Bristol City Council

Health, Safety and Wellbeing Policy Statement

Bristol City Council recognises that good health, safety, and wellbeing management supports the delivery of our services for the citizens of Bristol. As part of the overall risk management process and culture, good health safety and wellbeing management will help reduce the risk of injury and loss, help promote a healthy workforce and help protect all who are affected by the City Council's services. The policy and the management structure and arrangements that support it, contribute to the achievement of the aims set out in the Corporate Strategy, the Health, Safety and Wellbeing Strategy and the Workforce Strategy. Bristol City Council will meet its common law and statutory health, safety and wellbeing responsibilities. It will provide, so far as is reasonably practicable, a safe and healthy environment for all its workforce and all persons affected by its undertaking. This will be based on providing safe environments for learning, leisure and care work, safe places of work, safe systems of work, safe equipment, and materials for use at work and individuals who are competent.

The City Council will maintain appropriate health, safety and wellbeing management systems, arrangements, and organisational structures to ensure adequate health, safety and wellbeing for all people affected by its operations. It has adopted the Plan, Do, Check, Act approach set out in the Health & Safety Executive's "*Managing for Health and Safety*" (HSG 65) document. The City Council will monitor and review the effectiveness of its health, safety and wellbeing management system.

Management will ensure health, safety and wellbeing matters are an integral part of all activities and is given due consideration with other service commitments.

The City Council will consult on significant health, safety and wellbeing issues with the workforce in good time to enable staff to express their views on health safety and wellbeing issues. All staff must actively support the City Council's efforts by working with due regard to the safety health and wellbeing of themselves and others. It expects and encourages similar support from contractors, partners and volunteers and co-operation from clients and other visitors who use its facilities or visit our premises.

Signed Chief Executive



5th November 2024

Signed Leader of the City Council



17th November 2024

Organisation and Responsibilities

Principal responsibilities for health safety and wellbeing in Bristol City Council are as follows:

City Council Leader and other elected Members shall:

- Ensure that adequate resources and strategic direction are available to discharge the City Council's health, safety and wellbeing responsibilities.
- Provide the required level of overview and scrutiny in suitable forums.
- Monitor, via reports, the overall performance of the City Council's health, safety and wellbeing management systems.

The Chief Executive shall:

- Take overall responsibility for health, safety and wellbeing across the City Council, and lead in setting corporate policy and direction.
- Sign and endorse the Health, Safety & Wellbeing Policy Statement.

The Corporate Leadership Board (CLB) shall:

- Ensure the governance arrangements for health, safety and wellbeing remain in place and monitor effectiveness.
- Provide strategic direction and oversight of corporate health, safety and wellbeing strategies and policies.
- Promote a positive health, safety and wellbeing culture.
- Ensure that directorates adopt and comply with corporate procedures and all other health, safety and wellbeing arrangements.
- Support the Chief Executive in meeting their health safety and wellbeing responsibilities for the City Council as a whole.
- Support the work of the Corporate Health Safety and Wellbeing team including overall risk management.

Executive Directors shall:

- Have overall responsibility for health safety and wellbeing in their directorates.
- Measure performance on health safety and wellbeing quarterly through their EDM.

Directors shall:

- Ensure they have an overview/awareness of health, safety and wellbeing issues in their division; and the actions being taken to address them.
- Ensure that service activity is coordinated with the health, safety and wellbeing policies and procedures.
- Ensure that the Corporate Landlord SLA tier/s relevant to their service area/s are fully compliant.
- Measure performance on health safety and wellbeing quarterly through their DMT.
- Ensure attendance at the health safety and wellbeing governance meetings.

The Head of Service shall:

- Plan for health, safety and wellbeing matters in their area of responsibility.
- Ensure sufficient resources are allocated to meet health, safety and wellbeing obligations throughout the Service.
- Ensure that each of their managers where they occupy a building under the Tier 2-4 asset management plan have appointed a responsible person and deputy to fulfil the requirements set out in the SLA.
- Ensure that health safety and wellbeing compliance is delivered consistently across their service area in line with policy and procedures.
- Monitor health safety and wellbeing arrangements for consultation and engagement.
- Monitor and report health safety and wellbeing performance.
- Ensure all incidents are reported and investigated.

Corporate Health, Safety and Wellbeing team shall:

- Act as the “competent persons” as set out in the Management of Health and Safety at Work Regulations 1999.
- Act as the “competent persons” as set out in the Regulatory Reform (Fire Safety) Order 2005.
- Develop promote and deliver the Corporate Health, Safety and Wellbeing Strategy
- Develop and promote policy and procedures.
- Support the implementation and monitoring of the health safety and wellbeing management system.
- Be the first point of contact and relationship management of the Regulator including the HSE, Fire Authority and Environment Agency, and Office of Rail and Road Regulator.
- Internally enforce on behalf of the City Council
- Provide appropriate advice and support to management to meet services’ needs.
- Keep up to date with legislation and best practice knowledge.
- Support City Councils consultation process with the Trade Unions
- Support the delivery of wider learning and training.
- Procure and manage the contract for Occupational Health and Employee Assistance Programme
- Undertake a range of monitoring activities including auditing and accident and incident investigation.

Managers including Head Teachers, Registered Managers, Team Leaders and those in control of City Council sites and activities shall:

- Implement corporate and directorate health, safety and wellbeing procedures, standards, and guidance, as applicable in their area of responsibility.
- Ensure all staff and others, including contractors, comply with the requirements of their services’ health & safety documentation as well as any other local health & safety requirements.
- Ensure that all work-related hazards are identified, and suitable and sufficient risk assessments are undertaken, and control measures put in place.

- In conjunction with Corporate Health, Safety and Wellbeing Team develop local procedures and safe working practices that implement corporate requirements documentation and local risk assessments, with the aim of eliminating or adequately controlling occupational risks.
- Ensure that occupied buildings have appointed a named responsible person and deputy who is responsible for arranging the delivery of daily, weekly, monthly and ad-hoc tests and checks as set out in the Corporate Landlord asset management strategy.
- Ensure that they and their staff have adequate levels of competency including contractors, to complete their work tasks safely and, where necessary, are provided with appropriate health, safety and wellbeing training relevant to the hazards in their work.
- Ensure that any volunteers working in their areas of responsibility are given instruction information and training needed to enable them to work safely.
- Ensure that health, safety and wellbeing systems are maintained locally.
- Report and investigate incidents as required, in line with corporate procedures.

Housing and Landlord Services through their Building Safety and Construction Safety Team shall:

- Ensure that they meet all the requirements set out in the Building Safety Act and the Regulator of Social Housing
- Follow the process for reporting incidents related to housing safety through the Mandatory occurrence reporting (MoR)
- Follow the process for reporting notification of construction works.

Corporate Landlord shall:

- Fulfil the specific health, safety and wellbeing responsibilities set out in the Corporate Asset Management Strategy and any related corporate health, safety and wellbeing procedures.
- Provide assurance on statutory compliance in the Council's Corporate estate.
- Ensure effective systems are in place to appoint, manage and monitor contractors working on the City Councils' behalf.
- Monitor Tier 2 – 4 occupied buildings on health and safety performance

Safety Representatives

Safety Representatives, (Trade Union) can exercise their rights under Safety Reps Safety Committee Regulations 1977.

Staff and Volunteers shall:

- Familiarise themselves with the contents of this policy and those corporate health, safety and wellbeing procedures that relate to their work.
- Work with due regard to the health, safety and wellbeing of themselves and others in compliance with those corporate health, safety and wellbeing procedures.

- Use any equipment and personal protective equipment provided to them in accordance with their training and in compliance with any requirements imposed by the City Council.
- Co-operate with and support management in meeting the City Council's health, safety and wellbeing responsibilities.
- Report any accidents, near misses and ill health incidents and/or deficiencies they become aware of, including in their own training and instruction and capability to work safely.

Contractors and partners shall:

- Co-operate and communicate with the City Council on all relevant health, safety and wellbeing matters.
- Meet the health, safety and wellbeing standards required of them in the performance of the work activities undertaken with or on behalf of the City Council.
- Report any accidents, near misses and ill health incidents and/or deficiencies they become aware of, including in their own training and instruction and capability to work safely.

Service users, tenants and members of the public shall:

- Co-operate with the health, safety and wellbeing arrangements put in place by the City Council to protect them and the people who are providing a service for them.

Procedures and guidance for health, safety and wellbeing can be found on the City Council Source pages.

Health, safety and wellbeing (sharepoint.com)