

POLICY FOR HEALTH SAFETY AND WELFARE PART B – ORGANISATION

This part of the policy outlines the delegation of health and safety responsibility throughout the Council and the structure of health and safety committees.

Section 1 - Delegation of Safety Responsibility

Section 2 – Safety Responsibility

Section 3 – Safety Committee organisation

SECTION 1 -DELEGATION OF SAFETY RESPONSIBILITY

Level 1 – The Chief Executive has overall responsibility for Health and Safety across the council.

The Chief Executive is responsible for:

- Setting up and monitoring measures to enable the Council to comply with the duties and responsibilities placed upon it,
- Delegating duties as necessary and ensuring that those designated duties are carried out.

Level 2 – Council Directors' Group members have delegated health and safety responsibilities

Members of Council Directors' Group (Chief Officers) are responsible for:

- Ensuring that this policy is implemented within their service,
- Monitoring of health and safety standards and performance is carried out,
- Considering and integrating health and safety into strategic objectives in order to “plan out” health and safety risk.

Executive Directors or their nominated deputy are also responsible for chairing the Area Joint Negotiation and Consultation Committees as outlined below:

Environment and Regeneration
Communities
Corporate Services
Schoools

Further information about Chief Officers' duties is contained in appendix 1.

Level 3 – Managers have responsibility for health and safety in day to day work

Managers are responsible for:

- Making sure that health and safety policies, procedures and codes of practice are produced and kept up to date.
- Monitoring work to make sure procedures are followed
- Carrying out risk assessments, or making sure they are done
- Taking immediate action to deal with health and safety risks if there is a serious imminent problem.
- Ensuring that any premises under their control are kept in a safe and healthy condition.
- Further information about managers' duties is contained in appendix 3.

Level 4 – Employees

Everyone has some level of health and safety responsibility. All employees must:

- Take reasonable care of their own health and safety and that of others, and not interfere with anything provided to protect health and safety,
- Co-operate in ensuring that the Council's policy, organisation and arrangements for safety, are followed at all times.
- Report health and safety concerns to their manager.

SECTION 2 -SAFETY RESPONSIBILITY

1. Management

The safety responsibility of the following officers of the Council is attached:

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|---------------------------------------|-------------------|
| (a) Council Directors' Group | Appendix 1 |
| (b) Safety Leadership Officers | Appendix 2 |
| (c) Managers and Premises Controllers | Appendix 3 |
| (d) Premises Controllers | Appendix 4 |
| (e) Head Teachers | Appendix 5 |

The responsibilities listed are of a general nature. Services' Health, Safety and Welfare policies are to include the specific responsibilities, particularly in respect of types of post within the services management structures. In addition the role profiles drawn up for each individual post are to reflect the health and safety responsibilities specific to that post.

2. School Governing Bodies

The health and safety responsibilities of School Governing Bodies depend on the type of school. An outline of the responsibilities for the different types of school is contained in **Appendix 6**.

3. Advisory Organisation

Advisory Organisation - how the Council sets and monitors health and safety standards, and provides health and safety advice.

Head of HR Shared Services - Responsible for controlling and monitoring the work of the Health & Safety Unit and the Health and Safety Strategist.

Advisory Officers - The following advisory officers with specialist safety responsibilities are located within the Resources Directorate:

Health & Safety Manager- Responsible for controlling and monitoring the work of the advisory officers in the Health and Safety Unit.

Health and Safety Unit - The Health and Safety Manager and Health and Safety Consultants provide advice and support to service areas, and monitor health and safety standards.

Health & Safety Strategist - Responsible for corporate policy and strategic health and safety issues across the Council.

H&S Advisory Organisation (as at April 2009)

The specific responsibilities within the advisory organisation are listed as follows:

- (a) Head of HR Shared Service **Appendix 7**
- (b) Health and Safety Manager **Appendix 8**
- (c) Health & Safety Strategist **Appendix 9**

APPENDIX 1

HEALTH AND SAFETY RESPONSIBILITIES - COUNCIL DIRECTORS' GROUP

In addition to the responsibilities set out in section 1, Chief Officers must:

Produce and maintain an up-to-date **health and safety policy** in consultation with appropriate Trade Unions. The policy must include the organisation and arrangements for carrying out that policy.

They are to make arrangements for the written statement and any revision to be considered by the Area Joint Negotiation and Consultation Committee and issued to employees.

NOTE: *This may be in a suitably abbreviated format as agreed jointly by the Area Health, Safety and Welfare Committee.*

Ensure that the **organisation and arrangements** within their area of control include:

Arrangements and systems for managing risk, including:

- (i) Identifying people with responsibility for carrying out assessment (Assessors) and people to take action upon the findings of risk assessments.
- (ii) Identifying hazards in work practices, machinery etc.
- (iii) Assessing risks associated with hazards identified
- (iv) Recording assessments
- (v) Introducing protection measures identified in assessment
- (vi) Providing any information and training identified in assessment
- (vii) Monitoring protective measures and auditing performance

Arrangements in place for plant and equipment to ensure that:

- (i) Only proven safe and evaluated plant and equipment that meet recognised standards are purchased and used;
- (ii) Where applicable, statutory regulations are complied with and non-statutory guidance for example HSE Guidance Notes are followed;
- (iii) Installation and operation of plant and equipment is in accordance with manufacturers' instructions and only in a suitable environment.
- (iv) Maintenance, and testing are in accordance with manufacturers' instructions and statutory requirements (if applicable), and records of this are kept.

- (v) Appropriate training is given to users and operators and those who supervise them.
- (vi) Where applicable, new plant and equipment displays a 'CE Mark'.

Systems of Work

Arrangements must be made for the setting up and maintenance of systems of work that are safe for anyone who may be affected by the system. Arrangements should allow for the monitoring and, when necessary, the preparation and implementation of a written local code of safe working practice for the system of work. 6

Articles and Substances

Articles and substances provided for use at work or substances produced by a work activity must be safe with risk to health minimised. Specific requirements for articles and substances are as follows:

- (i) They have been evaluated, tested and proven safe when used in accordance with the manufacturers' instructions and/or statutory requirements,
- (ii) Where they are potentially hazardous (e.g. pesticides and flammable liquids) their use is controlled and monitored, and that there is an established system of work, with the operators or users aware of safe procedures and potential hazards,
- (iii) The storage and labelling is adequate in all respects, in that it complies with the manufacturers' and statutory requirements.
- (iv) Transport and handling are safe, and where appropriate level of protective clothing and training is provided for operators or users, particularly where manual handling is necessary.
- (v) Articles and substances must be safely disposed of

Premises - Arrangements must be made to ensure that all the premises are maintained in a safe condition and that:

- (i) There is a competent officer in charge of each premises who is known as the 'Premises Controller'.
- (ii) There is a regular system of inspection by the nominated Premises Controller.
- (iii) There is an adequate level of maintenance to ensure safety.
- (iv) There are comprehensive emergency procedures (e.g. Fire Evacuation, Bomb Threat) which are fully documented and exercised.

- (v) The workplace complies with applicable legislation (e.g. Workplace (Health, Safety and Welfare) Regulations).
- (vi) There is an adequate and appropriate level of controlled access and egress to ensure the safety of all who work on the premises, or who visit the premises.
- (vii) There is consideration of environmental factors, to include adequate provision of heating, lighting and ventilation.
- (viii) There is adequate provision for welfare facilities at work to include First Aid facilities for all who work in or use the premises.

Each Chief Officer is to ensure that provision is made in the arrangements for health and safety for persons who are not employees of the service who may:-

- (a) Be affected by the services activities;
- (b) Have reason to use the service's premises;
- (c) Be required to, or have reason to, operate or use plant or equipment, which is the property of the service.

Each Chief Officer, responsible for arranging work contracts, is to ensure that such contracts include adequate provision for health and safety. Arrangements made are to ensure compliance with statutory requirements. They must also include arrangements for compliance with the Construction (Design and Management) Regulations (CDM) where applicable and include:

- (a) Appointment of Competent Persons as described in the Regulations. 7

(b) Monitoring of the Contract to ensure compliance with Health and Safety Contractual and Statutory Requirements.

Each Chief Officer is to ensure that financial budgets make sufficient provision to maintain the required level of health, safety and welfare in all the services activities.

They are to ensure that the appropriate level of training is conducted to ensure that employees work safely. Particular attention is to be paid to:-

- (a) **New Employees** - The need for induction training, particularly in emergency procedures.
- (b) **Plant/Equipment Operators** - The need for specialist training, particularly where potentially hazardous plant/equipment is involved.
- (c) **Managers/Supervisors** - The need to ensure that all levels of management are aware of their responsibilities and duties in matters of health and safety, and enable them to make a positive contribution to accident prevention.

Each Chief Officer is to make arrangements to establish and maintain a suitable level of supervision of their activities. These arrangements must ensure that such activities are performed safely without risk to health and to enable the organisation and arrangements for health and safety, within their area, to be effectively monitored and controlled. Each Chief Officer is to make arrangements to establish and maintain consultation on matters of health and safety with the appointed Health and Safety Representatives within the service.

APPENDIX 2

HEALTH AND SAFETY RESPONSIBILITIES - SAFETY LEADERSHIP OFFICER

The Safety Leadership Officer (SLO) will champion health and safety within their Directorate by providing a strategic lead and promoting a positive health and safety culture. As a member of the directorate's senior management team they will support the director by ensuring health and safety is properly considered when strategic and significant operational decisions are taken; coordinating cross directorate health and safety actions and, ensuring clear communication of health and safety issues. Specifically they will:

- a) Ensure the Corporate Health and Safety policy is effectively communicated and through performance management monitor policy compliance and where relevant implement changes.
- b) Help to ensure the integration of health and safety planning into the Directorates core activities thereby reducing the risks of loss and poor service delivery.
- c) Provide regular updates to the directorate senior management team on corporate health and safety matters and cross directorate health and safety performance.
- d) Ensure adequate learning and development arrangements are in place so that staff are competent to carry out their duties safely and any additional health and safety duties assigned to them.
- e) Establish monitoring systems to confirm the effectiveness of health and safety arrangements throughout the directorate.
- f) Prepare and circulate a bi-annual report to Directors Group on the directorate's health and safety performance.
- g) Prepare an annual report to JNCC (health & safety) on behalf of the Chief Officer which will show the directorates performance for the previous 12 months and improvement targets and initiatives for the following year.
- h) Attend the Health, Safety and Welfare Committee's as directed by the Chief Officer.
- i) Liaise with and seek the professional advice of the Health and Safety Unit on matters affecting health and safety within the directorate.
- j) Ensure arrangements are in place to maintain the Directorate's statistical records for accidents, near misses and dangerous occurrences and initiate any investigations into individual accidents if so directed by the Chief Officer. Advise them and responsible managers of any accident trends.
- k) Ensure auditable systems are established that record health and safety actions and maintain directorate health and safety records. 9

APPENDIX 3

HEALTH AND SAFETY RESPONSIBILITIES – MANAGERS

Each manager is responsible to their Chief Officer through their immediate superior, for the organisation and arrangements for health, safety and welfare within the area under their control. Such duties as are placed on the Chief Officer (Appendix B) may be delegated to managers. The Service Health, Safety and Welfare policy is to itemise those duties and responsibilities that are delegated to individual managers. Such duties and responsibilities are to include:

- a) Active involvement in accident and work associated ill health prevention and the promotion of safety awareness, in the place of work where they have managerial responsibility.
- b) Ensure Risk Assessments are carried out for any work activity where a risk to health, safety and welfare may exist.
- c) Drawing employees' notice to the Service Health, Safety and Welfare policy, and applicable safety literature, local codes of practice/safe working procedure
- d) Keeping up to date on the activities of the Theme JNCC's, and passing applicable information to employees.
- e) The day to day monitoring and assessment of safety arrangements and levels of supervision of systems of work.
- f) Keeping the immediate superior officer, and Service Safety Leadership Officer, informed of any significant situation changes or problems affecting health and safety.
- g) Where particular situations, systems, require it, drawing up local codes of safe working procedures, in consultation with the Service Safety Leadership Officer, Health and Safety Unit, other managers and the appropriate appointed Health and Safety Representative, and bringing such codes to the attention of the relevant employees, with back up instruction and training as necessary.
- h) Ensuring an appropriate and satisfactory level of safety training for employees.
- i) Liaising with the Service Safety Leadership Officer on any specialist training needs that have been identified.
- j) Carrying out appropriate safety induction training of new employees.
- k) Ensuring all employees are aware of Emergency Procedures. If authorised, initiate training details.
- l) Consulting with appointed Health and Safety Representative for the area under their control on matters of health and safety.
- m) Carrying out regular inspections of the area and work activities under their control. Accompany the appointed Health and Safety Representative on their quarterly inspection if required to do so by the Premises Controller.
- n) Initiating action to remedy faults identified on Management/Health and Safety Representative's inspections.
- o) Carrying out investigation of all accidents, consulting with the appointed Health and Safety Representative. Reporting as directed by the services arrangements. Initiating remedial action to prevent recurrence.

APPENDIX 4

HEALTH AND SAFETY RESPONSIBILITIES - PREMISES CONTROLLER

General Scope – the Premises Controller is responsible for making sure premises are kept in a safe condition. This includes ensuring regular checks are carried out and dealing with any maintenance issues as they arise.

The specific duties of the Premises Controller are:

Health and Safety Inspections – the premises controller must make sure that periodic inspections of the premises are carried out to identify any problems in the condition of the premises or how the premises are used, and that copies of the inspection report are made available to relevant Health and Safety Representatives upon request.

Fire Precautions

a) **Fire Risk Assessment** – Ensure that a fire risk assessment of the premises is carried out to identify likely causes of fire and measures in place to protect building users, in particular:

- Making sure there is a reliable way of raising the alarm,
- Providing and maintaining means of escape including clear pathways and fire exits.
- Preventing the spread of fire and smoke, (Fire doors, etc.)
- providing fire information signs in the right place,
- Identifying designated persons to help with fire evacuations.

b) **Fire Plan** – Ensure that a fire plan which details the fire precautions measures applicable to the building is produced, kept up to date, communicated to building users and kept in a safe place.

c) **Fire Precaution Log** – Ensure that a fire log is produced and kept up to date. This is the record that will show that periodic tests, inspections and training undertaken have been carried out (see below for details of the routine tests).

d) **Test and Inspections** – the premises controller must ensure that all necessary routine tests and inspections are carried out. Details of these are contained in Part C section 3 of the Corporate Health and Safety Policy:

e) **Fire Training** - Ensure that managers carry out the following training:

Induction - For new staff, on the first day of work (details contained in the Council's Health and Safety Policy Part C section 2).

Annual - All staff employed in the premises on their responsibilities as stated in the premises fire procedures

f) **Fire Drill** - Initiate at not less than six monthly intervals, a fire drill. Check effectiveness of evacuation procedure and ensure details are entered in the Log Book.

g) **Appointments** - Appoint Fire Wardens/Deputy Fire Wardens, as indicated in the premises Fire Plan. Ensure Wardens attend the Council's Fire Wardens Course.

First Aid - Responsible for the following arrangements in the premises:

- a) Ensure First Aid risk assessments are carried out to identify minimum requirements for premises.
- b) Ensuring First Aid boxes are sufficient and suitable.
- c) Notifying the Service Safety Leadership Officer (SLO) of first aider and additional appointed person requirements for the premises, particularly in regard to training.
- d) Taking adequate measures for bringing the first aid arrangements in the premises to the notice of employees, and where applicable, members of the public.
- e) Acting as the premises 'Appointed Person' and as defined within the Health and Safety (First Aid at Work) Regulations and Approved Code of Practice and in the absence of a Designated First Aider is to:
 - Take charge of the situation if a serious injury or major illness occurs. Initially this involves calling an ambulance and if necessary making arrangements for rendering the situation safe.
 - If trained, render such emergency first aid as is necessary.
 - Control of First Aid boxes.

Accident Report and Investigation

- (a) If directed by the Executive Director or Director act as the 'Responsible Person' (under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995) for the Service.
- (b) In the event of a RIDDOR incident to an employee checking that the appointed Health and Safety Representative of the premises has been informed of the facts, and is allowed to investigate.
- (c) In conjunction with the responsible manager/supervisor carry out a preliminary investigation of the accident, and where necessary provide a written report to supplement the accident/incident report forms.

Building Maintenance

(a) Minor Repairs/Defects

Taking such action as necessary, e.g. raising Works Orders, to ensure minor repairs are carried out, and defects remedied. If required initially assessing priority and subsequently taking follow up action to hasten remedial action. Acting as contact for the organisation carrying out remedial work.

- (b) **Major Works** Acting as the liaison officer and main contact for the premises as follows:

- (i) **Planning Stage** – Making sure the Council Officer supervising the work is aware of the nature of the work, and any foreseeable hazards arising from it.
- (ii) **Prior to work** - Ensuring all necessary precautionary measures are taken to segregate the work activity from the other premises users, and that the measures are maintained as the work progresses. Ensuring occupants are informed about the work and any changes to routine activities that could affect their health and safety.

- (iii) **During Work** - Monitor the work to ensure that all health and safety measures progress as planned. Notify the supervising Officer of any health and safety problems. Maintain regular contact with the Contractor necessary, and liaise with building users over any complaints or concerns about health and safety aspects of the work.
- (iv) **After the Work** - Notifying the Council Officer supervising the work of any incomplete or unsatisfactory aspects of work carried out, and reporting any concerns about the contractor's conduct.

Asbestos - Premises controllers are responsible for carrying out the duties laid down by the Council policy for Asbestos.

Hazards in the Workplace - Where hazards are identified, take action to make the situation safe, with advice from the Health and Safety Unit where appropriate. Initiate remedial action. Advise Contractor of any known hazards they may encounter while undertaking Building Operations or Engineering works.

Health and Safety file - When a health and safety file is issued for the Premises (under the CDM (Construction Design and Management) Regulations), ensure it is made available to Staff and Contractors and any updates are included in the file.

Consultation and Liaison

(a) Health and Safety Representative (Appointed by a Trade Union)

Representing the management, in day to day consultation with the appointed Health and Safety Representative, (SR), on premises issues such as:

- (i) Notify the SR of any proposed changes that are likely to affect the health and safety of their members.
- (ii) Accompanying the SR on their quarterly (or other agreed) inspection.
- (iii) Taking appropriate action on any hazard notified by the SR.

(b) Health and Safety Executive (HSE) Inspector

Representing the premises management, in regard to any visit to, or inspection of, the premises carried out by the HSE and notifying the Safety Leadership Officer and Health and Safety Unit of the visit/inspection.

(c) Council Officers

Carrying out liaison and contact with Council Officers as appropriate and necessary to assist in maintaining the premises in a condition that is without risk to the health and safety of persons occupying, using or visiting the premises. 13

APPENDIX 5

HEADTEACHERS OF COMMUNITY SCHOOLS

Headteachers are responsible for the day to day management of health and safety at the school. This includes the site itself and the activities carried out, on and off-site, by the school. Specific duties include:

- a) The responsibilities of a Premises Controller contained in Appendix 4 above.
- b) Active involvement in accident and work related ill-health prevention and the promotion of safety awareness in the school.
- c) Keeping up to date on the activities of the Schools Joint Negotiation and Consultation Committee (JNCC) and passing information to employees as appropriate.
- d) Drawing employees' notice to the Service Area and Schools Health, Safety and Welfare policies and arrangements including health and safety bulletins and local codes of practice.
- e) Day to day monitoring of safety arrangements and levels of supervision.
- f) Keeping Governing Bodies and Service Safety Leadership Officer informed of any situation changes or problems affecting health and safety.
- g) Ensuring that risk assessments are carried out and implemented, in particular, general risk assessments, Control of Substances Hazardous to Health (COSHH) assessments, manual handling assessments and display screen workstation assessments.
- h) Drawing up safe working procedures, following risk assessments, in consultation with the Governing Body and the appropriate Health and Safety Representative, and bring these procedures to the attention of the relevant employees, with instruction and training as necessary.
- i) Ensuring new employees and temporary staff receive safety induction training.
- j) Providing an appropriate and satisfactory level of safety training for their staff.
- k) Ensuring all employees are aware of Emergency Procedures and Risk Assessments.
- l) Ensuring management health and safety inspections of the school are conducted regularly and the results made available to local health and safety representatives and reported to Governing Bodies. The inspection reports must also initiate action to remedy faults or potential hazards identified by inspections.

APPENDIX 6

HEALTH AND SAFETY RESPONSIBILITIES - SCHOOL GOVERNING BODIES

Health and Safety Duties

Health and Safety law places duties on employers to safeguard the health safety and welfare of their employees, and the health and safety of persons not employed but who may be affected by work activities (for example, pupils and visitors).

Governors of schools and colleges play a vital role in the management of health and safety and in the allocation of funds to ensure safety.

Generally, the health and safety responsibilities for school governors can be summarised as:

- Ensuring that staff and students are not exposed to unacceptable risks, and that significant risks are adequately controlled
- Making sure that adequate resources are available to meet health and safety requirements, and are allocated to allow this,
- Ensuring that the school complies with legislation and follows best practice in the management of health and safety
- Making sure that monitoring procedures are in place for health and safety, either through direct observation or via discussions during the governors' meetings.

Community Schools

In community schools, the employer is the council, and the Council retains the main responsibility for health and safety, although the actual activity of managing health and safety is the job of the headteacher, as the person in charge of the school as a whole.

Voluntary Aided (VA) and Foundation Schools

In Voluntary aided and Foundation schools the Governing Body is the employer, so it has the full responsibility for the site, all employees, and all school activities.

The Council may by agreement provide advice and assistance to VA and foundation schools as outlined in the Children's Service Health, Safety and Welfare policy.

School Health, Safety and Welfare Policies

Governing bodies are requested to produce Health Safety and Welfare policies for their schools. Advice on what a 'School Policy' should incorporate will be given in the Children's Service Health Safety and Welfare policy. 15

APPENDIX 7

HEALTH AND SAFETY RESPONSIBILITIES – HEAD OF HR SHARED SERVICES

The Head of HR Shared Services is responsible to the Director of Resources for health and safety services offered to the Council. In particular, responsibility for:

- a) Informing and advising the Chief Officers, either individually or collectively, of any matters arising from external or internal sources that will affect the health and safety organisation and arrangements of their individual area of control.
- b) Representing the Chief Executive at the Corporate Health and Safety Joint Negotiation and Consultation Committee when required to do so.
- c) Managing the activities of the Health and Safety Manager and the Health and Safety Strategist, when necessary, to concentrate on areas of particular concern to the Council.

The Head of HR Shared Services, in line with other managers within the Resources Directorate, has a delegated responsibility for the health and safety of the staff employed within that service

APPENDIX 8

HEALTH AND SAFETY RESPONSIBILITY – HEALTH AND SAFETY MANAGER

General Scope - Responsible to the Head of HR Shared Services for providing an advisory service to the Council on matters relating to health and safety at work.

Specific Duties

- a) Advising service managers of any matters, including new legislation, affecting the health and safety organisation and arrangements within their areas of control.
- b) Putting in place systems for the Auditing and monitoring of Services health and safety performance
- c) Assisting service management in inspections of premises and equipment, advising on hazards, including fire precautions, and remedial action.
- d) Investigate serious accidents along with the Health and Safety Strategist.
- e) Attending meetings of the Corporate Joint Negotiation and Consultation Committee (Health, Safety and Welfare) area JNCCs and other meetings relating to health and safety in an advisory capacity.
- f) In liaison with the Health and Safety Strategist, advising on health and safety training and providing training where appropriate.
- g) Assist service management with drafting their local Health, Safety and Welfare policies and procedures.
- h) Directing the activities of the Health and Safety Unit, monitoring and assessing the work carried out by the Unit.
- i) Keeping apprised on current trends in health and safety.
- j) Stop any Council work activity where there is an immediate or significant perceived risk to life, limb or faculties.

APPENDIX 9

HEALTH AND SAFETY RESPONSIBILITIES – HEALTH AND SAFETY STRATEGIST

The Health and Safety Strategist is responsible to the Head HR Shared Service for corporate H&S strategy and policy issues and promoting a safer environment for all Council employees and others on Council premises.

Specific Duties

- a) Keeping under review the Council's Policy for Health Safety and Welfare, producing and advising on revisions.
- b) Advising on the appropriate corporate action that is to be taken on health and safety matters, e.g. implementation of new legislation or identification of hazards and remedial measures.
- c) Liaising and consulting with Trade Unions on corporate health, safety and welfare issues which can not be quickly or easily addressed through the committee structure.
- d) Act as Secretary to the Council Side for the Corporate JNCC (health, safety and welfare, and attend all Area JNCC's in an advisory capacity.
- e) Assess the health and safety development needs of the Council to reduce risk and absence due to ill health.
- f) Collate and produce Council wide accident statistics and assess corporate accident trends and advising on accident prevention measures.
- g) Investigate serious accidents along with the Health and Safety Manager.

Section 3

Safety Committee Organisation

In accordance with the Safety Representatives and Safety Committee Regulations 1977, the Management of Health and Safety at Work Regulations 1992, the Health and Safety (Consultation with Employees) Regulations 1996 and the guidance issued with these Regulations, the Council have established a Safety Committee organisation.

The Joint Negotiation and Consultation Committee (Health, Safety and Welfare) is the Council's Safety Committee. The Constitution and Functions of the Joint Negotiation and Consultation Committee (Health Safety and Welfare) are contained in the Council Procedure Rules, Section 3 – Panels and Consultative Bodies.

Due to the size and diversity of the Council's activities, it is necessary for Area JNCCs (covering Human Resources and Health Safety and Welfare) to be set up, and to report through the responsible Chief Officer to the Council's Joint Negotiation and Consultation Committee (Health Safety and Welfare).