



East Herts Council

Health and Safety Policy

Statement of Intent

Policy Statement No 30 (Issue No 8)

Policy Owner:	HR and Organisation Development – Health & Safety
Date of last review:	September 2019
Date of next review:	September 2022



East Herts Council's Health and Safety's Statement of Intent

1 The Chief Executive's and Leader of the Council's Commitment

East Herts Council accept the responsibilities and obligations as a responsible employer to our employees, visitors and contractors as outlined by the Health and Safety at Work Act 1974. The Council is committed to take all such actions that are reasonable to safeguard the health and safety of our employees by providing a safe working environment. This will be undertaken by having written policies and procedures that will be revised and reviewed appropriately.

No business activity will be carried out in an unsafe manner and the responsibilities will be discharged through the Council's management framework 'Leadership Team and Service Manager Team'

The Chief Executive and the Leader of the Council are committed to supporting the principles of common sense safety management whilst continuing to ensure that health and safety remains robust without compromising service delivery and existing good practice.

2 The Council will take reasonable steps to:

- Ensure the commitment and resources are given to Health and Safety so that activities, premises, plant and equipment meet current legal requirements, standards and best practice.
- Ensure Health and safety is accepted as a core management activity.
- Provide mandatory annual basic Health and Safety training through the councils E-learning platform to both employees and members.
- Provide training so that employees are competent to carry out their work safely and with minimal risk to themselves or others.
- Manage our contractors to ensure Health and Safety compliance is delivered in line with the contract awarded.
- Provide specialist occupational health advice as required.
- Communicate suitable and clear health and safety information to all employees and to those who use our services and facilities.
- Ensure that all employees are aware of the fire procedure and regular fire drills are carried out.
- Ensure that all employees are aware of the procedure in case of accidents.



- Ensure that all elected members of the Council are provided with safety information for fire safety, first aid and accident and incident reporting arrangements.

It is not possible to detail all the health and safety matters that may arise on a day-to-day basis, but employees and management will be reminded of their responsibilities individually and collectively for the safety of themselves and their colleagues.

3 Committees and Health and Safety Policy Approval

To acknowledge and recognise the Council's duty of care, the Council holds a quarterly joint Safety Committee which consists of representatives from management, Unison and shared tenants. The purpose of the committee is to monitor incidents and accidents across the council and its contractors, review and develop Policies and Procedures, monitor risk and to ensure the Council is up to date and aware of current legislation.

The Safety Committee is responsible for developing and approving all Health and Safety Policies and Procedures with the exception of the core overarching H&S policy, this statement of intent and (H&S) organisational responsibilities which are approved in line with the constitution at full Council.

In order to ensure joint minutes from the joint Safety Committee are reported to both the Leadership Team and the HR Committee with appropriate actions being highlighted as required.

A Quarterly Health and Safety report is prepared by the Health and Safety Officer and Head of HR and OD for the Human Resources Committee (and copied to both the Executive and the Leadership Team) to ensure that members and senior management have a sufficient awareness and understanding of any safety matters including the monitoring of health and safety compliance across the Council's services.

Richard Cassidy



Chief Executive

Signature:

Date:

Linda Haysey

Leader of the Council

Signature:

Date:

Simon O’Hear

Head of Human Resources and Organisational Development

Chair of the Safety Committee

Signature:

Date:

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