Southampton City Council
Health and Safety Policy

Statement of Intent

Southampton City Council recognises and accepts that it is responsible for complying with health and safety legislation and ensuring the health safety and welfare of its employees and others who may be affected by its activities. The Council seeks to provide and maintain so far as is reasonably practicable by the implementation of this Policy its Arrangements and Procedures, risk management and through information, instruction and training. The Council will provide:

- Roles, responsibilities and accountabilities of all staff and at all levels within the Council are clearly defined and understood in order to secure corporate and individual compliance with relevant H and S legislation.
- A positive health and safety culture and a health and safety management system that ensures health and safety at work.
- Plant and systems of work that are made safe and without risks to health through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- Arrangements for the use, handling, storage and transport of substances and articles are made safe and without risks to health through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- Information, instruction, training and supervision that is necessary to ensure adequate health and safety at work.
- Places of work that are made safe and without risks to health and methods of access and egress that are safe and without such risks through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- A working environment that is made safe and without risks to health together with adequate arrangements for welfare at work through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- Adequate resources for carrying out of this policy.
- By ensuring that everyone is aware of their accountabilities and responsibilities through the Policy, Arrangements and Procedures.
- Systems for identifying and assessing all hazards and risks associated with their activities and putting in place adequate control measures.

Andrew Travers
Interim Chief Executive

Southampton City Council Signed: **Dated: 11th April 2024**

Cllr Lorna Feilker
Leader of The Council

Southampton City Council   Signed: **Dated: 12.4.2024**

This Health and Safety Policy is signed on behalf of the Council's Executive Management Team.

Review due: March 2025
This statement must be displayed on notice boards. A full copy of this policy including Organisation and Responsibilities, Arrangements and Safe Working Procedures, can be found on the Health and Safety Intranet.

Contents

1.0.   Introduction

1.1.   The Health and Safety Policy Statement of Intent on the front page is signed by the Chief Executive and Leader of the Council and sets out the Council's commitment towards health and safety.

1.2.   This Health and Safety Policy sets out the Organisation and Responsibilities required to implement the Health and Safety Statement of Intent (see section 2 and 3 Organigram).

1.3.   This Policy must be read in conjunction with the Council's Arrangements for 'Managing Health and Safety'.

1.4.   The Arrangement – Managing Health and Safety sets out the Council's systems for managing health and safety and is based on the Health and Safety Executive (HSE) guidance document HSG 65 'Managing for Health & Safety', which Southampton City Council has adopted. Managers and headteachers in SCC Maintained schools must read and implement this Arrangement.

1.5.   The 'Risk Assessment' microsite sets out the Council's procedure for undertaking a risk assessment 'and is vital to ensuring the management' of health and safety.

1.6.   Safe Working Procedures have been developed to support this policy, they reflect the requirements set out in various Health and Safety Regulations *and other statutory provisions*. Safe Working Procedures (SWPs) are key to the development of management systems and the controls required to manage the risks identified by risk assessment. Managers/head teachers in SCC Maintained schools and staff must read and implement SWPs that are applicable to their role.

1.7.   This Policy, its Arrangements and Safe Working Procedures can be found on the Corporate Health and Safety Intranet Site by going to Health and Safety where other health and safety information can be found pertinent to the Council.

Organisation and Responsibility

2.0. The Leader of the Council and Cabinet Members have overall responsibility for:

2.1. Ensuring the decisions they make take into account this Council's health and safety policy and any applicable statutory provisions.

2.2. Appointing a cabinet member to have responsibility for monitoring the operation of the Council's health and safety policy.

2.3. Ensuring that adequate resources are made available for carrying out of this policy.

2.4. Ensuring the Chief Executive and the Council Executive Management Team, follow their responsibilities detailed within this Health and Safety Policy, its Arrangements and Safe Working Procedures, holding them to account if they do not.

3.0. Elected Councillors have overall responsibility for:

3.1. Ensuring the decisions they make take into account this Council's Health and Safety Policy and any applicable statutory provisions.

4.0. The Chief Executive and the Council Executive Management Team have overall responsibility for:

4.1. Providing leadership to ensure that health and safety is effectively managed within the Council.

4.2. Ensuring the decisions they make take into account this Council's Health and Safety Policy and any applicable statutory provisions.

4.3. Being informed of, and alert to, relevant health and safety risk management issues.

4.4. Ensuring a health and safety strategy is in place for the ongoing development of health and safety management systems.

5.0. The Service Director – Environment has been appointed as the Director with responsibility for health and safety at work. The Service Director – Environment will:

5.1. Provide leadership on behalf of the Executive Management Team on health and safety matters for the Council.

5.2. Ensure that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within the council.

5.3. Chair (or ensure appropriate deputy for) the Health and Safety Board (see section 15.0)

5.4. Be kept informed about any significant health and safety failures, and of the outcome of any investigations into their causes through the Council's reporting procedures.

5.5. Ensure escalation and communication in the council as appropriate

6.0. Each Executive Director is Responsible for:

6.1. Providing leadership on health and safety matters for their Service areas.

6.2. Ensuring that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within their Service areas.

6.3. Appoint a manager(s) to become the 'Responsible Person' for each property in their portfolio.

6.4. Ensuring Service Directors/ Divisional Heads of Service/Heads of Service/Senior Managers/Head teacher Senior Managers, Heads of Service and Head Teachers,

follow their responsibilities detailed within this Health and Safety Policy, its Arrangements and Safe Working Procedures, holding them to account if they do not.

6.5. Ensuring managers are competent to perform their role.

6.6. Ensuring that Heads or Service undertake Joint Consultative Group meetings at least on a quarterly basis.

7.0. Service Directors/ Divisional Heads of Service/Heads of Service/Senior Managers/Head teacher is responsible for:

7.1. Ensuring that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within their service area/school.

7.2. Preparing implementing and maintaining a local health and safety policy (including organisation and arrangements) where appropriate (i.e. schools, care homes and services with more complex operations), aimed at complying with the requirements of this health and safety policy within their areas of responsibility.

7.3. Ensuring Managers and teachers, follow their responsibilities detailed within this Health and Safety Policy, its Arrangements and Safe Working Procedures, holding them to account if they do not.

7.4. Ensuring staff are competent to perform their role.

7.5. Holding Joint Consultative Group meetings at least on a quarterly basis.

7.6. Appoint a 'Responsible Person' for every service property within their control, and ensure they are aware of their duties (including Corporate Property Standards), have sufficient ability, resources and training to be able to carry it out properly (In any premises where there are employees of more than one Hub, the relevant Senior Managers must liaise in making the appointment).

8.0. All Managers, Teachers, Supervisors, Responsible Persons and Employees with Management/ Supervisory Roles are responsible for:

8.1. Ensuring that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within the Section.

8.2. Informing their line management of any breaches of the Health and Safety Policy, its Arrangements or Safe Working Procedures.

8.3. Ensuring staff are competent to perform their role.

8.4. Holding Joint Consultative Group meetings quarterly where appropriate.

8.5. Manage property assets and services in compliance with Health and Safety legislation, the Equalities Act and Corporate Property Standards.

8.6. Ensure compliance with all statutory workplace inspections managed either directly or via Property Services.

8.7. Liaise with the appropriate service provider (i.e. Property Services) and building occupants to establish where the lines of responsibility lay for the management of property assets and services (note: there may be a crossover of duties between the Responsible Person and manager so these two roles must liaise with each other).

8.8. Ensuring that on-line records of statutory servicing, maintenance and testing for the site are accessed periodically to check accuracy.

9.0. Employee Responsibilities – It is the duty of all employees while at work:

9.1. To carry out their duties in line with the Health and Safety Policy, its Arrangements and Safe Working Procedures.

9.2. To take reasonable care for the health and safety of themselves and of other persons who may be affected by their activities.

9.3. To co-operate with the Council to ensure that any relevant statutory provisions are complied with.

9.4. Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

9.5. To report all accidents, incidents or near misses to their immediate supervisor.

9.6. Report any unsafe work situation or equipment defects to their immediate supervisor.

9.7. To use any equipment or substance provided in accordance with any training or instruction given.

10.0. The Corporate Health, Safety and Employee Wellbeing Manager (H,S&EWM) is responsible for:

10.1. Supporting the Executive Director with responsibility for Health and Safety to ensure the Council is meeting its legal and moral obligations with regard to the health, safety and wellbeing of its employees and those affected by the Council's activities.

10.2. Managing corporate health and safety objectives and ensure objectives are planned and implemented.

10.3. Ensuring performance is regularly monitored and reviewed.

10.4. Review health and safety compliance data/reports in order to monitor performance.

10.5. Provide leadership for health and safety across SCC, working with and co-ordinating health and safety teams and advisors across SCC and providing support to Senior Managers.

11.0. The Corporate Health and Safety Service is responsible for:

11.1. Ensuring that Management is aware of its responsibilities and requirements to comply with relevant statutory provisions and codes of practice and to identify where they are not compliant.

11.2. Providing competent occupational health and safety advice to all areas of the Council and maintained schools in line with the Council's policies and procedures.

11.3. Create and maintain the Council's Health and Safety Policy, Arrangements and Safe Working Procedures in conjunction with Council staff.

11.4. Audit and monitor compliance with this Policy, Arrangements and Safe Working Procedures, Advising and reporting on areas of health and safety management that are lacking, inconsistent or not in accordance with good practice to SCC.

11.5. Advise and support Hubs/Services/Teams where necessary on production of risk assessments and localised procedures.

11.6. Identify health and safety training in coordination with the Learning and Development Service.

11.7. Carry out and support Senior Managers to carry out accident investigations and to implement and monitor corrective actions.

11.8. Carry out inspections as required.

11.9. Undertake audits based on the management system to ensure it is being implemented across the Council.

11.10. Attend Joint Consultative Groups as required.

11.11. Liaise regularly with SCC trade union health and safety representatives.

11.12. Act as the point of contact when liaising with enforcement authorities.

11.13. Keep abreast of and bring to the attention of those they support any relevant legislation changes.

11.14. Provide reports to the health and safety governance groups on trends identified from accident reporting, inspections, audits and any general observations based on enquiries.

11.15. Issuing periodic health and safety bulletins on changes to legislation, updates to the Health and Safety Policy and SWP's, training/briefing sessions, and results from accident investigations, audits and inspections.

12.0. The Occupational Health Service is responsible for:

12.1. The provision of an appropriate level of expertise, to assist the authority maintain a healthy workforce.

12.2. Advising on candidates' fitness for work to undertake the duties concerned.

12.3. Advising managers of the prognosis for the return to work or continuing absence of their employees.

12.4. Providing pro-active health promotion services and expert advice to Clients and employees to help the workforce to stay healthy.

12.5. Providing health surveillance activities to enable the council to meet its statutory obligations.

13.0. The Corporate Estates & Assets Division is responsible for:

13.1. Carrying out their Construction Design and Management (CDM) duties as required. This will include reviewing contractor's health and safety competence against a recognised standard prior to allowing contractors onto any construction related framework.

13.2. Carrying out contractor inspections to ensure compliance with Section 3 of HSWA 74 where they are contracted to do so and in accordance with SWP Control of Contractors.

13.3. Ensure that all work undertaken on behalf of the Council, by contractors, is undertaken with the appropriate levels of health & safety built in where they are contracted to do so.

13.4. To ensure that all contract documentation adequately addresses health & safety performance and that suitable monitoring arrangements are established to ensure the required level of performance is met where they are contracted to do so.

13.5. To ensure that compliance testing and inspection regimes related to property, which are listed within SWP Property Management and Compliance, are delivered in accordance with the SWP.

13.6. To action any necessary works arising for such inspections and statutory inspections in discussion with the relevant manager/headteacher.

13.7. To maintain accurate records and of required tests, inspections and certificates for those areas falling within the providers remit monitor.

14.0. The Responsible Person

14.1. Comply with the requirements set out in Safe Working Procedure Property Management.

15.0. The Health and Safety Board

15.1. The Board is chaired by the Service Director - Environment (or nominated deputy) and has the overall responsibility for monitoring, advising and ensuring compliance with the Council's Health and Safety Policies. The Board will review the management of health & safety within SCC, make decisions in terms of any necessary funding and provide direction and support where required. The purpose of the Board is to;

15.1.1. Monitor the compliance of the Health and Safety Policy, its Arrangements and Safe Working Procedures.

15.1.2. Lead the development and implementation of corporate plans to drive improvements in Health and Safety performance and practice; taking into account statutory requirements and the Council's Health & Safety Policy.

15.1.3. Commission reviews into health and safety and advises the Council Management Team of any outcomes and actions the board need to consider.

15.1.4. The board reports relevant information, outcomes and assurance to the executive management team (EMT).

16.0. **Joint Consultative Groups (JCGs) –** The Council operates a system of JCGs which are forums for Trade Union and Management to discuss issues which include health and safety. They must exist at Head of Service and School Level at least quarterly (each term for schools) and be made up of management and trade Union Safety Representatives. Depending on the level of risk and where there has been a request to hold one, JCGs may be required at Team and Sub-Team levels. [Link to Terms of Reference.](#)

16.1. The following rules are to ensure JCGs are meaningful and flow;

16.1.1. Each level of JCG must feed into the next level of JCG for example Team to Service.

16.1.2. JCGs must be held at least quarterly.

16.1.3. For an issue to be raised at a JCG, the person raising the issue must first be able to demonstrate they have raised the issue with the relevant line manager and if necessary the second line manager though to Head of Service. A paper must then be submitted to the chair of the JCG stating clearly, what the issue is, who they have consulted and what outcome they are seeking.

16.1.4. Escalate any H&S issues of a corporate nature to the Health and Safety Board that cannot be dealt with at service level for their consideration.

17.0. Organigram showing Health and Safety Management reporting lines of responsibility and dotted lined of communication
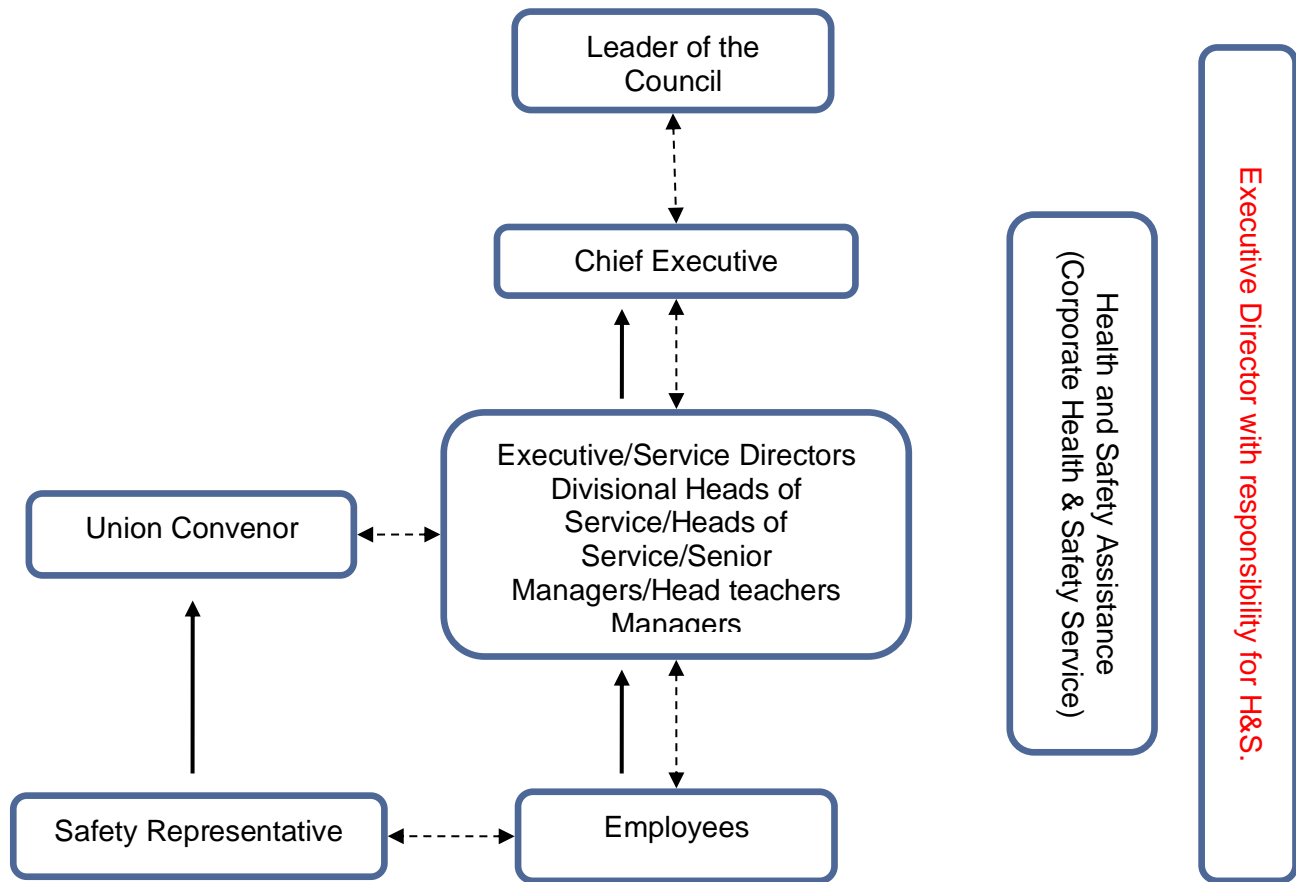
18.0. Organigram showing Health and Safety consultation reporting lines and dotted lines of communication

```
                        ┌──────────────────┐
                        │   Leader of the  │
                        │     Council      │
                        └────────┬─────────┘
                                 ⇅
                        ┌──────────────────┐
                        │    Executive     │
                        │ Management Team  │
                        └────────┬─────────┘
                                 ⇅
                        ┌──────────────────┐
                        │    H&S Board     │
                        └────────┬─────────┘
                                 ⇅
┌──────────────────┐    ┌──────────────────┐
│  Union Convenor  │◄┈┈►│ Joint Consultative│
└─────┬────────────┘    │ Group Head of    │
      ║      ╲          │   Service.       │
      ║       ╲         └────────┬─────────┘
      ║        ╲ ┈┈┈┈┐           ⇅
      ║         ╲     ┌──────────────────┐
      ║          ┈┈┈►│ Joint Consultative│
      ║              │   Group Team      │
      ║              └────────┬─────────┘
┌──────────────────┐          ┊
│ Safety Representative│◄┈┈►┌─────────┐   ┊
└──────────────────┘    │Employees│   ┊
                        └────┬────┘   ┊
                             ║        ┊
                        ┌─────────────────┐
                        │   Management    │
                        └─────────────────┘
```
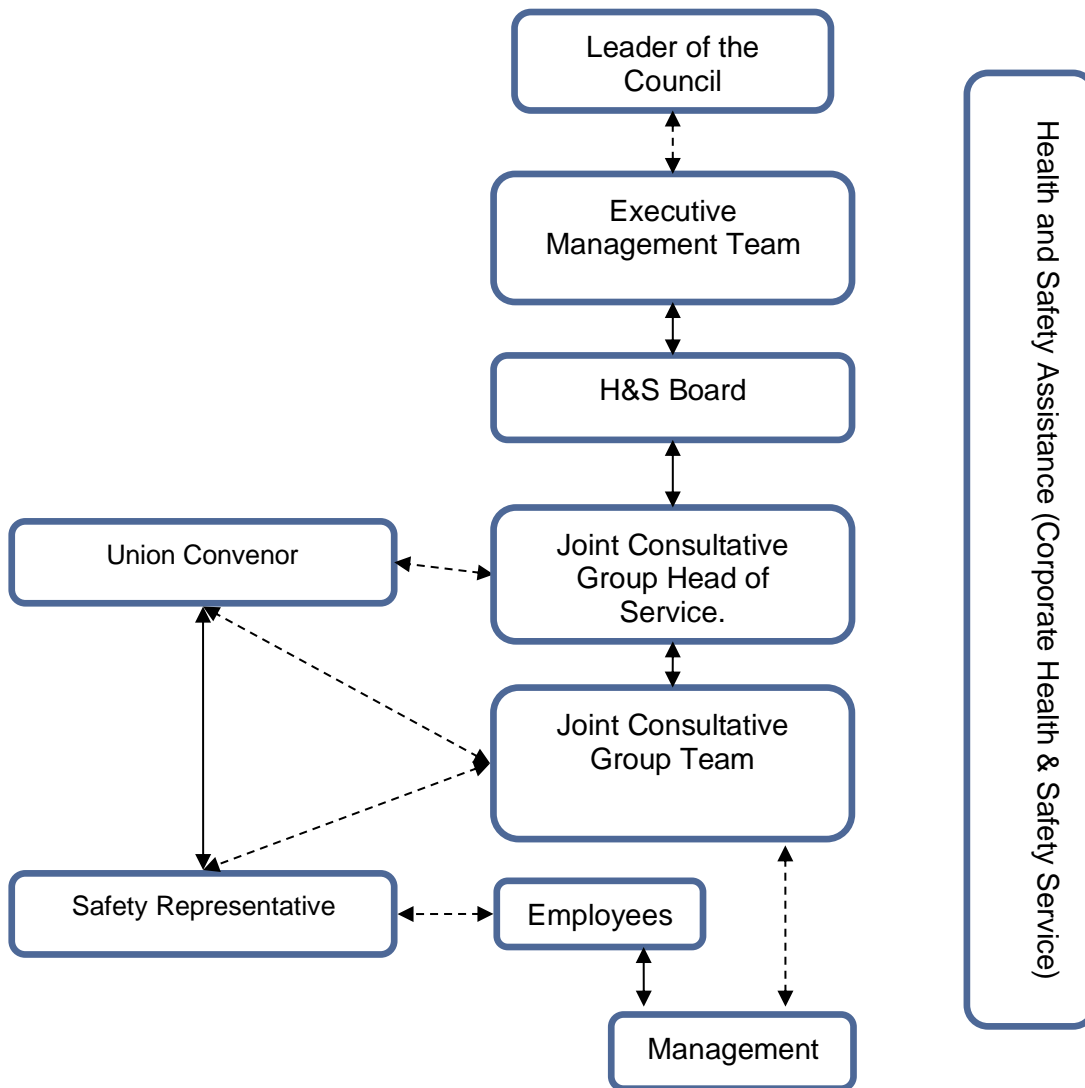
Health and Safety Assistance (Corporate Health & Safety Service)

Version Control

This Safe Working Procedure is issued and managed by Corporate Health and Safety Service.

Version		Amendments
Number	**Date**	
1.00	1975	
2.00	N/K	
3.00	N/K	
4.00	N/K	
5.00	N/K	
6.00	2006	
7.00	Oct 2011	
7.01	Sep 2012	
8.00	Oct 2014	
8.01	Oct 2014	Change of directorate from Environment and Economy to Place.
8.02	Jan 2015	Amendments to Board of Directors
8.03	Sep 2015	Amendments to Corporate Management Team
8.04	July 2017	Policy updated to show new council structure
8.05	April 2018	Policy updated for signing by Interim Chief Executive
8.06	June 2018	Policy updated for signing by new leader of the council
8.07	Jan 2019	Policy updated for signing by new Chief Executive
8.08	June 2019	Policy updated to reflect governance links, S5, S15
8.09	Aug 2020	Policy updated to reflect organisational changes.
8.10	May 2021	Policy updated for signing by new leader of the council
8.11	May 2022	Policy updated for signing by new leader of the council and to reflect organisational change.
8.12	May 2023	Policy updated for signing by new leader of the council and to reflect organisational change. References included to sub-polices.

Review Conducted	Next Review Date
June 2011	June 2012
Sept 2012	Sept 2013
Jan 2015	Jan 2016
Sep 2015	Sep 2016
July 2017	July 2018
April 2018	July 2018
June 2018	June 2019
June 2019	June 2020
August 2020	August 2021
June 2021	June 2022
May 2022	May 2023
Sep 2023	Sep 2024