

Policies & Procedures

Policy No. 114

Health & Safety Responsibilities

**[January 2007] (Reviewed June 2008) Reviewed April 2009 Reviewed April 2010
April 2011**

**Policies & Procedures are to be read and signed in central policy file every six
months**

Business Improvement Manager
April 2011

Review in April 2012

Wiltshire Council
Department for Economic Development, Planning and Housing
Housing Management Section

**Policy for Health and Safety responsibilities relating to sheltered housing
owned and managed by Wiltshire Council.**

All employees of Wiltshire Council have a responsibility for Health & Safety in their area of work. Sheltered Housing Services subscribes to the corporate policy. Staff members should be aware of their responsibilities as below.

Service Unit Managers, Line Managers and Supervisors

(Head of Housing Management, Housing Managers, Senior Housing Support Officers)

Line Managers and Supervisors are accountable to their Service Unit Manager for the effective implementation of the Health and Safety and Welfare Policy within their section or area of control. Whilst some duties may be specifically delegated, staff having a general supervisory responsibility shall:

- Inspect the section or area under their control to check that the safety measures are being maintained and that safety instructions and safe practices are being followed in the method of work by the employees. This will include ensuring that appropriate statutory or other notices are displayed.
- In accordance with any delegated duties, carry out and/or appoint Nominees to carry out hazard identification and risk assessments on an annual basis or as may otherwise become necessary.
- Ensure that assessments are completed properly and submitted to appropriate management levels (with a copy to the Safety Advisor).
- In accordance with any delegated duties ensure that any necessary work is programmed, budgeted, and carried out within a specified time.
- Investigate (in the presence of the appropriate safety representative, if he/she so wishes), any injury, potentially hazardous incident or dangerous or violent occurrence in the area under their control and report it to the Service Unit Manager and the Safety Adviser, along with any action taken or required to make safe and/or to prevent a recurrence of the incidents. Injuries, dangerous occurrences and violent incidents are to be reported to the Safety Adviser on the Council's Incident Report Form.
- Institute or initiate, as appropriate, additional safety measures, repairs or remedial measures deemed to be necessary from their investigations,

inspection or information that is obtained in the course of the above duties and make recommendations regarding the training of staff.

- Be aware of health and safety requirements and provide such information, instruction, training and supervision to new and existing staff under their control to ensure, as far as is reasonably practicable, the health and safety of themselves and all others working or residing in, or visiting their area of work activities and to ensure, as far as possible, that instructions are understood.
- Inform employees of any hazards to health and safety encountered in the course of their work and the precautions to be taken to safeguard health and safety.
- As may be necessary, inform staff of the requisite fire precaution measures and procedures and first aid provision and in accordance with any delegated duties ensure that sufficient Persons in Charge/Responsible Persons and their deputies are appointed as regards fire precaution provision and First Aiders or Appointed persons are appointed as may be required.
- Make themselves available to receive and discuss health and safety matters raised by employees under their control and be aware of the provisions contained in the safety manual.

All Employees

(above + Housing Support Officer, CareConnect Support Officers)

Employees have a responsibility for their personal health and safety and that of others who may be affected by their work, including their fellow employees and members of the public. They must not interfere with, or misuse anything provided in the interests of health and safety, or take any action that might endanger themselves or others. All employees must co-operate with the Council in ensuring that its obligations as regards health and safety are performed or complied with. Suggestions on ways to improve health and safety are encouraged.

In particular, every employee shall:

- Make himself/herself familiar with the safety policy and the organisational arrangements set out in the Safety Manual and identify his/her particular responsibilities and duties.
- Comply with the Council's Safety Policy and the requirements of the Health and Safety at Work Act 1974 and ensure that personnel under their jurisdiction do likewise. This is especially important where trainees are concerned. Any lack of responsible behaviour must be reported initially to the Line Manager/Supervisor.
- Wear safety clothing and use authorised equipment, as directed and report any defects to the Line Manager/Supervisor.

- Not use, alter or adjust any equipment or process unless authorised and adequately trained to do so.
- Ensure that tools and equipment (both those issued by the Council and approved personal tools and equipment) are properly maintained and used in accordance with the manufacturer's instructions and report any defects to the Line Manager/Supervisor.
- Ensure that, as far as reasonably practicable, all substances used in connection with any work process are stored and handled in accordance with the manufacturer's, supplier's or installer's instructions and report any defects to their Line Manager/Supervisor.
- Report any incident, injury or dangerous or violent occurrence, whether or not personal injury occurs, using the Council's Incident Report Form and ensure that it is forwarded to their Line Manager/Supervisor.
- Familiarise themselves with the fire procedure, the position of the fire appliances and alarms and the evacuation procedures laid down by the Council.
- Ensure that fire exits and fire-fighting equipment are not misused or obstructed in any way.
- Whenever an employee notices a health and safety problem that they are not able to put right, they must immediately tell their Line Manager/Supervisor. They must also notify a safety representative. This applies to all situations and activities carried out by Council employees and by contractors employed directly or indirectly by the Council.

Other Specific Responsibilities

- The Head of Finance will ensure that appropriate insurance cover is affected in respect of the employment of manpower and the provision of services to the public.
- The Head of Legal Services will advise on the interpretation of legislation and provide legal services.
- The Personnel Adviser will:
 - Provide advice on the industrial relations aspects of health and safety.
 - Provide initial health and safety information and documentation for new employees and, in liaison with the Safety Adviser, follow on training and information on a "corporate" basis (as distinct from specific issues - see Service Unit/Line Manager responsibilities).
 - Arrange first aid training.
- The Safety Adviser will advise, guide and inform all levels of management/supervision and employees on health and safety matters in order to assist them in the understanding and fulfilling of their duties.

Visitors

- It is the Council's duty to ensure the safety of all visitors to all offices, depots or work sites within the control of the Council.
- Visitors to offices will be informed by the display of notices of any maintenance or improvement work within the building that may constitute a hazard.
- Visitors to depots, construction or work sites all within the control of the Council will not be permitted to enter any work area unaccompanied where significant risks exist. In such cases they will be notified of any dangers and, if necessary, they will be provided with, and wear, any necessary protective clothing.

Consultants and Contractors

- Consultants and contractors must have regard to the law and established practices relating to health and safety.
- The Council has certain responsibilities for contractors who must, as far as reasonably possible, be informed of any known hazards associated with relevant premises, equipment or products belonging to the Council or otherwise. It must be made clear in the terms of the contract where responsibilities lay as regards the health and safety of the Council's employees, the contractor's employees, the self-employed, other contractors, occupiers of premises, suppliers, visitors, members of the public etc.
- The Council will, as necessary, require relevant health and safety information from Contractors and/or when procuring goods and services.
- In the course of any supervising works if, in the Supervisor's opinion, there appears to be a breach of the legislation by the contractor or his employees, the attention of the contractor should be drawn to the matter.
- In the event of the breach continuing, the matter should be referred to the appropriate Service Unit Manager and the Safety Adviser.

Members of the Public/Residents of Premises Under the Control of the Council

- As far as reasonably practicable the Council will ensure that measures are taken to ensure the health and safety of all members of the public and residents of premises under the control of the Council who may be affected by work activities carried out by the Council or their contractors.