

Being healthy and psychologically safe

Health, safety and wellbeing policy
2025 to 2028



Be healthy and
psychologically safe



Brighton & Hove
City Council

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<p>If you have any queries related to this document, contact our Corporate Health and Safety: email HealthAndSafety@brighton-hove.gov.uk This document (Arrangement) has been designed to be printed. If you need this document in an alternative format or an accessible format, please email HealthAndSafety@brighton-hove.gov.uk. This has been written for council staff use and some hyperlinks may go to pages or documents on The Wave, our council intranet, which is not available to non-council staff. Schools' staff will need to refer to their own Health and Safety Policy and additional information on BEEM. The document has also been written to reduce the number of hyperlinks used. Corporate Health and Safety are aware that some associated documents are in an inaccessible format and cannot be used by some staff. Requests can be made for an accessible version if needed.</p>

Summary

What is this document about?

This Policy has been produced in accordance with the requirements of Section 2(3) of the Health and Safety at Work etc. Act and applies to the council in its entirety. It will be substantially reviewed every 3 years, and a minor review will be conducted annually to ensure continued compliance with statutory and/or regulatory requirements.

We will notify all staff about any amendments. This policy contains details of respective roles, responsibilities, and organisation for the management of health, safety and wellbeing throughout the council. It is supported by other more detailed arrangements, procedures, and guidance documents which you should read alongside this document.

The health, safety and wellbeing 'Statement of Commitment', signed by the Leader of the Council and Chief Executive Officer, sets out the council's commitment towards health, safety and wellbeing.

Who is this document for?

This Policy is intended for all council staff, members, teachers, visitors, and contractors. It applies to all services, educational, research, commercial, residential, recreational, facilities and management activities considered to be wholly or partly under the council's control.

It covers all involved with those activities and accessing those facilities. It is important that all relevant parties understand their responsibilities and what they must do to meet them as laid out in this policy and supporting arrangements.

How does the council check this policy is followed?

The Corporate Health, Safety and Wellbeing team monitor council activities to ensure:

- compliance with legislation
- best practice
- council policies, arrangements and procedures associated with the health, safety, and wellbeing of those outlined in the policy

Monitoring health and safety performance occurs in several ways. We actively monitor the design, development, implementation, and operation of management arrangements.

These tend to be preventative., for example:

- inspections of premises, plant, and equipment
- health surveillance to prevent harm
- auditing to ensure arrangements are implemented effectively

We respond to evidence of poor health and safety practice and identify better practices that may be transferred to other parts of the council. For example, investigating accidents and incidents, and monitoring cases of ill health and sickness absence records.

We also monitor results from inspections of council buildings and property compliance, as well as feedback from staff, teachers, visitors, members, governors and the community. We use outcomes from audits, risk assessments, accident and incident data, fault reporting, and feedback from staff and others to ensure we continually improve.

Contact

If you have any questions, contact HealthAndSafety@brighton-hove.gov.uk

Introduction

Our vision is for Brighton & Hove to be a city to be proud of, a healthy, fair, and inclusive city where everyone thrives. This policy:

- supports the delivery of a well-run and responsive council
- ensures a safe, inclusive, accessible working environment that, supports staff health and wellbeing,
- supports the development of a strong and positive health and safety culture.

Our ways of working and leadership framework will support this policy's delivery and provide a structure for ensuring all staff and managers are clear on their responsibilities.



The arrangements we've developed to support this policy reflect the requirements set out in regulations and other statutory provisions. These are key to the development of management systems and the controls required to manage risks in the context of health, safety, and wellbeing. They are developed to ensure the council meets its statutory responsibilities and duties. The council community must read, acknowledge, and implement these corporate arrangements as applicable to their roles and areas of responsibility.

Managers should assess the specific needs of their staff and services and make additional arrangements or adjustments where needed. For example, when managers give information, instruction and training on the use of work equipment and the safety precautions detailed in the risk assessments, they must consider staff:

- with vision or hearing impairments
- with reading or learning difficulties
- whose first language is not English

Manages should complete individual risk assessments for staff with any specific medical conditions or circumstances which may affect their ability to use work equipment safely. They must also be completed if staff experience adverse health effects as a result of using certain equipment.

Aim

The council is committed to ensuring the health, safety and welfare of all staff, members, teachers, contractors, and others. In principle, we aim to reduce the risk to the council community and to successfully achieve our strategic objectives.

We will work to allow the above groups to carry out their activities without detriment to their health, safety or wellbeing. We will do this while embedding health and safety in all we do. To achieve our aims the council will ensure that, in the context of this policy:

- roles, responsibilities, and accountabilities for council staff at all levels are clearly defined and understood to secure corporate and individual compliance with relevant legislation as determined in our legal register
- a positive health, safety, and wellbeing culture and a health and safety management system is in place
- all significant risks that may arise through the council's activities are identified and assessed – we will implement suitable and sufficient measures to eliminate, minimise or manage the risks to employees, members, teachers, and others
- implementation of systems of work, plant and equipment are safe and without risks to health, including arrangements for the use, handling, storage and transport of substances and articles.
- information, instruction, training, and supervision is provided as necessary to ensure everyone knows how to work safely and without risk to their health.
- measures to prevent and manage risks to staff wellbeing are put in place, including monitoring workloads, hours worked, appropriate training and support, and a psychologically safe and healthy culture
- as far as is reasonably practicable, we create a safe working environment without risks to support health, safety, and wellbeing, together with adequate arrangements for welfare at work including access and egress
- we provide adequate resources to manage and implement health, safety, and wellbeing effectively
- we monitor and review the suitability and effectiveness of our health, safety, and wellbeing arrangements to ensure they are adequate.

Scope

These arrangements will protect staff and others against risks to their health and safety arising from council activities. This applies to:

- Chief Executive Office, Corporate Directors, Directors, Heads of Service, Senior Managers, Governors and Head Teachers who have responsibilities Health, Safety and Wellbeing Policy set out in this policy (including those individuals who would otherwise be classed as staff such as volunteers, employed students, apprentices, work experience, etc.).
- all managers
- all council staff

- all contractors and service providers working on behalf of or in connection with the council

This policy applies across all locations and activities operated by the council. It is supported and underpinned by additional health, safety, and wellbeing policies and arrangements and guidance where necessary. These form part of our health and safety management system.

Organisation and Leadership

The council recognises and accepts its responsibility for complying with Health, safety and wellbeing legislation and for ensuring the health, safety and welfare of its employees and others who may be affected by council business. By implementing this policy and through the provision of associated information, instruction and training, the council seeks to manage the risks associated with health, safety, and wellbeing.

In addition to the roles and responsibilities outlined within this policy, detailed roles and responsibilities are further defined within specific subject matter. We regularly communicate health, safety, and wellbeing arrangements and guidance to staff and others through the corporate Health, Safety and Wellbeing team.

The health, safety and wellbeing Statement of Commitment and Policy is approved by the council's Leadership Team and Corporate Health, safety and wellbeing Board. Is endorsed by the Chief Executive Officer and Leader of the Council and is brought to the attention of all staff and Cabinet members. It is expected that:

- the commitment and policy are led, delivered, and managed in accordance with the current council Leadership Behaviours
- the outlined requirements form part of our organisation's ways of working, our values and behaviours, and our people strategy for all staff to follow

Health, safety and wellbeing forms the foundation in enhancing our staff and community experience, protecting people and places in connection with the council. To achieve this, we follow the strategic framework as set out by the Health and Safety Executive and latest government guidance for best practice for managing health and safety within Local Authorities.

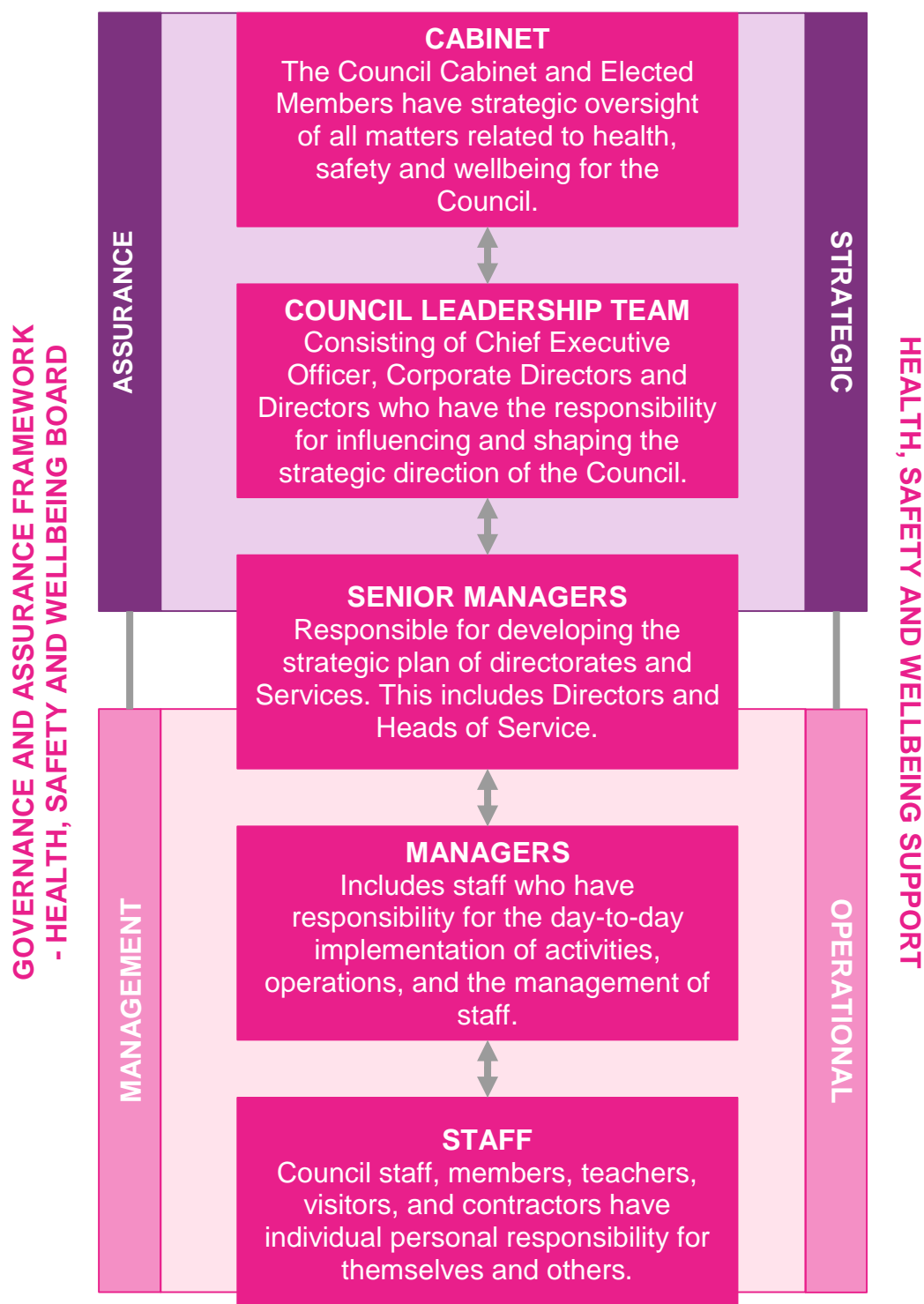
Best practice is based upon the Health and Safety Executive's 'Plan, Do, Check, Act' management standards. In complying with the guidance, we are well placed to ensure compliance with best practice and legal requirements. The following responsibilities outline the organisation and arrangements for managing health, safety, and wellbeing.

Leadership

Our Cabinet and elected members have strategic oversight of all matters related to health, safety, and wellbeing for the council. A well-managed safe, healthy, and secure workforce is a prerequisite to the delivery of excellent services to local

communities. Our elected members have a significant input in securing the health and safety of the council's workforce.

Elected members provide the council with leadership, direction, strategy, and influence budgets. Their policy decisions can affect how health, safety, and wellbeing is managed. They have both individual and collective governance responsibilities. An elected member will be given lead responsibility for health, safety, and wellbeing and all elected members are briefed on this policy and their responsibilities. A summary of our health, safety, and wellbeing governance framework, in line with best practice for managing Health, safety and wellbeing, is shown below.



Arrangements

The way we implement this policy is detailed in:

- Health, Safety and Wellbeing Policy subject matter arrangements
- policies
- procedures
- guidelines

Other specific Health, safety and wellbeing arrangements detail what we are required to do to meet our legal obligations and carry out our work safely. It is important that managers and employees follow these mandatory, council-wide policies and arrangements,

Health, safety, and wellbeing management system

Our principal health, safety and wellbeing aims are to reduce risk and protect people and property and to achieve best practice in complying with our statutory duties. The nature of the council and our activities mean that these risks are complex, and it also means that its statutory duties are extensive. For these reasons the detailed arrangements for health, safety, and wellbeing are set out in a series of documented specific subjects. These are referred to as arrangements.

The specific arrangements are, in effect, council policies. They are mandatory and apply across the whole council and schools. These arrangements ensure the council meets its statutory duties under specific regulations.

The health, safety, and wellbeing management system has been developed to be easily explored on Health, safety and wellbeing The Wave (Or BEEM for schools), our council intranet. As with all quality-standard based systems, each policy and arrangement will be continually reviewed to identify improvements and gaps in information provision and compliance. This formal management system will help staff manage health, safety, and wellbeing within their remits.

The council has based its management system on the Health and Safety Executive Guide for Managing Health and Safety, HSG65, following the Plan, Do, Check and Act model. This achieves a balance between the systems and behavioural aspects of management. It also treats health, safety, and wellbeing management as an integral part of good management generally, rather than as a standalone system.

POLICY AND PLANNING

We will review where we are and where we need to be and what we want to achieve, who will be responsible for what and how we will achieve our aims, and how we will measure success. We will look for leading indicators as well as lagging indicators. These are also called active and reactive indicators. Our plans will consider fire and other emergencies, and we will co-operate with anyone who shares our workplace and co-ordinate plans with them.

RISK PROFILING, ORGANISATION, AND IMPLEMENTATION

We will assess our risks, identify what could cause harm, who it could harm and how, and what we need to do to manage the risk. We will involve our staff and communicate, so that everyone is clear on what is needed and can discuss issues – develop positive attitudes and behaviours. We will provide adequate resources, including competent advice where needed. We will implement preventive and protective measures, the right tools and equipment to do the job.

PLAN

ACT

DO

CHECK

REVIEW / LESSONS LEARNT

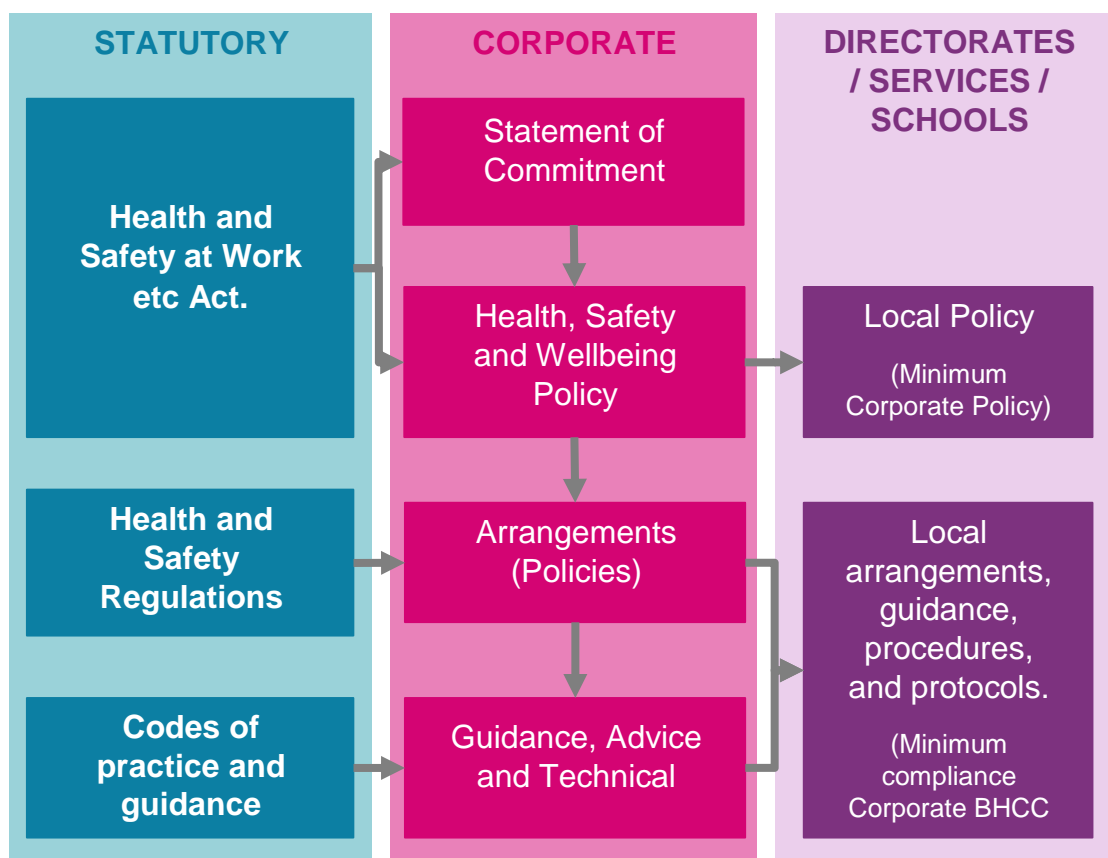
We will learn from accidents and incidents, ill-health data, errors, and relevant experience, from ourselves and from other organisations. We will revisit our plans, policies, arrangements, and risk assessments. We will act on lessons learned including audits and inspections.

PERFORMANCE & COMPLIANCE MONITORING AND MEASURING

We will ensure our plan has been implemented and assess how well the risks are being controlled and if we are achieving our aims. This will include Proactive and Reactive Monitoring methods.

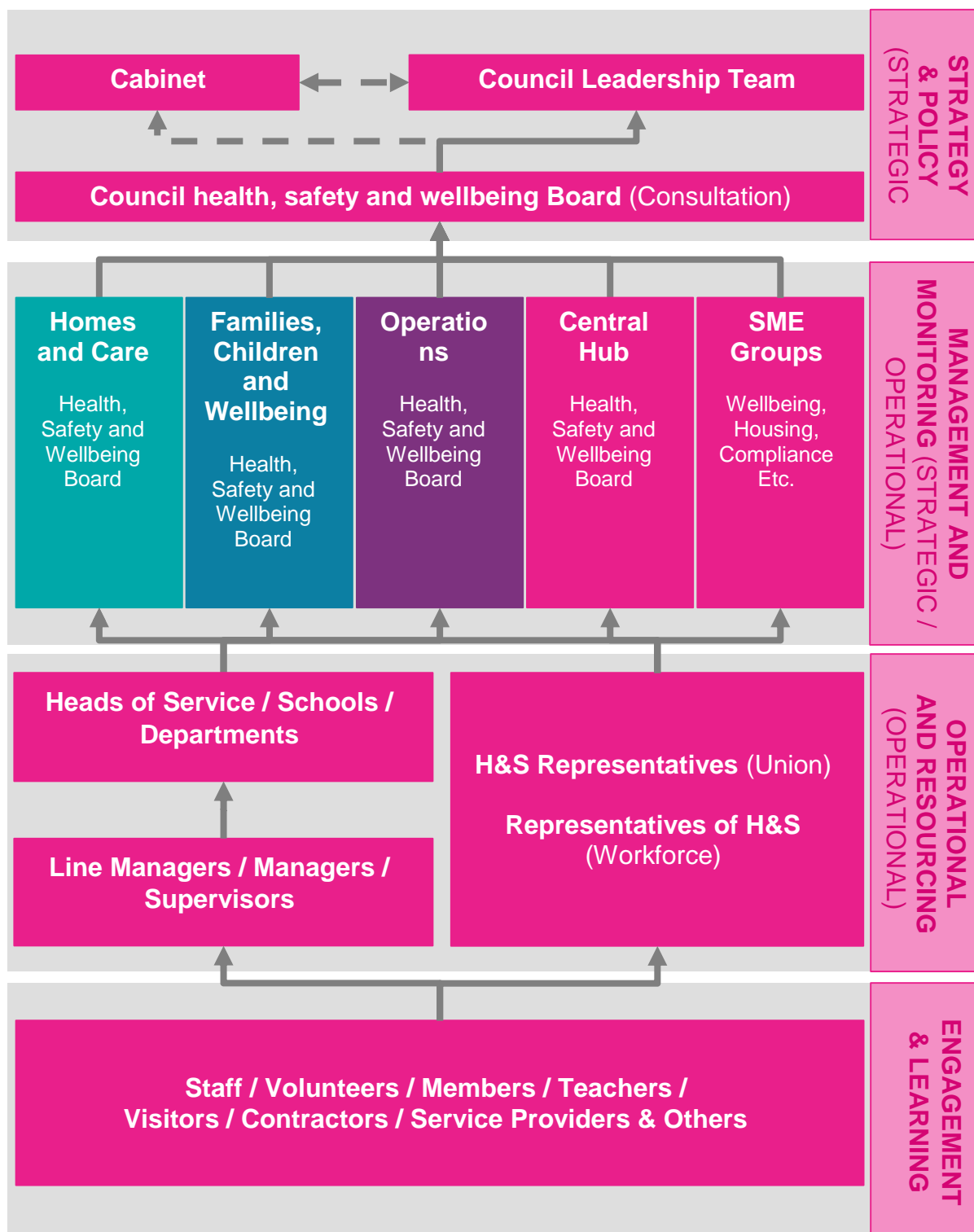
A series of policies, known as “arrangements”, form the system – these are the health, safety, and wellbeing management system building blocks and formally set out the council’s expectations in relation to health, safety, and wellbeing management practice to ensure we meets our legal duties. Each arrangement will comprise of:

- scope – extent and range for which the arrangement applies
- roles and responsibilities aligned to each specific arrangement to achieve statutory compliance and best practice - these include individual roles, departments, schools, and specific groups who have specific responsibilities within the topic
- arrangements – the way in which the council arranges its activities and operations in respect of the subject which are mandatory
- training –sometimes role holders need further training or instruction to fulfil their responsibilities in line with subject arrangements, in many cases with a statutory requirement
- monitoring – how the implementation of the arrangement and its requirements will be monitored
- legislation – all associated legislation applicable to the specific arrangement
- associated documents – these could include detailed guidance, forms, templates, protocols, technical guides, and technical notes, and will provide role holders with an understanding of the actions they need to take to fulfil their responsibilities



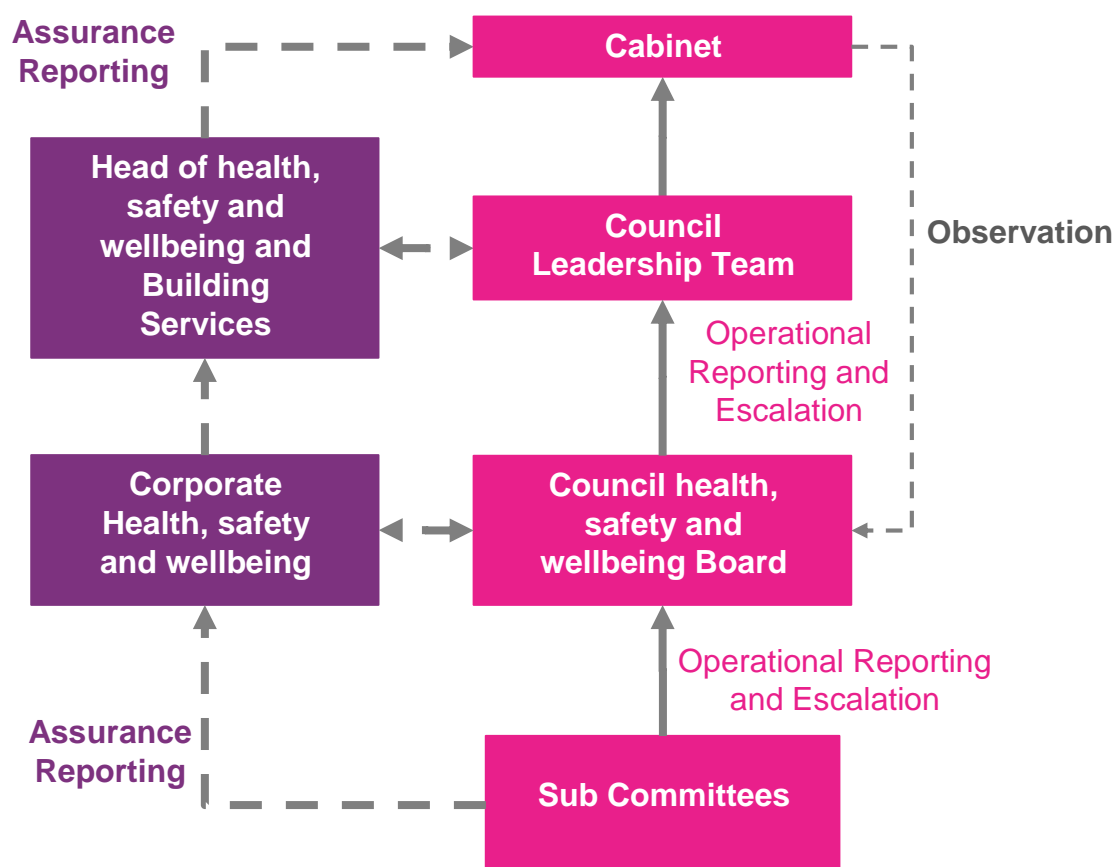
Governance and Assurance

The Council Leadership Team has strategic oversight of all matters related to health, safety, and wellbeing and seeks assurance and reassurance that effective arrangements are in place. The flow chart below provides framework for health, safety, and wellbeing governance and assurance and details our arrangements. This assures the Council Leadership Team and Members that the council is meeting its health, safety, and wellbeing responsibilities and their own individual responsibilities.



A Cabinet Member will be appointed by the Leader of the Council to champion health, safety, and wellbeing and take lead on all health, safety, and wellbeing matters. The Cabinet and Council Leadership Team have ultimate responsibility for ensuring the council complies with its health and safety legal obligations and duties. The mechanism for obtaining compliance assurance is established through the governance and assurance framework. This is in addition to the framework and ensures the council secures a robust assurance reporting system, and that the Competent Person has a dotted reporting line to the Chief Executive Officer and the Leader of the Council.

The Council Member has observer status on the Corporate Health, safety and wellbeing Board. The Board meets regularly and will be provided with all papers and resulting minutes/briefings and given an opportunity to comment. The Member Champion, Leader of the Council and the Chief Executive Officer will meet periodically with the Competent Person (as defined in the Management of Health and Safety at Work etc. Regulations (Regulation 7)) and any staff member to discuss aspects of health, safety, and wellbeing. This will take place within the context of the governance and assurance framework.



Health, safety and wellbeing board

The Corporate Health, safety and wellbeing Board is chaired by the Director of People and Innovation with the oversight from the Chief Executive Officer who has the overall responsibility for monitoring, advising, and ensuring compliance with the

Council's Health, safety and wellbeing policies and arrangements. The Board will review the management of health and safety within the Council, make decisions in terms of health, safety, and wellbeing and provide direction and support where required. The purpose of the Board is to.

- monitor its arrangements and practices to ensure compliance with this policy
- develop and implement corporate plans to drive improvements in health, safety, and wellbeing performance and practice, considering statutory requirements
- commission reviews into health, safety, and wellbeing and advise the Council Leadership Team of any outcomes and actions the board need to consider
- report relevant information, outcomes, and assurance to the Council Leadership Team

Consultation

The council recognises trade unions and its responsibility to consult with both union and non-union staff. It operates a system for consultation where Trade Union and Management discuss issues which include health, safety, and wellbeing.

The principal consultation group for items which relate to health, safety and wellbeing is the Corporate Health, safety and wellbeing board.

The Board must have representation from Directorates and include both union representatives and non-union representatives. The Corporate Board will be held at least quarterly. Each Directorate will have a Directorate Health, safety and wellbeing Board which reports into the Corporate Health, safety and wellbeing Board. These are subcommittees of the Board and must include:

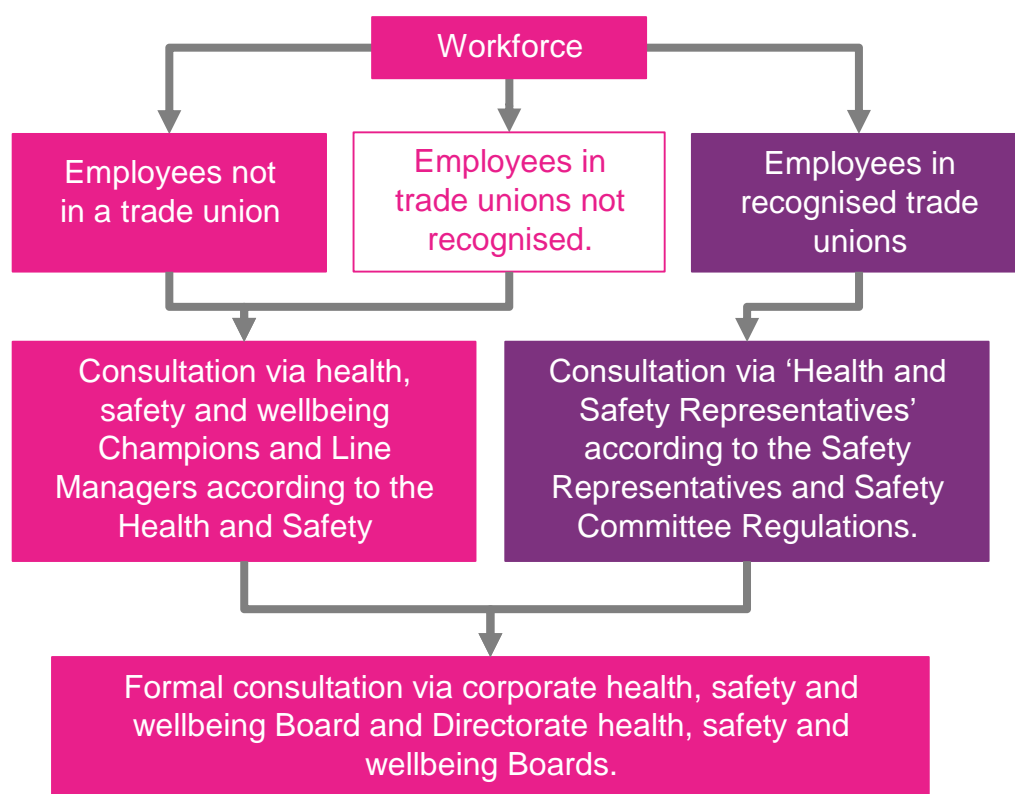
- management
- trade union safety representatives
- workplace health and safety representatives
- specialist advisors
- schools

The following protocols ensure the Board is meaningful and support a positive health, safety, and wellbeing culture:

- monitor the compliance of health, safety, and wellbeing, its arrangements and protocols
- lead the development and implementation of corporate plans to drive improvements in health, safety, and wellbeing performance and practice, considering statutory requirements and the council's Health, Safety and Wellbeing Policy
- advise the Council Leadership Team of any outcomes and actions the board need to consider
- the board reports relevant information, outcomes, and assurance to the Council Leadership Team
- effectively and proactively seek health, safety, and wellbeing assurance from Directorate Health, safety and wellbeing Boards

The following protocols ensure Directorate Health, safety and wellbeing Boards are meaningful and support a positive Health, safety and wellbeing culture:

- each service level health, safety, wellbeing group or meeting must feed into the next level up to the directorate level to ensure appropriate assurances are provided - assurances must equally be provided to corporate Health, safety and wellbeing Board
- Directorate Health, safety and wellbeing Boards must be held at least quarterly
- for an issue to be raised at a Directorate Health, safety and wellbeing Board, the person raising the issue must first be able to demonstrate clearly what the issue is, who they have consulted and what outcome they are seeking
- escalate any health, safety, and wellbeing concerns and issues which are of significant risk to the council, to the Corporate Health, safety and wellbeing Board that cannot be dealt with at Directorate level for their consideration
- ensure any Health, safety and wellbeing concerns and issues, which are of significant risk to the council and that cannot be dealt with at Directorate level are submitted to the Directorate Health, safety and wellbeing Board for their consideration
- effectively and proactively seek health, safety, and wellbeing assurance from services



The council recognizes the statutory requirement for consultation and the benefits and values of union-appointed Health and Safety Representatives'. To comply with the Safety Representatives and Safety Committee Regulations, consultation with 'Health and Safety Representatives' (as appointed by the union(s) and those who are not trade union members), is essential to fulfil our obligations and securing a safe, healthy, and secure workplace.

All Directorates, Services and Schools must equally have their own local arrangements for consultation with staff. The council supports and encourages appropriate consultation with staff. Our arrangements include both the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations.

Assessment of risk

The aim of the council is to provide high quality, effective and safe services to the Brighton & Hove community, both outward facing and internal facing (staff). We also strive to provide a working environment which improves the community and population it serves.

Members and Council Leadership Team recognise risk is inherent in the council's provisions and services, and that a defined approach is necessary to identify risk context, ensuring we understand and is aware of risk profile, the council's risk appetite, and risk tolerances we are prepared to accept in the pursuit of the delivery of our aims and objectives.

The Council Leadership Team is primarily responsible for overseeing the risk tolerances and appetite, development process and in monitoring the council to determine whether any changes should be made. The Corporate Health, safety and wellbeing Board can monitor risk by having a robust risk monitoring process and escalation framework. This is where Directorate and Specialist Health, safety and wellbeing Boards and groups report to the board when risk tolerance levels have been exceeded. Similarly, Services and Heads actively monitor and escalate risks to Directorate and Specialist Health, safety and wellbeing Boards and groups. The board will determine whether the council:

- a risk assessment process and the risks identified are line with the council's strategy
- the risk profile and assessment are being updated frequently
- the capacity to deal with the risks identified and the risks likely to impact future strategic initiatives
- communicated changes throughout the council and to key stakeholders.

Assessing risk is vital to the effective management of health, safety, and wellbeing within the council, as laid out in the Management of Health and Safety at Work Regulations. The Regulations require a 'suitable and sufficient' assessment of identified risks to health and safety to ensure suitable controls are in place using the principles of prevention.

The council will establish a risk profile as outlined within the Health and Safety Executive's guidance document HSG 65 and agree specific health and safety objectives informing the strategic plans. The Corporate Health, safety and wellbeing Board will agree objectives and keep them under review during the effective period.

Monitoring Health, Safety and Wellbeing

Senior Managers and Managers, including Governors and Headteachers, must monitor health, safety, and wellbeing performance against:

- legislation
- this Health, safety and wellbeing policy
- our arrangements, protocols and local procedures.

The monitoring must be discussed and where necessary included as part of the agenda on management / team meetings. In principle monitoring can be either active or reactive and may include:

- risk registers and risk assessment reviews and compliance monitoring
- self-audits and inspections
- work supervision and behaviour monitoring
- action plans
- competency standards, training and awareness
- performance
- equipment maintenance, inspection, and testing
- statutory compliance checks
- contractor/service provider monitoring and vetting
- accidents and incidents recording and analysis
- investigations, reviews and lessons learned

Regular formal (documented) and informal health and safety inspections of the workplace must be undertaken and, where necessary, in consultation with Trade Union Safety representatives. Suggested frequency should also be determined through risk assessment. Action plans must be developed to deal with any health and safety issues identified. The results of the inspection and action plan must be discussed in management / team meetings. Where work areas are shared, managers must discuss and agree responsibility for carrying out workplace inspections and ensuring actions are completed as required.

The monitoring and review of health and safety arrangements and compliance with the council's arrangements is an everyday responsibility of all staff. However, managers and supervisors hold a higher duty of responsibility to monitor and ensure compliance. Heads of School and Services or equivalent should implement suitable and sufficient auditing or self-verification assessment. The frequency and detail of such activities must be appropriate for the size of the Directorate, Service or School, level of risk, and nature of the hazards within each. Audit types to measure compliance with the policy and arrangements include:

- health and safety management audits: reviewing the arrangements and procedures in place within schools and services.
- subject specific audits, concentrating on a specific subject or topic areas within schools and services – for example chemical safety, radiation protection, laser safety, working at height, and so on

All audits and self-verification reports must be shared and monitored by management team meetings, services, schools, Directorate Health, safety and wellbeing Boards and, where necessary, Corporate Health, safety and wellbeing

Board to determine progress in areas for improvement that may be identified as necessary for compliance.

Corporate Health, safety and wellbeing may undertake corporate led auditing and inspections as part of the assurance framework to ensure suitable compliance. Depending on the level of audit, (desktop or remote audit, hybrid audit or full onsite audit), directorates, services and schools will be notified in advance if they are subject to corporate auditing.

Where shortfalls have been identified an action plan will be produced to ensure corrective actions are taken. These will be monitored and reported on through the assurance framework. The corporate Health, Safety and Wellbeing team retain the right under principles of health and safety management as endorsed by Council Leadership Team, to carry out auditing and inspection as necessary/according to programme, of any directorate, service, or school.

Schools

Under the terms of the policy, each school must ensure it has in place a Health, Safety and Wellbeing Policy. This must specifically detail its own organisational structure, responsibilities and arrangements and should reflect the arrangements of the school.

Visitors

The council often hosts visitors and recognises its duty to them as required by Section 4 of the Health and Safety at Work etc. Act, which applies to the council in its entirety.

The council will ensure that suitable arrangements are in place and provide relevant and accessible health, safety, and wellbeing information to visitors. While it is recognised the council has a duty to protect the health and safety of all visitors to its premises, including contractors and temporary workers, as well as any members of the public who might be affected by its activities and operations, it will ensure as far as reasonably practicable within its powers to ensure the Health and Safety of visitors.

The council also recognises that health and safety is the responsibility of every individual and visitors must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Responsibilities

Council Leader and Cabinet Members

The Council Leader and Cabinet Members are responsible for ensuring they are familiar with their responsibilities with regards to Health, safety and wellbeing and provide the council with leadership, direction, strategy, and influence finances. Their policy decisions can affect how health, safety, and wellbeing is managed, and they have both individual and collective governance responsibilities.

All elected members can be held liable under the Health and Safety at Work etc Act for their actions or decisions. An Elected Member will be given responsibility for Health, safety and wellbeing and elected members must ensure:

- 1.1. Decisions they make take into account this Council's Health, Safety and Wellbeing Policy and any applicable statutory provisions.
- 1.2. A cabinet member is appointed who has specific responsibility for monitoring the operation of the council's Health, Safety and Wellbeing Policy.
- 1.3. Adequate resources are made available for implementing this policy and appropriate competent assistance under the Management of Health and Safety at Work Regulations is in place.
- 1.4. A positive health, safety, and wellbeing culture is promoted and supported proportionate to the Council's risk management.
- 1.5. The Chief Executive Officer and the Council Leadership Team, follow their responsibilities detailed within Health, safety and wellbeing this policy, its arrangements and protocols, holding them to account if they do not.

Chief Executive Officer

The Chief Executive Officer is ultimately responsible for the management of health, safety, and wellbeing across the council. In summary they must ensure that:

- 1.6. A 'competent person(s)', as required by The Management of Health and Safety at Work Regulations (Regulation 7) is formally appointed to assist them in discharging their duties and complying with Health, safety and wellbeing legislation.
- 1.7. Adequate resources, an appropriate organisational structure, and suitable arrangements are in place to implement this policy and subsequent arrangements regarding Health, safety and wellbeing management.
- 1.8. Strong, active leadership and commitment to continuous improvement in Health, safety and wellbeing performance is demonstrated.
- 1.9. The Council Leadership Team consider Health, safety and wellbeing as an integral part of the council's management plans and strategies.
- 1.10. That employees at all levels are sufficiently supervised, trained, and competent with regards to their Health, safety and wellbeing responsibilities and information is provided to them.
- 1.11. There are systems in place to manage the organisation's risks and that suitable and sufficient control measures are established and maintained.

- 1.12. They chair the Corporate Health, safety and wellbeing Board, a strategic subcommittee of Council Leadership Team specifically for health, safety, and wellbeing, ensuring:
 - its continued effectiveness through the monitoring of actions and outcomes
 - necessary assurances and escalation items are brought to the attention of the Council Leadership Team and Cabinet
- 1.13. There are effective arrangements for consultation with employees, their representatives, and recognised Trade Union representatives.
- 1.14. Ensure elected Members are informed when making decisions.

Director of People and Innovation

The Director of People and Innovation has been appointed by the Chief Executive Officer, for health, safety, and wellbeing across the council and in summary must ensure that:

- 1.15. Appropriate leadership is in place for and on behalf of the council regarding health, safety, and wellbeing matters for the council.
- 1.16. The operation of the health, safety, and wellbeing management system provides effective planning, organisation, control, monitoring and review of health, safety, and wellbeing within the council.
- 1.17. They Chair the Combined Support Services Health, safety and wellbeing subcommittee involving both management and staff representatives to monitor the effectiveness of health, safety, and wellbeing arrangements.
- 1.18. They are kept informed about any significant health, safety, and wellbeing failures, and of the outcome of any investigations into their causes through the council's reporting protocols.
- 1.19. Escalation and communication in the council as appropriate

Corporate Directors and Directors

Each individual Corporate Director and Director is responsible for ensuring:

- they are familiar with and adhere to this policy and council arrangements
- they are implemented effectively within their areas of responsibility in addition to their line management responsibilities.

In summary they must ensure that:

- 1.20. Proactive Leadership on health, safety, and wellbeing matters for their areas is effective and suitable.
- 1.21. The operations of the health, safety, and wellbeing management system provides effective planning, organisation, control, monitoring and review of health, safety, and wellbeing within their service areas.
- 1.22. Where property is within their remit, appropriate manager(s) are appointed as the 'Responsible Person' for each property in their portfolio.

- 1.23. Service Directors, Heads of Service, Managers, Head Teachers, adhere to this policy and associated arrangements and their responsibilities detailed within this policy and arrangements, holding them to account if they do not.
- 1.24. Appropriate consideration is given to health, safety, and wellbeing when making strategic and operational decisions and is an integral part of the management arrangements.
- 1.25. They Chair directorate Health, safety and wellbeing subcommittee(s) involving both management and staff representatives to monitor the effectiveness of health, safety, and wellbeing arrangements.
- 1.26. Governors, Head Teachers and Heads of Service appropriately consider all relevant health, safety, and wellbeing implications, which are likely to affect the day to day / frontline operations and delivery of services and activities.
- 1.27. Escalation and communication of significant risks in the council as appropriate
- 1.28. All staff receive adequate training, instruction, information, and supervision to enable them to effectively carry out their responsibilities safely and effectively.
- 1.29. Where necessary and on recommendation from the corporate health, safety, and wellbeing team, suspend activities and services (including that provided by the Council contractors) where there is a likely imminent risk of serious injury or ill health or legislative breach, to employees or others.

Heads of Service, Governors, Head Teachers, Managers and Supervisors

Heads of Services, Head Teacher, Manager and Supervisors are responsible for ensuring they are familiar with and adhere to this policy and subsequent arrangements for health, safety, and wellbeing and in summary must ensure that:

- 1.30. They lead by example and promote a positive health, safety, and wellbeing culture, demonstrating a clear commitment to achieving high standards of health, safety, and wellbeing management through positive leadership.
- 1.31. Adequate resources which are proportionate to the level of risk and that management arrangements and control measures are identified.
- 1.32. A local health, safety, and wellbeing policy (including organisation and arrangements) is developed and implemented where appropriate and necessary (in, schools, care homes, housing, and services with more complex operations), aimed at complying with the requirements of this corporate health, safety, wellbeing policy and associated arrangements.
- 1.33. They follow their responsibilities detailed within this Health, Safety and Wellbeing Policy, its Arrangements and Protocols, holding them to account if they do not.
- 1.34. Staff are competent to perform their role.
- 1.35. Holding Management meetings at least on a quarterly basis either dedicated to health, safety, and wellbeing or at least a standing agenda item within the meeting.
- 1.36. A 'Responsible Person' is appointed for every service property within their control, and ensure they are aware of their duties, have sufficient ability, resources, and training to be able to carry it out properly.

- 1.37. Any local Health, safety and wellbeing arrangements reflect the council's policy and arrangements.
- 1.38. They appoint sufficient numbers of suitably trained persons to ensure that suitable and sufficient risk assessments are conducted for all significant risks arising from all workplaces and activities for which they are responsible.
- 1.39. Health, safety and wellbeing arrangements, roles and responsibilities are clearly identified, and performance is monitored to ensure continual improvement. Plans are set at the appropriate level within the Service structure to provide assurance.
- 1.40. All health and safety risks in their areas of responsibility, which may have a negative effect on the Council, are escalated appropriately.
- 1.41. Their employees receive sufficient information, instruction, supervision and training including risk assessments and where necessary method statements, to carry out all their work activities competently and safely.
- 1.42. Appropriate employees are nominated for specific Health, safety and wellbeing responsibilities and duties.
- 1.43. Any contractors or service providers engaged to undertake works or services for the Council, have suitable arrangements for Health, safety and wellbeing and ensure effective monitoring arrangements are in place to monitor contractors and service providers.
- 1.44. All accidents, incidents, near misses and cases of occupational ill health are reported as soon as possible but within 5 working days and investigated as appropriate.
- 1.45. Employees who may be exposed to specific health risks are identified and provided with health surveillance and monitoring arrangements.
- 1.46. They actively ask staff and anyone for whom they are responsible, about their Health, safety and wellbeing and/or encourage them to raise any concerns and/or issues.
- 1.47. Equipment or products used comply with British standards, legislation, and industry guidance, is maintained and inspected in-line with requirements.

Day-to-day management responsibilities, in addition to their line management responsibilities, for implementing health and safety policies and arrangements rest with Heads of Service, Head Teachers, Managers, Team Leaders, and Supervisors, they are therefore responsible in their area for the detailed implementation of the Corporate Health, Safety and Wellbeing Policy and arrangements. Together they must ensure that effective collaboration is achieved across the Council. They are required to seek assurance that Health, safety and wellbeing is being managed effectively across their areas of control and that their Health, safety and wellbeing responsibilities are being met.

All Staff and Employees

All staff are responsible for their own Health, safety and wellbeing, and the health, safety and wellbeing of others who may be affected by their acts and omissions. All staff must ensure they conduct their duties in a safe manner and in accordance with:

- the Council's Corporate Health, Safety and Wellbeing Policy and arrangements
- any Directorate/Service/School policies or arrangements as appropriate
- any specific arrangements and guidance relating to particular activities

- any relevant safety legislation and guidance

Council staff must be made aware of legal responsibility, under section 8 of the Health and Safety at Work etc. Act, not to interfere with or misuse anything, any objects, structures or systems of work, provided by the Council in the interests of health and safety. Staff must ensure they:

- 1.48. Co-operate fully with the council, for example undertake training and follow instructions, safe systems of work, fire safety procedures etc,
- 1.49. Take reasonable care of themselves and have due regard for others.
- 1.50. Where necessary help the council meet the duties imposed on it.
- 1.51. Don't interfere with or misuse anything provided for health and safety.
- 1.52. Bring any breaches of policies and arrangements to the council's attention via their Line Manager/Head of Service or the Corporate Health, Safety and Wellbeing team.
- 1.53. Report any incident/accident, ill health at work, near miss or hazard however minor, and every dangerous occurrence, including fire, using the approved reporting mechanisms as soon as possible but within 5 working days.
- 1.54. Notify the Corporate Health, Safety and Wellbeing team when suffering from a disease or medical condition which may be caused by, or made worse by, work activities.
- 1.55. Familiarise themselves and comply with relevant health, safety and wellbeing policies, arrangements, risk assessments and safe systems of work

Failure to comply with the council's Health, Safety and Wellbeing Policy and management arrangements may lead to disciplinary action. Such offences may be regarded as gross misconduct, which may result in dismissal.

Head of Health, Safety, Wellbeing and Building Services

The Council's Head of Health, Safety and Wellbeing is responsible for:

- 1.56. Acting as the statutory competent person for the council as required by the Management of Health and Safety at Work Regulations, providing expert knowledge, skills and interventions to influence, challenge and support the achievement of a positive health and safety culture aligned to regulatory requirements.
- 1.57. Supporting and Advising the Council Leader, Chief Executive Officer, Corporate Director with responsibility for Health, safety and wellbeing 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.
- 1.58. Ensuring appropriate measures are taken to promote an effective health, safety and wellbeing culture within the Council.
- 1.59. Ensuring an appropriate Health, Safety and Wellbeing Policy and arrangements are developed that are aligned with the council's strategic aims.

- 1.60. Ensuring performance is regularly monitored and reviewed, including council key performance indicators.
- 1.61. Ensuring the strategic Health, safety and wellbeing board is suitable and effective.
- 1.62. Providing leadership for health, safety and wellbeing across the council, working with and co-ordinating the Health, Safety and Wellbeing team and advisors across the council.

In the absence of the Chief Executive Officer to act on their behalf, in their absence, is authorised to take appropriate and proportionate action to prevent serious harm to individuals or to the council.

Corporate health, safety and wellbeing

The Corporate Health, Safety and Wellbeing team acts on behalf of the council on all health, safety and wellbeing matters.

Its role is to guide and shape the way that health, safety and wellbeing is managed and delivered across the council, obtaining assurance of effective health, safety and wellbeing management and statutory compliance. Providing professional advice and guidance on all matters relating to the health, safety and wellbeing of staff, pupils, governors, visitors, members and others and in particular the corporate health, safety and wellbeing are responsible for:

- 1.63. Ensuring that management is aware of its responsibilities and requirements to comply with relevant statutory provisions and corporate policies and arrangements and to identify where they are not compliant.
- 1.64. Providing competent health, safety and wellbeing assistance and advice to all areas of the council and schools in line with the council's policies and arrangements.
- 1.65. Develop and maintain the council's Health, Safety and Wellbeing Policy, Arrangements in conjunction with council staff.
- 1.66. Audit and monitor compliance with this policy, arrangements, advising and reporting on areas of Health, safety and wellbeing management that are lacking, inconsistent or not in accordance with good practice.
- 1.67. Advise and support Services/Schools/Teams where necessary on production of risk assessments and localised protocols.
- 1.68. Identify health, safety and wellbeing training, information, and instruction.
- 1.69. Carry out and support Senior Managers and managers to carry out accident investigations and to implement and monitor corrective actions.
- 1.70. Carry out inspections as required.
- 1.71. Undertake audits based on the management system to ensure it is being implemented across the Council.
- 1.72. Attend health, safety and wellbeing meetings as required.
- 1.73. Liaise regularly with council trade union health and safety representatives.
- 1.74. Act as the point of contact when liaising with enforcement authorities.
- 1.75. Keep abreast of and bring to the attention of those they support any relevant legislation changes.

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

In the absence of the Head of Health, Safety and Wellbeing to act on their behalf, in their absence, is authorised to take appropriate and proportionate action to prevent serious harm to individuals or to the council.

Contractors and service providers

The council has a duty to provide a safe working environment for contractors working on council owned, managed, and controlled premises. The council must take all reasonable steps to ensure that the contractor is competent to undertake the work required in a healthy and safe manner.

Contractors working on council owned, managed, and controlled premises must be informed of the council's emergency procedures relevant to them and must be advised of any known hazards and risks for them to work safely and, where relevant, for inclusion within their risk assessments/safe systems of work. In each case the sponsor of that contractor or service provider will be responsible for ensuring the relevant information is made available to the contractor or service provider.

Contractors and service providers must comply with the council's corporate health, safety and wellbeing policies and arrangements and any relevant local protocols. Specifically, contractors and service providers are responsible for ensuring:

- 1.77. They comply with all health and safety legislation and relevant industry guidance.
- 1.78. Site and task specific risk assessments/method statements are provided before starting work.
- 1.79. Equipment or products used comply with British standards, legislation, and industry guidance.
- 1.80. They have suitable and sufficient insurance in place prior to commencing work.
- 1.81. They comply with any local procedures and safe systems of work.
- 1.82. The competence of all appointees, workers, and sub-contractors are vetted to include their training to the necessary competency standards required.
- 1.83. They are authorised to carry out the work and comply with local arrangements for signing on and off the site.
- 1.84. Hazard and risk information is provided to their workers where applicable.
- 1.85. They report incidents/accidents/near misses in accordance with the contract without delay and ensure appropriate investigations are undertaken.
- 1.86. They cooperate, comply, and assist in accident/incident investigations, which may include providing evidence of suitable health, safety and wellbeing arrangements, training documents and servicing arrangements for equipment being used or being provided for use.
- 1.87. Delivery drivers are made aware of any site-specific hazards made known to them by the requesting officer prior to arrival on the premises.

- 1.88. Deliveries are made safely to the premises without additional risk to the council's employees/service users/pupils/any other person(s) who continue to use/visit the premises at the time of delivery.

Occupational health

Occupational health is provided by a contracted service provider, which must ensure:

- 1.89. The provision of an appropriate level of expertise, to assist the council maintain a healthy workforce, providing necessary advice and guidance regarding health and wellbeing, for example health surveillance, routine immunisations, and so on.
- 1.90. Advising on candidates' fitness for work to undertake the duties concerned.
- 1.91. Advising managers of the prognosis for the return to work or continuing absence of their employees.
- 1.92. Providing pro-active health promotion services and expert advice to clients and employees to help the workforce to stay healthy.
- 1.93. Providing health surveillance and health screening activities to enable the council to meet its statutory obligations.
- 1.94. Providing expert advice and guidance following health related incidents and/or accidents.

Building services, premises, estates and housing

In addition to their individual responsibilities, those who are identified as in control and responsible for council premises and buildings, who act as the 'landlord' on behalf of the council, premises, or land it owns, and leases are safe and secure to occupy and use by users/tenants/staff are responsible for:

- 1.95. 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 related framework.
- 1.96. The provision of an environment suitable for its intended use (for example office, residential, education, care, and so on).
- 1.97. Ensuring that the council estate is designed, constructed and managed in a way that effectively identifies and manages health and safety related risks.
- 1.98. Ensuring that health, safety and wellbeing obligations are clearly documented within any lease agreements.
- 1.99. Producing and maintaining building statutory compliance and building safety information.
- 1.100. Seeking assurance that statutory requirements in relation to the estate are being complied with.
- 1.101. Informing estate and building occupiers/users of the actions they may need to take to maintain their Health, safety and wellbeing.
- 1.102. Consulting with building occupiers/users on any changes to the building that may have an impact on their health and safety.

- 1.103. Seeking assurance that third party accommodation provided for staff or other in relation to the council is safe and meets statutory requirements.
- 1.104. Carrying out contractor inspections to ensure compliance with Section 3 of the Health and Safety at Work etc. Act where they are contracted to do so.
- 1.105. Ensuring that all work undertaken on behalf of the council, by contractors, is undertaken with the appropriate levels of health and safety built in where they are contracted to do so.
- 1.106. To ensure that all contract documentation adequately addresses health and 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.
- 1.107. To ensure that compliance testing and inspection regimes related to property, are carried out and delivered.
- 1.108. To action any necessary works arising for such inspections and statutory inspections in discussion with the relevant manager/headteacher.
- 1.109. To maintain accurate records and of required tests, inspections and certificates for those areas falling within the providers remit monitor.

School Governors

In addition to their individual responsibilities as employees of the council, School Governors are responsible for:

- 1.110. Ensuring they are aware of their duties and responsibilities under safety legislation and that the headteacher is aware of and implements the council's Health, Safety and Wellbeing Policy and arrangements as necessary.
- 1.111. Considering health, safety and wellbeing when developing, amending, and delivering school policies and when allocating responsibilities and resources.
- 1.112. Ensuring so far as it is within their power that school specific health, safety and wellbeing arrangements are developed and effectively implemented.

Head Teachers

In addition to their individual responsibilities as identified in this policy as employees of the council, Head Teachers are responsible for:

- 1.113. Ensuring the Health, safety and wellbeing of employees, pupils and others who may be affected by the school premises or activities or work.
- 1.114. Ensuring an appropriate school specific policy is developed and effectively implemented and its requirements are effectively communicated.
- 1.115. Ensuring the school premises are maintained, inspected, and monitored in accordance with Council Health, safety and wellbeing arrangements, including those associated with the assessment and appointment of contractors.
- 1.116. Cooperating with the council on matters relating to health, safety and wellbeing.

Training

To comply with legislation staff must have the training, skills, knowledge and experience to carry out their duties safely. The council also takes into account staff capabilities to ensure the demands of their job and the activities they undertake do not exceed their ability to do the work without risk to themselves or others.

Everyone in the council needs adequate Health, safety and wellbeing training. Training helps people to gain the skills and knowledge, and ultimately the competence, to carry out their work or activities safely and without risk to their health. The council does not believe that training is only about formal 'classroom' courses – it can be delivered in a number of ways, for example:

- informal, 'on the job' training
- written instructions
- online information
- simply telling someone what and how to do something

The training delivered will be assessed to determine the level of training required. Staff must be given information about the health, safety and wellbeing risks involved in their work, and the steps that need to be taken to reduce or remove those risks. The council will develop a training matrix specifically in relation to Health, safety and wellbeing which outlines those training requirements which are deemed mandatory and statutory for specific roles. The matrix will be reviewed periodically to ensure appropriate training is delivered and made available.

Each council arrangement must outline the training required specific to the arrangement or policy to ensure those who are responsible may effectively ensure that training is undertaken. Training in relation to this policy includes:

- Managers health and safety induction
- Staff health and safety awareness
- Fire safety awareness

Monitoring Compliance

Element to be monitored	Lead for monitoring	Tool for Monitoring	Frequency	Reporting Arrangements
Responsibilities under this policy	Corporate directors, directors, Head(s), Senior Managers; Line Manager(s); head teachers, governors, and members.	Determined by each individual service/school/department and team. Corporate Health, Safety and Wellbeing team auditing and inspection	Periodically, risk-based approach or following a significant change or incident or failing, whichever is soonest.	Team/departmental meetings; Directorate Management Team Meetings; health, safety and wellbeing Groups / Board(s); Quarterly reports and minutes of meetings

Arrangement Suitability, Effectiveness and Implementation	Corporate health, safety and wellbeing	Audit and Inspection Programs. Enquiries both formal and informal. Spot checks, incident monitoring. Risk assessment review. Arrangements review.	Periodically, risk-based approach or following a significant change or incident or failing, whichever is soonest.	Corporate Health and Safety Reports, Audit reports and inspection reports. Building Services and Facilities Management reports.
Incidents and complaints	Corporate Health, safety and wellbeing Corporate directors, directors, Head(s), Senior Managers; Line Manager(s); head teachers, governors, and members.	Incident reports, reviews, and investigation. Risk Register(s). Fault reporting records and compliance statistics.	When reported, ad-hoc and periodically when necessary.	Corporate Health and Safety Reports, Individual incident reports and quarterly reports. Compliance reporting.

Legislation

Health, safety and wellbeing may fall under more than one piece of legislation or regulations, however the principle guiding legislation is:

- The Health and Safety at Work Act (HASWA)
- The Management of Health and Safety at Work Regulations (MHSWR)
- Other regulations as outlined in our legal register.

Associated documents

Council arrangements

- All health, safety and wellbeing policies and arrangements are related and should be read in conjunction with this overarching policy.

Council forms

- All Health, safety and wellbeing forms are related and should be read in conjunction with the overarching policy.

Council guides

- All health, safety and wellbeing guides are related and should be read in conjunction with the overarching policy.

External information and guides

- www.hse.gov.uk
- [Managing for Health and Safety](#)
- [Success health and safety management HSG 65](#)
- [Five steps to success](#)

Document control

This arrangement has been issued and managed by Corporate Health, Safety and Wellbeing.

Change Record

Version	Author	Date	Amendment
12	Brent Schwarz	August 2025	<p>Whole Policy review and rewrite following organisational redesign and management review. Consultation and feedback included:</p> <ul style="list-style-type: none"> • Corporate Health, Safety and Wellbeing department subject matter experts • Health and Safety Executive (HSE) • Key stakeholders from all council directorates directorate • Key stakeholders from central hub services • Key stakeholders from Trade Unions • Senior officers of the council

