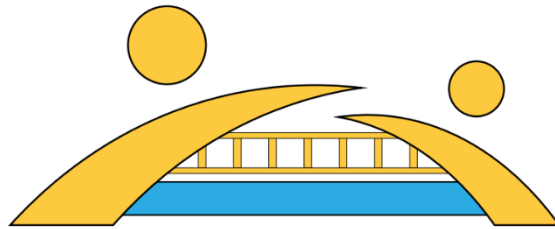


**CYNGOR SIR POWYS COUNTY COUNCIL**

# **YSGOL BRO CAEREINION**



## **YSGOL BRO CAEREINION**

# **Health and Safety**

	<b>Enw / Name</b>	<b>Llofnod / Signature</b>	<b>Dyddiad / Date</b>
<b>Cadeirydd / Chair of Governors</b>	Cllr Gareth Jones	<i>Gareth D Jones</i>	2.5.23
<b>Pennaeth / Headteacher</b>	Huw Lloyd-Jones	<i>H. Lloyd Jones</i>	2.5.23
<b>Person â Chyfrifoldeb am Iechyd a Diogelwch</b> Person with Responsibility for Health and Safety	Mr Glyn Lloyd		
<b>Adolygwyd a Chadarnhawyd</b> Reviewed and Accepted	2.5.23	<b>Dyddiad Adolygu</b> Date of Review	Summer Term
<b>Polisi Statudol i'w Adolygu pob blwyddyn / Statutory Policy to be reviewed annually</b> <b>Canllawiau:</b> Guidance:			

## **MANUAL ISSUE AND CONTROL**

All documents will be held electronically by Powys County Council and as such all documents within the health & safety system will be available and accessible to all via the Powys County Council Intranet site.

The revision and issue status of the health & safety Policy is summarised in the table below:

Section No.	Revision No.	Date Issued	Changes Made & Reason for Change	Approved by
1	1	24/02/2020	Full policy review	David Hurst
	2	13/10/2020	Implementation	David Hurst

The health and safety policy is maintained and updated by the Corporate Health, Safety and Wellbeing Unit for Powys County Council.

# **CYNGOR SIR POWYS COUNTY COUNCIL**

## **Corporate Health, Safety & Wellbeing Unit**

### **Corporate Health and Safety Policy**

#### **Contents**

1.0 Statement of Intent	3
1.1 Powys County Councils Obligations and Legal Duties	3
1.2 Responsibilities	3
1.3 Health and Safety Management	4
1.4 Health and Safety Culture and Employee Participation	4
1.5 Health and Safety Objectives	4
2.0 Organisation	6
2.1 Health and Safety Responsibilities of Staff	6
2.2 Cabinet and Elected Members	6
2.3 Portfolio Holder	6
2.4 Executive Management Team	6
2.5 Heads of Service	7
2.6 Team Manager / Supervisors	8
2.7 All Employees	8
2.8 Alternative Service Delivery / Arms Length Organisations	9
2.9 Council Health and Safety Advisers	9
2.10 The Functions of Health and Safety Representatives	10
2.11 Health and Safety consultation	11
2.12 Health and Safety Training	11
2.13 Health and Safety Information and Advice	12
3.0 Working Arrangements	13
Appendix 1 – Corporate and Local Health and Safety Forums	16

## **1.0 Statement of Intent**

### **1.1 Powys County Council's Obligations and Legal Duties**

The Cabinet, Elected Members and the Management Teams of Powys County Council ("the council") recognises and accepts its legal duties and moral obligations as an employer under the Health and Safety at Work etc. Act 1974 and other relevant statutory provisions. The council will take all reasonably practicable steps to ensure the occupational health, safety and welfare of its employees and all others who may be affected by its work activities. As a public body and a health and safety enforcement authority itself, the council has a responsibility to set a good example to other employers including contractors, partnership organisations and voluntary organisations, and to strive for continuous improvement in health and safety standards.

The council recognises that the effective management of health and safety risks:

- Maximises the well being and productivity of all people working for the organisation.
- Stops people getting injured, ill or killed as a result of work activities.
- Improves the organisation's reputation in the eyes of service users, suppliers, other stakeholders and the wider community.
- Minimises financial losses as a result of the direct and indirect cost associated with incidents, accidents and occupational ill health.
- Minimises the likelihood of prosecution and consequent penalties and of civil claims.

### **1.2 Responsibilities**

The Cabinet and Elected Members have the overall responsibility for health safety and welfare across the council. This responsibility and the management of health safety and welfare are delegated to the Chief Executive and the Directors. The Portfolio holder for occupational health, safety and welfare will chair the Corporate Health and Safety Forum. The Vice Chair will be the Director with responsibilities for occupational health, safety and welfare of the council and its employees. In addition, Heads of Service have a collective role in providing health and safety leadership to the organisation.

Cabinet members have collective and individual responsibilities for health and safety in their portfolios, this must be considered from a strategic perspective and in line with the authority's corporate social responsibility to the community. They will ensure effective leadership on strategic issues and provide support to the Chief Executive and Directors in meeting the authority's obligations with regard to health and safety.

Directors and Heads of Service will ensure that all corporate decisions, in particular, investment decisions on new equipment, premises and products, will be made taking the legal health, safety and welfare obligations of the council into consideration. The individual responsibilities of staff and managers at each level within the organisation are detailed in Section 2 of this policy.

### **1.3 Health and Safety Management**

There will be a planned and systematic approach to implementing health and safety policies through an effective health and safety management system. To this end the council supports and will pursue the principles and management practices advocated in the HSE publication - HSG65 - *'Successful Health and Safety Management'*.

Risk assessment will be used to identify priorities and set objectives for eliminating hazards and reducing risks. Wherever reasonably practicable risks will be avoided or eliminated through the appropriate selection and design of facilities, equipment and processes. If risks cannot be eliminated, they will be reduced, as far as is reasonably practicable, by the provision of physical controls, training and safe systems of work or, as a last resort, personal protective equipment.

### **1.4 Health and Safety Culture and Employee Participation**

The council will seek to develop a positive health and safety culture and a pro-active health and safety management system in which employees are motivated and empowered to work safely and to protect their long-term health, not simply to avoid accidents. The commitment of the senior management to the aims and objectives of this Policy will be demonstrated by their visible and active leadership. Health and Safety is an essential element of the council's recruitment policy and induction procedures for managers and staff.

The council recognises that employee involvement is essential to the success of health and safety management programmes and, as such, will actively encourage employee participation in health and safety matters and will consult staff fully on all occupational health and safety issues as required by law. For this purpose, suitable employee health and safety consultation mechanisms will be provided, please refer to Appendix 1 of this policy for more detail of these.

### **1.5 Health and Safety Objectives**

The council's general health and safety objectives are, so far as is reasonably practicable, to:

- Provide adequate control of the health and safety risks arising from council work activities.
- Prevent accidents and cases of work-related ill health.
- Consult with employees on matters affecting their health and safety.
- Provide and maintain systems of work which are safe and without risks to health.
- Provide and maintain plant and equipment which is safe and without risks to health.
- Maintain safe and healthy working conditions for staff.
- Ensure the safe use, handling, storage and transport of materials, equipment and substances.
- Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees.
- Provide adequate welfare facilities and arrangements.
- Provide a proactive occupational health service and arrangements.
- Ensure that persons not in the council's employment (members of the public, visitors, contractors, employees of arms-length organisations etc.) are not exposed to risks to their health or safety arising from the council's activities.
- Review and revise this Health and Safety Policy as necessary at regular intervals.

## **2.0 Organisation**

### **2.1 Health and Safety Responsibilities of Staff**

It is the responsibility of all staff to co-operate with their employer and follow health and safety advice and instructions.

Existing and potential employees will be provided with a copy of the relevant section of this Health and Safety Policy should they request further clarification of their health and safety responsibilities.

### **2.2 Cabinet and Elected Members**

The council, as the employer, is the primary duty holder for health and safety across the council. This responsibility is discharged by the Cabinet and Elected Members who are responsible for ensuring that the council develops a positive health and safety culture that is best able to meet the objectives set out in Part 1 of this health and safety policy 'Statement of Intent' as advised by the council's health and safety advisers. The Cabinet and Elected Members must ensure the allocation of sufficient financial and other resources to achieve these objectives. The Cabinet and Elected Members will take an active role in the strategic management of health and safety through information provided by the health and safety advisers via the portfolio holder.

### **2.3 Portfolio Holder**

Provide liaison to the Cabinet/Elected Members for health and safety across the council. The portfolio holder will inform the Cabinet/council of strategic health and safety issues as necessary. They will also chair the Corporate Health and Safety Forum.

### **2.4 Executive Management Team**

The Chief Executive has day to day operational responsibility for ensuring that the council's Health and Safety Management system is, so far as is reasonably practicable, effective in protecting employees, and others that may be affected by the council's activities, from harm. The collective responsibilities of the Chief Executive and the Executive Management Team are:

- To be responsible and ultimately accountable for the health, safety and welfare of all council employees and anyone else who may be affected by council activities.
- To ensure the council complies fully with its statutory health and safety requirements and its own health and safety policies.
- To ensure that the council has access to internal competent and qualified health and safety assistance and advice.
- To ensure that an effective health and safety management system is developed, implemented, monitored and reviewed, and that adequate resources are made available for this purpose.
- To ensure that occupational health and safety forms an integral part of corporate activities, and decisions include risk assessment, where corporate decisions may have an impact on the health and safety of staff, service users and members of the public.

- To visibly support the development of a positive health and safety culture within the council and lead by example, helping establish the organisation as an exemplar.

## **2.5 Heads of Service**

Heads of Service have overall responsibility for all matters of health, safety and welfare within their respective service units. Their responsibilities include, but are not limited to:

- To ensure adequate resources, finances and operational arrangements are in place for the effective management of health and safety within their service unit, including the development (and regular review) of local health and safety policies, procedures and safe systems of work, where appropriate.
- To ensure that health and safety training needs of staff are identified and met and that new employees receive adequate health and safety induction training.
- To ensure managers and staff are aware of their health and safety responsibilities, and to ensure that these feature in job descriptions.
- To consult with employees and their representatives on matters affecting their health and safety and keep staff informed of new council health and safety policies and guidelines. This includes ensuring there is suitable and sufficient representation on your local service area health and safety forum. (See Appendix 1)
- To ensure all work activities giving rise to significant health and safety risks to staff, contractors or members of the public, are assessed, recorded and reviewed at least annually (or more frequently if the work or the workplace change significantly).
- To ensure that operational decisions that affect the health and safety of the service unit as a whole or have an impact on other service areas are risk assessed e.g. introduction of new technology, major changes in operational delivery etc.
- To develop and implement a health and safety action plan each year to address priorities derived from the review of risk assessments, accident data and the findings of health and safety audits and inspections.

To ensure the health and safety performance and procedures of individual service units are regularly monitored and reviewed and that the council's incident reporting policy is followed.

- To ensure adequate resources and support are available to line managers to assist with their health and safety responsibilities.
- To develop a positive health and safety culture within service areas, and lead by example.

## **2.6 Team Managers / Supervisors / Headteachers**

Team Managers / Supervisors / Headteachers are an essential element in the management of health and safety, being responsible for the implementation of policies and procedures on a daily basis at a local level. Their duties and responsibilities include but are not limited to:

- To identify health and safety hazards, assess risks and devise appropriate control measures to protect their staff and others affected by the work activities of their staff.

- To maintain appropriate records relating to health and safety management (i.e. risk assessments, maintenance registers, workplace inspections etc.).
- To ensure their staff are provided with adequate information, instruction and training on risks to their health and safety and safe working procedures, maintaining suitable records of such training.
- To ensure appropriate health and safety equipment is provided and used by their staff.
- To follow the council's accident and incident reporting procedure and to investigate all accidents and incidents to identify appropriate preventive measures.
- To regularly monitor and review risk assessments and health and safety procedures and performance.
- To consult with employees and trade union representatives on matters affecting their health and safety.
- To develop a positive health and safety culture within their team and lead by example.

## **2.7 All Employees**

Every employee has a responsibility to ensure their own health and safety and to protect others who may be affected by their acts or omissions at work. In particular, their duties include but are not limited to:

- To understand and comply with council health and safety policies and procedures and those specific to their service unit or team.
- To always act in a manner so as to ensure their own health and safety at work and that of others who may be affected by their work activities.
- To report accidents, occupational ill health, near misses and other health and safety hazards promptly to their line manager in the first instance and involve the Health and Safety Adviser and/or their Safety Representative when considered necessary.

## **2.8 Alternative Service Delivery / Arm's Length Organisations**

The Authority recognises its responsibilities through the commissioning process and for arm's length / Third Sector / volunteer organisations and has produced specific guidance, which can be found in the Corporate Working Arrangement "Commissioning Out Services, Working with Volunteer Groups or Engaging Volunteers".

## **2.9 Council Health, Safety and Wellbeing Unit**

The council will provide appropriately trained and professionally qualified internal Health and Safety Advisers, who will have the following responsibilities:

- To produce health and safety policies, corporate working arrangements and procedures.
- To monitor the health and safety activities of the council to ensure a consistent, corporate and prioritised approach to health and safety matters.



- To help promote a positive health and safety culture and secure effective communication on health and safety matters.
- To attend meetings when necessary of the Corporate and Local Service Area Health and Safety Forums in an ex-officio capacity and other committees if requested.
- To provide prompt, authoritative and independent advice on health and safety to managers, employees, health and safety forums and other committees and meetings as required.
- To maintain adequate health and safety information systems and to effectively disseminate relevant/useful information to appropriate personnel within the council.
- To liaise with and provide relevant information for Health and Safety Representatives to optimise their contribution to the council's health and safety management system.
- To liaise with and assist line managers, where appropriate, in the investigation of accidents, incidents and occupational ill health.
- To liaise with appropriate enforcement agencies (e.g. Health and Safety Executive, Fire Authority) and ensure that recommendations or requirements are monitored for implementation.
- To monitor and report regularly to the Health and Safety Forum(s) and Heads of Service on the safety performance of the council, in particular; the achievement of health and safety objectives; the implementation of policies and procedures; accident/incident/ill health analysis and the findings of health and safety audits.

## **2.10 The Functions of Health and Safety Representatives**

Union and Non-Union Health and Safety Representatives have a number of functions and legal rights as laid down in the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations 1996, these are:

- To carry out regular inspections of the workplace; reasonable notice should be given to the relevant manager prior to the inspection. If following such inspections or investigations, the Health and Safety Representative is not satisfied with the action proposed or taken to remedy problems identified, the matter can be brought to the Health and Safety Forum for discussion.
- To investigate accidents, hazards, dangerous occurrences and complaints made by employees regarding health, safety and welfare issues.
- To liaise with managers on matters relating to health and safety.
- To attend meetings of the relevant Health and Safety Forums.
- To inspect (and take copies if necessary) any document relevant to workplace health and safety, which the council is required to maintain by law. There are some exclusions to the information employers must make available, such as the health records of individuals and information obtained for the purposes of legal proceedings.
- To represent employees in consultation with the Health and Safety Executive (HSE) and any other enforcing authority.

Health and Safety Representatives have a right to receive information from HSE Inspectors on the significant findings of their inspections or investigations.

The council, or in practice, individual managers, must consult with Union and Non Union Health and Safety Representatives on the following:

- The introduction of any measure at the workplace, which may substantially affect the health and safety of employees.
- The findings of risk assessments, i.e. information on risks to employees and the preventive measures introduced or proposed for minimising these risks.
- The planning of health and safety training.
- The health and safety implications of introducing new technology.
- Proposed visits by enforcing authority inspectors, such as visits by HSE Inspectors and Fire Officers.

The council will provide the facilities (including reasonable time off from normal duties) and assistance to Health and Safety Representatives to enable them to carry out their functions.

## **2.11 Health and Safety Consultation**

In order to meet the requirements set out in the Safety Representatives and Safety Committee Regulations 1977, and the Health and Safety (Consultation with Employees) Regulations 1996, the council has in place the following arrangements to ensure it discharges its duty to provide effective health and safety consultation to its workforce. These arrangements should not be the only means in which the council communicates information relating to its employee's health, safety and welfare, which may also include, team meetings, tool box talks, newsletters, etc.

### **Corporate Health and Safety Forum**

The Corporate Health and Safety Forum will have overall responsibility for keeping under review the measures taken to ensure the health, safety and welfare of its employees whilst at work. It will also disseminate any corporate health and safety initiatives across the Council.

This forum will also be responsible for ensuring there is effective two-way communication between itself and the local service area health and safety forums.

### **Service Area Health and Safety Forums**

All service areas must have access to a safety forum, or means of fulfilling the requirements of the consultation legislation. Their main purpose is to facilitate the process of consultation between the council as the employer (represented by managers who sit on the forum) and its employees (represented by Union and nonUnion workplace health and safety representatives) at a service area level. They will ensure that any matters that cannot be resolved at a local level are escalated to the corporate forum for consideration.

Both the corporate and local service area health and safety forums will meet at least quarterly or more often should an urgent health and safety matter arise.

The objectives, terms of reference and membership of both health and safety forums can be found in Appendix 1.

## 2.12 Health and Safety Training

Employers must provide for all their employees the information, instruction and training necessary to ensure so far as is reasonably practicable, their health and safety at work. Health and safety training might include such things as instruction in safety and emergency procedures, the use of work equipment and information on safe systems of work. Employers must ensure that all their employees are competent to carry out their work in a safe manner consideration must also be given to contractors and new employees.

Key to identifying health and safety training is to risk assess, complete a training need analysis of the role and/or the work to be undertaken. The risk assessment and subsequent reviews of the risk assessment will help determine the level of training and competence needed for each type of work. Competence is the ability to do the work required to the necessary standard. All employees, including senior management, should receive relevant training. This may need to include basic skills training, specific on-the-job training and training in health and safety or emergency procedures. There may be a need for further training e.g. about specific risks, required by other legislation.

Training needs are likely to be greatest for new employees on recruitment. They should receive basic induction training on health and safety, including arrangements for first aid, fire and evacuation. Particular attention should be given to the needs of young workers. The risk assessment should identify further specific training needs. In some cases, training may be required even though an employee already holds formal qualifications (e.g. for an update on new technology). Training and competence needs will have to be reviewed if the work activity a person is involved in or the working environment changes. This may include a change of department or the introduction of new equipment, processes or tasks.

An employee's competence will decline if skills are not used regularly (e.g. in emergency procedures, operating a particular item of equipment or carrying out a task). Training therefore needs to be repeated periodically to ensure continued competence. This will be particularly important for employees who occasionally deputise for others, home workers and mobile employees. Information from personal performance monitoring, health and safety checks, accident investigations and near-miss incidents can help to establish a suitable period for re-training.

The Corporate Health, Safety and Wellbeing Unit have a risk assessment template and further training guidance via its Intranet site.

Although the primary method for selecting appropriate health and safety training is through **risk assessment**, clearly certain roles within the council require varying levels of health and safety knowledge. Each role should be the subject of a comprehensive training needs analysis. This will identify training requirements, including any specific health and safety training for that role. Further advice on training courses can be sought from the Learning Development Team or via Trent.

## **2.13 Health and Safety Information and Advice**

Advice and guidance on health and safety matters can be obtained from your Health and Safety Adviser, based in the Corporate Health, Safety and Wellbeing Unit.

The council health and safety policy, Corporate Working Arrangements (CWA) and guidelines are available on the intranet, therefore, all staff with access to the Intranet has access to this information. Their line manager should provide staff without computer access with a hard copy of the relevant information and guidance.

All new and/or reviewed CWA's and guidelines will be issued to managers via the "intranet" system; through the health and safety forums and via safety bulletins. Managers should ensure they disseminate information to their staff as appropriate.

The health and safety policy will be subject to a regular review by the Corporate Health, Safety and Wellbeing Unit and updated as necessary.

## **3.0 Working Arrangements**

Corporate Working Arrangements and guidance can be found on the Health and Safety network site. There is a brief summary of the information that can be found in each document. All of the Corporate Working Arrangements contain details on the responsibilities of the Chief Executive & Directors, Heads of Service, Line Managers and employees. This summary is not intended to cover all of the issues included in the CWA, but gives some indication of the information contained therein.

### **Asbestos Management**

This comprehensive document provides background information on asbestos and links to further information. It also details the responsibilities of individuals who control premises as well as those with wider responsibilities. There is guidance on the building risk assessment and for those who work on asbestos containing materials.

### **Commissioning Out Services, Working with Volunteer Groups or Engaging Volunteers**

This document details the legislations, responsibilities and arrangements where work is commissioned out to external bodies, or where volunteers are engaged on a project.

### **Control of Substances Hazardous to Health (COSHH)**

This document contains guidance on what is covered by the COSHH Regulations, the risk assessment process and training. There is also some information on personal protective equipment although this is covered in detail in the PPE Corporate Working Arrangement.

### **Display Screen Equipment (DSE)**

Guidance on who needs to undertake a workstation risk assessment, training and eyesight tests are contained within this document.

### **Emergency Evacuation**

This document provides guidance for the evacuation of premises in an emergency, including for those people with disabilities.

Cyngor Sir Powys County Council Corporate Health & Safety Unit Corporate Health and Safety Policy

### **Fire and Emergency**

This is the Corporate Working Arrangement for Fire and Premises Incident Management. It provides guidance on undertaking a fire risk assessment, fire fighting equipment and detection systems.

### **First Aid**

This document provides guidance on the level of first aid cover that is required at a site. It also advises on the first aid equipment and materials that are required.

### **Hand Arm Vibration**

This document advises on the dangers of Hand Arm Vibration, reducing the risk and health surveillance that may be required.

### **Incident Reporting Procedures**

This document includes details on what need to be reported to the Corporate Health & Safety Unit. It includes incidents involving non-employees and pupils as well as employees and there is also a flow chart to assist with this process.

### **Legionella**

The Corporate Working Arrangement on the Control of Legionella in Water Systems contains reference to COSHH, information from the HSE Approved Code of Practice and reference to the risk assessment process.

### **Lone Working**

This document provides guidance on what is a lone worker, the reasons to have a system in place and guidance on the type of systems that can be used including the automated system employed by the Authority.

### **Managing Contractors**

This document covers the selection of contractors including the requirement to use CHAS and Construction line registered contractors. It also deals with the Construction (Design and Management) Regulations 2015 (CDM).

### **Manual Handling**

This document includes information on the risk assessment process, training as well as examples of manual handling practices.

### **Mobile Phones**

This document contains guidance on the use of mobile phones including the legal position regarding driving.

### **New and Expectant Mothers**

This document contains definitions regarding new and expectant mothers, legislative requirements and the risk assessment process. It also provides details on activities that could be of greater risk to the new or expectant mother.

**Noise at work**

This document advised on the risk assessment process, exposure limits, health surveillance and purchasing equipment to reduce the risk of noise.

**Occupational Health - Infections & Disease**

This document provides an introduction to the infection diseases and illnesses that may be encountered in the workplace.

**Permit to Work**

This document provides a description of the permit to work system.

**Personal Protective Equipment**

This document deals with the assessment of need, selection storage and maintenance of personal protective equipment.

**Personal Safety Register**

This document provides guidance in the use of the personal safety register

**Portable Electrical Equipment**

The Corporate Working Arrangement for Portable Electrical Equipment and Electrical Safety includes guidance on both portable and fixed systems. It also includes details on the risk assessment process, working with or near electrical systems, e.g. overhead/underground, and purchasing and maintenance of electrical systems or equipment.

**Risk Assessment**

This document includes definitions of terms related to the risk assessment process and details of what a risk assessment is and how it is undertaken.

**Road Risk**

This document gives guidance on the risk assessment process, details of the driver's handbook and the need to check driver's licenses.

**Stress**

This document gives the HSE position and gives Authority specific guidance for managers and staff on how to deal with stress in the workplace. It also provides links for further information from other organisations. This document also contains the stress risk assessment form for use with individuals who may be experiencing work related problems.

**Violence and aggression**

This document provides a definition for violence in the workplace. It also provides guidance on the risk assessment process and aspects that should be considered during this process including the use of interview rooms.

**Work Equipment**

This document provides advice on the possible hazards from work equipment and the importance of the selection, maintenance and inspection of this equipment.

## **Young Persons**

This document provides a definition of a young person and provides guidance on the particular risks for young people in the workplace and the need to undertake appropriate risk assessments.

## **CORPORATE HEALTH & SAFETY FORUM**

### **Terms of Reference, Objectives, Membership and Agenda**

The Corporate Health and Safety Forum will have overall responsibility for keeping under review the measures taken to ensure the health, safety and welfare of its employees whilst at work. In doing so it will ensure that the Council is complying with current legislative requirements, Powys CC policies and corporate working arrangements. It will also disseminate any corporate health and safety initiatives across the Council.

This forum will also be responsible for ensuring there is effective two-way communication between itself and the local service area health and safety forums.

It will provide clear strategic leadership on all matters relating to the health, safety and welfare of its employees and others who may be affected by its undertakings. It will ensure that the health, safety and welfare of its employees and others is effectively managed throughout the council. It will instruct and monitor both the local health and safety forums and heads of service in all aspects of safety ensuring that standards and best practice is maintained at all times.

In doing so it will consider the following key objectives;

- The study of accidents, incidents and near misses statistics and trends so that proactive control measures can be implemented to reduce so far as is reasonably practicable, the instances of workplace accidents, incidents and ill health to the councils workforce.
- Receive up-dates from Heads of Service (or representative) on their service area health and safety action plans.
- To consider all matters brought forward from the council's local service area health and safety forums.
- To receive minutes from the council's local service area health and safety forums and consider any matters relevant for discussion.
- To monitor progress of the local service area health and safety forums on all matters pertaining to health and safety and their objectives in the provision of adequate health safety and welfare of its employees and others who may be affected.
- To disseminate health and safety instruction and information to the local service area health and safety forums safety forums.
- Consideration of reports and factual information provided by inspectors of the enforcing authority – The Health & Safety Executive (HSE)
- To publish minutes of the corporate safety forum and ensure copies are circulated to each of the council's local service area health and safety forums, and to the council's management team and chief executive.
- To meet at least quarterly or more frequently if there is a health and safety matter, which requires urgent attention.



- Meetings need to be planned to ensure sufficient time is allotted to properly discuss all health and safety matters.
- Agenda's should be circulated at least one week before the next meeting. Any matters for discussion must be received by the secretary in writing at least 2 weeks beforehand.
- The chairperson may consider items not notified by prior arrangement at his/her discretion under any other business on the agenda.
- Minutes should be circulated within 10 working days after the safety forum meeting, and also made available for each of the council's local service area health and safety forums. Adequate arrangements must also be in place to bring this safety information to the notice of all employees whom they affect.

### **Membership**

- Chaired by the Portfolio Holder for HR and Health, Safety and Wellbeing
- Vice Chair – Corporate Director for Workforce and OD
- Portfolio Holders
- Heads of Service
- Nominated Senior Managers with responsibility for health & safety
- Representatives from the local service area health and safety forums, including Union representation (from those Unions recognised by the Council), workplace employee representative.
- Professional Lead for HR.
- Corporate Health & Safety Advisers
- Other Officers or specialist advisers may be co-opted as required.
- Secretarial support

**Cyngor Sir Powys County Council**

- 1 Apologies for Absence**
- 2 Minutes of Previous Meeting**
- 3 Quarterly Reports from Health & Safety Advisers including accident statistics / reportable accidents / incidents to the HSE**
- 4 Progress/update on Corporate Health & Safety Action Plan**
- 5 Update on Corporate Working Arrangements**
- 6 Health & Safety Executive related items**
- 7 Exception reports by Strategic Directors and Heads of Service, on progress against Service Area Health & Safety Action Plans and issues brought forward from Service Area Health & Safety Forums**
- 8 Matters brought forward by Unions Health & Safety Representatives**
- 9 Any Other Business**
- 10 Date of Next Meeting**

## LOCAL SERVICE AREA HEALTH & SAFETY FORUMS

**The Service Area Health & Safety Forums** will be constituted as follows: -

The Service Area Health & Safety Forums will have the responsibility of keeping under review the measures taken to ensure the health and safety at work of employees and others affected by their undertakings. It will report through the council's corporate health and safety forum and will ensure that any corporate health & safety instructions, initiatives are disseminated across their respective service areas within the council. In doing so it will consider the following key objectives;

- The study of accidents/incidents and near misses. This enables a comprehensive approach to be made on reviewing risk assessments, and improving safety procedures and working practices.
- Examination of safety audit reports.
- To review progress against service areas health and safety action plans. In order for Heads of Service (or representative) to provide quarterly up-dates to the corporate health and safety forum.
- Assisting in developing safety procedures and safe working practices.
- Monitoring the effectiveness and suitability of health & safety training for employees.
- Monitoring the adequacy of health & safety communication and publicity in the workplace.
- Consideration of reports and factual information provided by inspectors of the enforcing authority – The Health & Safety Executive (HSE)
- To receive and discuss a report from a member of the corporate occupational health & safety unit.
- All service area health & safety issues should be brought to the forum for consultation.
- Any health & safety issues, which cannot be resolved at the safety forum, will be referred to the corporate health & safety forum for consideration.
- A secretary should be appointed by the forum to arrange all such meetings as well as record the minutes and to distribute Agenda's and other relevant papers.
- Meetings will be held quarterly or more frequently if there is a health & safety matter which needs to be addressed urgently. Consideration should be given as to urgent safety issues whether the corporate forum also needs to be notified.
- Agenda's should be circulated at least one week before the next meeting. Any matters for discussion must be received by the Secretary in writing at least 2 weeks beforehand.
- Minutes should be circulated within 10 working days of the safety forum meeting, and also made available for the corporate health and safety forum. Adequate arrangements must be in place to bring this safety information to the notice of all employees whom they affect.
- Representatives from each of the local service area health and safety forums, such as Heads of Service/Line Managers with responsibilities for health & safety will be required to attend the corporate health and safety forum to report and update on relevant health and safety matters.

- Workplace employee representatives including union representation (to be nominated at local service area forums) will be required to attend the corporate forum.

### **Membership**

- Chaired by the respective Head(s) of Service. Where a number of Service Areas are represented on one Safety Forum then the Heads of Service will rotate the Chair. If a Head of Service is unable to attend then he or she will send a Senior Manager in their place.
- Section Heads / Line Managers with responsibilities for health & safety.
- Trade Union representation from those Unions recognised by the Council.
- Teachers Unions
- Workplace employee representatives.
- Corporate Health & Safety Advisers will attend as ex-officio members of the Forums.
- Other employees or specialist advisers may be elected or co-opted onto the Forum as required.

**Cyngor Sir Powys County Council**

**Local Service Area Health & Safety Forum**

**(insert title)**

**Date & Venue of meeting (to be held at least quarterly)**

**AGENDA**

**Those present.**

- 1. Apologies for absence.**
- 2. Minutes of previous meeting.**
- 3. Matters arising from previous minutes.**
- 4. Health & Safety matters brought forward for discussion.**  
(by prior notification at least two weeks prior to the meeting)
- 5. Health & safety Advisors report:**  
Including but not limited to:
  - a. Previous accidents, incidents and near misses.
  - b. Safety audits and inspections.
- 6. Progress/updates on Local Health & Safety Action Plans.**
- 7. Health & Safety Executive matters.**
- 8. Health & Safety training.**
- 9. Matters for referral to the Corporate Health and Safety Forum**
- 10. A.O.B. (at the discretion of Chair).**
- 11. Date of next meeting.**