



Bristol City Council

Health and Safety Policy Statement

Bristol City Council recognises that good health and safety management supports the delivery of our services for the citizens of Bristol. As part of the overall risk management process and culture, good health and safety 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.

Bristol City Council recognises and will meet its common law and statutory health and safety responsibilities. It will provide, so far as is reasonably practicable, a safe and healthy environment for all employees 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 and safety management systems, arrangements, and organisational structures to ensure adequate health and safety for all its 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 and safety management system.

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

The City Council will endeavour to consult on significant health and safety issues with the workforce in good time to enable staff to express their views on health and safety issues. All staff must actively support the City Council's efforts by working with due regard to the safety 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 premises.

Signed Chief Executive

 01/01/2022

Signed Mayor

 01/01/2022

Organisation and Arrangements

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

Members of the Cabinet and other elected Members shall:

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

The Chief Executive shall:

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

The Corporate Leadership Team (CLB) shall:

- Provide strategic direction and oversight of corporate health and safety strategies and policies.
- Promote a positive health and safety culture.
- Ensure that departments adopt and comply with corporate procedures and all other health and safety arrangements.
- Support the Chief Executive in meeting their health and safety responsibilities for the Council as a whole.
- Support the work of the Head of Health Safety and Wellbeing and risk management activity.

Executive Directors shall:

- Have overall responsibility for health and safety in their Service.
- Appoint a Director to lead on health and safety issues across that directorate.

Directors shall:

- Ensure they have an overview/awareness of significant health and safety issues in their Division; and the actions being taken to address them.
- Ensure that service activity is coordinated with the health and safety team to deliver the agreed Directorate improvement plan.
- Meet with the Head of Health Safety and Wellbeing at least quarterly to review the progress and delivery of the directorate improvement plan.

The Head of Health Safety and Wellbeing shall:

- Provide the professional lead on health and safety matters.
- Manage a central team of health safety and wellbeing professionals.
- Ensure delivery to the Directorate of an appropriate and targeted improvement plan.
- Ensure the competency of the corporate health and team is adequate to effectively cover all areas of the Council's business.
- Produce a corporate health, safety and wellbeing strategy, and an associated corporate health, safety, and wellbeing action plan.

- Manage the Council's arrangements for delivery of the health, safety and wellbeing policy, corporate procedures and associated training provision.
- Provide quarterly updates to Lead Directors leading on health, safety and wellbeing.
- Provide six monthly update reports to Divisional Management Teams
- Provide annual update reports to Corporate Leadership Board and HR Committee.
- Attend the Corporate Consultative Safety Committee and consult with Trade Unions in line with the agreed model of consultation.

Service Management Teams shall:

- Ensure compliance with corporate procedures and manage any specific health and safety risks arising from the delivery of their services, with support from the corporate health, safety and wellbeing team.
- Ensure sufficient resources are allocated to meet health and safety obligations throughout the Service.
- Ensure that all premises under their control have Responsible Managers appointed to lead on specific health and safety issues including but not limited to fire, asbestos and legionella.
- Ensure staff are involved and consulted on relevant health and safety matters in good time and ensure that their views are considered.
- Ensure that persons appointed to safety-critical functions are appropriately competent.

Managers such as Head Teachers & Governors, Registered Managers, those in control of Council sites, Team Leaders, etc. shall:

- Implement corporate and directorate health and safety 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.
- In conjunction with corporate health and safety advisors/consultants develop and 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 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 and safety training relevant to the hazards in their work.
- Ensure that any volunteers working in their areas of responsibility are given protection needed to enable them to work safely.
- Ensure that health and safety systems are maintained locally.
- Report and investigate incidents as required, in line with corporate procedures.

Health and safety advisors / consultants shall:

- Act as the "competent persons" as set out in the Management of Health and Safety at Work Regulations 1999.
- Provide appropriate advice and support to managers to meet services' needs.
- Keep up to date with legislation and best practice knowledge.
- Draft and deliver the individual topic plans, within the directorate improvement plans.
- Prepare a suite of eLearning to support corporate procedures.

- Support the delivery of wider learning and training.
- Deliver face to face training.
- Advise services on the identification and selection of training internal and external.
- Undertake a range of monitoring activities including auditing and accident and incident investigation.

Fire safety practitioners shall:

- Act as the “competent persons” as set out in the Regulatory Reform (Fire Safety) Order 2005.
- Provide appropriate advice and support to managers to meet services’ fire safety needs.
- Keep up to date with legislation and best practice knowledge.
- Draft and deliver the individual fire-related topic plans, within the directorate improvement plans.
- Carry out fire risk assessments.
- Develop and deliver fire safety training.

Property and Building Services (Corporate Landlord) shall:

- Fulfil the specific health and safety responsibilities set out in the corporate health and safety procedures.
- Provide assurance on statutory compliance in the Council’s built estate.
- Ensure effective systems are in place to appoint, manage and monitor contractors working on the Councils’ behalf.
- Services who have building management responsibilities will provide FM and Property Services (Corporate Landlord) with all relevant information (regular updates, contact details/ data etc.) to ensure that the infrastructure of our buildings is adequately managed, and risks mitigated in line with corporate policy and statutory legislation and guidelines.

Corporate Health and Safety Consultative Committee (CH&SCC)

The CH&SCC is intended as a means for Bristol City Council to consult with employees on health and safety matters as required by the Safety Representatives and Safety Committees Regulations 1977 (*for trade union appointed health and safety representatives*) and the Health and Safety (Consultation with Employees) Regulations 1996 (*for non-trade union appointed health and safety representatives*).

The CH&SCC shall:

- Provide a corporate forum for Safety Representatives to raise matters of concern in relation to the health and safety of the employees they represent, or where those matters cannot be resolved at a local level.
- Provide in turn a forum for management to consult employees on matters that substantially affect the health and safety of employees.
- Further arrangements for the CH&SCC are set out in the Terms of Reference.

Service Consultation

Service consultation including local health and safety forums, health & safety groups, staff led groups, health and safety panels etc., are intended as a means for individual departments or other parts of the Council to consult with employees and others on health and safety matters, in support of the corporate CH&SCC. In parallel with the corporate CH&SCC, departmental consultation shall:

- Provide local forums for Safety Representatives to raise matters of concerns in relation to health and safety of the employees they represent.
- Provide forums for management to consult employees on matters that substantially affect the health and safety of employees.

Safety Representatives

Safety Representatives, (Trade Union) can exercise their rights to:

- Attend Corporate, Directorate and workplace consultative groups.
- Conduct investigations into reportable incidents
- Represent the views of the staff to managers and to HSE Inspectors.
- Conduct inspections of the workplace.

Staff and Volunteers shall:

- Familiarise themselves with the contents of this policy and those corporate health and safety procedures that relate to their work.
- Work with due regard to the health and safety of themselves and others in compliance with those corporate health and safety procedures.
- Use any equipment provided to them in accordance with their training and in compliance with any requirements imposed by the Council.
- Co-operate with and support managers in meeting the Council's health and safety 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 Bristol City Council on all relevant health and safety matters.
- Meet the health and safety standards required of them in the performance of the work activities undertaken with or on behalf of the Bristol 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 and members of the public

Service users and members of the public are requested to:

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