchester City Council premises, employees or other people who are affected by the Council's operations, are to be reported without delay. Service managers should complete the Manchester City Council Accident / Near Miss / Dangerous Occurrence Report Forms available on the Personnel Intranet site, and submit them to the Corporate Health, Safety and Welfare Team.
- 3.4.2 Where accidents are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, service managers should follow the procedures detailed in the strategic directorate health and safety policy.
- 3.4.3 Service managers are to investigate the circumstances relating to all accidents, violent incidents, dangerous occurrences and near miss incidents. Where necessary, managers can rely on the assistance of the Corporate Health, Safety and Welfare Team. Where possible, the cause of the accident or incident should be determined and recommendations made regarding methods of preventing a reoccurrence.
- 3.4.4 Accident/incident reports and supporting information such as witness statements, photographs and sketches should be kept for at least three years, or if the injured person is less than eighteen years of age until they reach twenty-one years of age, whichever is the longer.

3.5 Fire and Emergency Procedures

- 3.5.1 All City Council workplaces will have written risk assessments and procedures to deal with accidents, fire, bomb threats and other emergencies. All employees are to be made aware of these procedures and their own role in carrying them out.

- 3.5.2 All Responsible Officers for workplaces must ensure adequate arrangements are in place to ensure the effective operation of emergency evacuation procedures. This will include the identification and training of sufficient Evacuation Marshals and the maintenance of Personal Evacuation Plans for employees who have difficulty in evacuating the building.
- 3.5.3 All employees are to be made aware of the fire and evacuation procedures for their workplace and are to take part in at least one fire evacuation drill per year.
- 3.5.4 A Fire Precautions Log Book will be maintained at each workplace building. It will contain records of inspections, tests, the results of fire drills and remedial action.
- 3.5.5 The use of any fire extinguisher is to be reported to the relevant service manager or supervisor without delay. The service manager is to ensure that the extinguisher is recharged or replaced as quickly as possible.
- 3.5.6 Detailed fire and emergency arrangements will be displayed at each workplace.

3.6 Building Health and Safety

- 3.6.1 All City Council workplaces have written risk assessments, management plans and procedures to deal with the hazards of asbestos, legionella and fire safety. All employees are to be made aware of these procedures and their own role in carrying them out.
- 3.6.2 All employees are to be made aware of City Council policy for the control of asbestos and legionella. These policies are posted on the corporate intranet site.
- 3.6.3 Each Strategic Directorate Management Team has a Senior Responsible Officer for health and safety, who co-ordinates all building safety as well as other health and safety matters. Each City Council building has a Responsible Officer for building safety including asbestos, legionella and fire safety management. The contact details of Responsible Officers should be made available to the employees of the each relevant building.

3.7 Communication and Consultation with Employees and Trade Union / Employee Health and Safety Representatives

- 3.7.1 Effective communication and consultation between management and staff is a key factor in ensuring the health, safety and welfare of all employees.
- 3.7.2 To ensure that meaningful consultation on health and safety issues takes place each strategic directorate is to establish and maintain a

'Health and Safety Committee'. The committee should consist of managers, recognised trade union safety representatives and/or elected employee health and safety representatives, and a representative from the Corporate Health, Safety and Welfare Team. The Health and Safety Committee should be chaired by a member of the Strategic Directorate Management Team.