

Borough Council of  
**King's Lynn &  
West Norfolk**



## **Health, Safety & Welfare Policy**

## **PART ONE- General Statement of Intent**

The Borough Council of King's Lynn and West Norfolk recognise that health and safety and welfare of our employees and others affected by our activities is fundamental to the effective delivery of its operations and its strategic aims of:

- Promoting growth and prosperity for the benefit of West Norfolk
- Protecting and enhancing our environment
- Delivering services that are efficient, effective and responsive
- Supporting and strengthening our communities

Our commitment to Health, Safety and Welfare is underpinned by the Principles of Prevention, together with the Council's values and behaviours. These guide the way we protect our workforce and all those who may be affected by our activities.

The Council will ensure the health, safety and welfare of employees and others who may be affected by its activities, in accordance with the Health and Safety at Work etc. Act 1974 and all subsequent regulations. We are committed to meeting our statutory duties and maintaining full compliance with all applicable legislative requirements.

The council will provide, so far as is reasonably practicable:

- A safe working environment for all employees and contractors
- A safe environment for visitors and members of the public visiting council owned or managed premises or activities
- Safe systems of work
- Safe handling, storage and use of substances
- Information, instruction, training and supervision as is necessary to ensure employees are competent in their jobs
- Safe access and egress
- Control and maintenance of workplace and welfare at work

The council:

- Recognises that health, safety and welfare are of paramount importance and an integral part of all its activities
- Is committed to the systematic identification of hazards, control of risk and compliance with applicable legal requirements and other requirements to which it subscribes.
- Will communicate and consult with employees on matters relating to the health, safety and welfare, policies, procedures guidance and performance monitoring.
- Establishes and maintains an effective health, safety and welfare management structure with individual posts having clearly defined responsibilities and competencies.
- Will ensure it provides adequate financial, human and physical resources to provide a working environment that protects the health, safety and welfare of

our employees and the health and safety of those using our facilities or otherwise affected by our working activities.

Successful implementation is dependent on the co-operation of those who carry out the work, and take the risks, to act responsibly and do everything they can to prevent personal injury to themselves or others.

The Chief Executive, Executive Leadership Team, Corporate Leadership Team, Service Managers, Line Managers and Employees, have defined responsibilities which are detailed in Part Two - Organisation.

The overall responsibility for this Policy rests with the Chief Executive and the Leader of the Council. They will be supported by the Executive and Corporate Leadership Teams and the Corporate Health & Safety team in ensuring that this Policy is developed, implemented, maintained, monitored, and reviewed.

Signed: (Chief Executive) Dated:

Signed: (Leader of the Council) Dated:

## **PART TWO- Organisation**

### **Governance**

The Council's organisational responsibilities as they relate to developing a health, safety and welfare policy are defined in the table below. These roles are defined as:

Assigned for developing the Policy and procedure	Environmental Health Manager (Commercial)
Accountable for the policy and implementation	Chief Executive
Consulted prior to final policy implementation or amendment.	Health & Safety Board, Executive Leadership Team, Corporate Leadership Team
Informed of policy implementation or amendment.	All employees of the council

### **Roles & Responsibility**

The Council, as the employer, holds the overall responsibility for ensuring the health, safety, and welfare of all its employees, as well as protecting others who may be affected by its activities. However, health, safety and welfare are not solely the responsibility of the employer. Every employee has a duty to contribute to maintaining a safe working environment, and as an individual's role within the organisation becomes more senior or specialised, their level of responsibility increases accordingly.

The following outlines these delegations;

#### **All Employees**

Employees include temporary and agency workers and they must;

- Familiarise with, and conform to, the Health, Safety & Welfare Policy, procedures, and/or guidance.
- Work with due regard to the health, safety and welfare of themselves and that of others who may be affected by their work/activities.
- Co-operate with the council, including complying with all safety instructions given by their line management, to ensure that its obligations with regards to health, safety and welfare are complied with.
- Notify their Line Manager immediately of any health, safety and welfare issues or concerns that they have, that they are not able to put right or are outside their control.
- Report all accidents, incidents and near misses and unacceptable customer behaviour to their line manager.

- Not interfere with, or misuse, anything provided by the council in the interest of health, safety or welfare.
- Ensure that all tools and equipment provided by the council are properly used in accordance with the manufacturer's, supplier's and/or installer's instructions and report any defects to their Line Manager immediately.
- Complete any relevant training assigned to them by the council in the designated timescale.
- Suitable and appropriate protective equipment and clothing will be provided where necessary, and all employees are required to use the equipment provided correctly and consistently whenever it is needed or required for their work.
- Cooperate with any requirement for statutory health surveillance as required due to their duties.

## **Line Managers**

In addition to the responsibilities outlined for employees above, Line Managers are also accountable for the effective implementation of the Health, Safety and Welfare Policy and procedures within their area of control. Whilst some duties may be specifically designated, Line Managers will be responsible for:

- Ensuring they are familiar with the Health, Safety and Welfare Policy and procedures and any relevant risk assessments and safe systems of work.
- Ensuring they are aware of health and safety requirements and provide information, instruction, training and supervision to new and existing employees under their control to ensure, as far as reasonably practicable, their health and safety and that of others affected by their activity.
- Ensure that employees have a suitable level of health, safety and welfare knowledge to keep them and others safe during their first days of work.
- Ensuring that employees under their control are adequately trained and fully aware of the hazards involved in the work undertaken and that all training is completed in a timely manner to ensure compliance.
- Communicating the key findings of risk assessments related to the work undertaken by employees under their control.
- Developing safe systems of work to ensure safety for all, by information, instruction, training, supervision, particularly in the case of young, inexperienced or vulnerable workers, pregnant workers, new mothers and volunteers.
- Ensuring that any information, instruction and training is understood and recorded.

- Reporting and investigating all accidents, incidents, near misses and Unacceptable Customer Behaviour (UCB) with a view to taking such measures to prevent recurrence.
- Undertaking inspections and monitoring to ensure that control measures are being maintained and that all employees are following safety instructions and safe practices.
- Ensuring that Team Meetings regularly occur and always include health, safety and welfare as a standard item, providing opportunities for employees to be consulted on matters which affect their health, safety and welfare.
- Co-operating with trade union health and safety representatives in accordance with agreed processes.
- Arrange for the provision of suitable and appropriate protective equipment and clothing where necessary, ensuring that all staff have access to it, maintain and use it whenever required.
- Raise with Service Managers, Corporate Health and Safety and/or Employees where new guidance or legislation impacts or could affect their work areas.
- Identify all employees whose roles expose them to hazards requiring statutory health surveillance ensuring they are enrolled in the appropriate surveillance programme, which will include access to assessments, maintaining records, and ensuring follow-up actions are completed.

### **Service Managers**

In addition to the responsibilities outlined for Line Managers above, Service Managers are accountable to Assistant Directors for ensuring that the Health, Safety and Welfare Policy and procedures are complied with within their Service Areas. Duties may be delegated (but not responsibility) to Line Managers and other employees as necessary, but they remain responsible for:

- Providing leadership on health and safety.
- Ensuring the availability of resources essential to establish, implement, maintain and improve the health and safety system. Ensuring that Line Managers, are made aware of the areas and extent to their specific health, safety and welfare responsibilities.
- Ensuring adequate inspections, monitoring and review of health, safety and welfare procedures are undertaken.
- Ensuring the systematic assessment of hazards and the effective implementation of risk management systems.
- Ensuring statutory testing and examination of equipment and the keeping of registers and records where necessary is undertaken.
- Ensuring systems are in place for the inspection and maintenance of equipment.
- Ensuring the necessary information, instruction, training and supervision is provided to their employees.

- Ensuring that the necessary resources are available to employees to fulfil their health and safety obligations.
- Keeping themselves informed of incidents, accidents, near misses or Unacceptable Customer Behaviour, within their area of control and ensure that action is taken to prevent recurrence.
- Ensuring the effective safety management systems of contractors carrying out works within their area of responsibility.
- Providing adequate time and facilities for safety representatives.
- Ensuring where activities under their control are subject to statutory health surveillance, both the work and the employees are appropriately monitored.

### **Assistant Directors**

In addition to the responsibilities outlined for Service Managers above, Assistant Directors are also responsible for the successful implementation of the policy within their service areas, they will:

- Define roles, allocate responsibilities and accountabilities, delegate authorities to facilitate effective health and safety management.
- Ensure all employees with the responsibilities above are adequately trained and resourced to fulfil their health, safety and welfare duties.

### **Executive Leadership Team & Corporate Leadership Team**

In addition to the responsibilities outlined for Assistant Directors, the Executive Leadership Team and Corporate Leadership Team, comprising the Chief Executive, Deputy Chief Executive, Chief Operating Officer, Chief of Staff, and all Assistant Directors, are also responsible for:

- Supporting the Chief Executive in meeting their Health & Safety responsibilities for the council.
- Ensuring that robust health, safety and welfare management systems exist within the council and all service areas demonstrate compliance.
- Ensuring the council has a suitably trained, qualified and resourced Corporate Health Safety Team to carry out specified duties across the authority.

### **The Chief Executive**

In addition to the responsibilities outlined above the Chief Executive holds the overall accountability for health, safety and welfare across the council.

## **Elected Members**

Whilst not employees, elected members must have regard to health, safety and welfare in their council decisions and actions.

- Members will be provided with the opportunity to attend relevant training to enable them to appreciate and understand the obligations placed on the Chief Executive, the Executive and Corporate Leadership Teams.
- Elected members have access to the health and safety information booklet from the LGA Health and Safety in the council- Councillor workbook.

## **Specific Roles**

Alongside the general levels of responsibility within the organisation, several specialised roles provide targeted support to ensure the council can effectively fulfil its health, safety and welfare functions.

**Assistant Director Health Wellbeing & Public Protection** will act as the Corporate Leadership Team (CLT) team representative for health and safety. As such they will actively promote and progress corporate health and safety issues and actions at Corporate Leadership Team.

**Assistant Director Corporate Services** will act as the Corporate Leadership Team (CLT) team representative for staff welfare. As such they will actively promote and progress corporate welfare issues and actions at Corporate Leadership Team.

**Corporate Health & Safety Team** provide competent Person advise as defined by Regulation 7(1) of the Management of Health and Safety at Work Regulations 1999, to oversee the implementation of the Health, Safety and Welfare Policy and procedures on behalf of the council, ensuring it complies with current legislation.

The team will provide advice, guidance and support to the council on all health, safety and welfare, including on:

- Provide an analysis of the potential implications of new health, safety and welfare legislation on council services, along with an assessment of how additional legislation highlighted by employees or subject experts may influence the council's operations of new legislation and its impact on the council
- Review and assess risk assessments, where appropriate.
- Safe systems of work for operations undertaken by the council and review and report on safety recommendations issued.
- Maintain an overview of the systems in place for the management of contractors' health and safety.

- Develop and review the corporate Health, Safety and Welfare Policy, procedures and guidance which provide detail on specific health, safety and welfare requirements.
- Manage and maintain the council's health and safety system.
- Audit and inspect as necessary the council's operations and advise appropriate officers of any actions necessary to ensure compliance with the health and safety systems.
- Maintain an overview of fire safety within the council, including within premises occupied by the Council.
- Provide health and safety performance reports to the Health & Safety Board and an annual health and safety performance report to the Chief Executive and Corporate Leadership Team.
- Advise on and, as necessary, facilitate the provision of training courses in accordance with the corporate training programme, including induction training and e-learning.
- Support the investigation, as necessary, of accidents, incidents and near misses and unacceptable customer behaviour and recommend corrective action.
- Take immediate direct action in cases of imminent danger, where that action cannot be taken by Line Managers.
- Record and review details of accidents, incidents or near misses at work, unacceptable customer behaviour and provide advice on ways in which recurrence could be minimised or eliminated.
- Liaise, where required, with the Health & Safety Executive (HSE) and other enforcement authorities and external bodies on health and safety issues.

**Human Resources** duties are to:

- Advise as required on all matters relating to sickness absence and employee welfare issues, including compliance with relevant legislation and good practice.
- Will signpost employees to the welfare, wellbeing and mental health provision that the council offers including Employee Assistance programme (EAP) and Occupational Health
- Retain the services of Occupational Health Services that provide advice on matters relating to occupational health.

**Corporate Health and Safety Board** responsibilities are defined within the terms of reference. The boards overriding objectives are to:

- Ensure a positive culture of health, safety and welfare across the Council by promoting cooperation between the Council, as an employer, and its employees and contractors in instigating, developing and carrying out

measures to ensure the health & safety, of our employees and others affected by our work and also the welfare and wellbeing of our employees at work.

- Serve as a channel for encouraging employee involvement and consultation in promoting and improving health, safety and welfare, through activities approved by the board.
- Provide a strategic overview of health, safety and welfare in the organisation and be committed to driving continuous improvement regarding health, safety and welfare at the Council.
- Ensure the Council complies with all legal requirements and the requirements set out in the Health, Safety and Welfare Policy.
- Keep an approved Terms of Reference (ToR) under regular review.

**Safety Representatives** recognised Trade Union and non-trade union safety representatives can exercise their rights to:

- Get involved in investigations for reportable accidents/incidents.
- Represent the views of the employees.
- Undertake inspections of the workplace and formally report back to Health and Safety Board and the Corporate Health & Safety Team.
- Be consulted on any changes to corporate documentation and procedures.

## **Volunteers**

Some aspects of engaging and working with volunteers are covered by health and safety legislation. Any service utilising volunteers will be required to take account of their role in risk assessments and follow HSE guidance ([Volunteering: Guidance for employers](#))

## **Wholly owned companies**

This Health, Safety and Welfare Policy applies solely to the activities of the Borough Council. It does not extend to any wholly owned companies, which are responsible for maintaining their own Health & Safety policies.

## **PART THREE - Arrangements**

### **Policies, Procedures & Guidance**

The Health, Safety and Welfare Policy is supported by a range of additional procedures and guidance designed to control specific hazards encountered within the Council. All related documents are available in the Health & Safety section of the Councils Intranet.

### **Health & Safety Training/Competence**

The health and safety training requirements for all employees will be identified on induction on a regular ongoing basis and at the individual's annual appraisal. Key health and safety training for all employees is documented in the Council's Learning Management System.

### **Monitoring**

The monitoring of this Policy will be carried out by the Corporate Health & Safety Team, actively through health and safety auditing and inspections and reactively by supporting the investigation of accident, incidents, near miss, unacceptable customer behaviour and ill health statistics.

All monitoring activity will be reported to the Corporate Health & Safety Board.

An annual Health & Safety Performance Report will be provided to the Health & Safety Board by the Corporate Health & Safety Team. Quarterly assurance reports will also be provided to the Board.

### **Review**

Corporate Health & Safety team will review the policy annually, or earlier if changes in health and safety legislation, guidance, or other relevant circumstances require it. In addition, every three years the policy will be reviewed by Council.

Details of the review and any recommendation will be provided to the Health & Safety Board and Corporate Leadership Team.

## Version Control

Version number	Summary of Changes	Responsible Officer	Date Approved
0.1	New format and content to replace previous General Health, Safety and Welfare Policy V.5 Jan 2025	Philippa Smith	