

Health and Safety Policy

A2 – Definition of Roles and Responsibilities

Context

This section of the Health and Safety Policy defines employee roles, responsibilities, resources, authorities and accountabilities.

Principles and Commitments

The County Council's statement of principles and commitment is contained in Section A1 of this Policy

Roles, Responsibilities and key actions

Elected Members will

1. Provide sufficient time and resources for the effective management of health and safety;
2. Assess the health and safety implications of their policy and decision-making processes to enable the authority to implement adequate control measures;
3. Consider any significant health and safety issues brought to their attention by the Chief Executive or Corporate Directors;
4. Ensure appropriate action is taken to ensure statutory compliance.

The Chief Executive will

1. Ensure policy decisions and organisational change processes fully address significant health and safety issues;
2. Regularly review health and safety performance to inform relevant corporate improvement plans;
3. Bring significant health and safety matters to the attention of elected members;
4. Nominate a Health and Safety Director.
5. Take action, through Corporate Leadership Team (CLT), to ensure that effective management systems and strategy are implemented and maintained.

Corporate Directors will

1. Assess health and safety implications when making decisions about resourcing, procurement, change and project management;
2. Bring significant issues to the attention of the Chief Executive and/or elected members;
3. Regularly review health and safety performance and present significant concerns to a quarterly leadership team meeting as a standing item;

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4. Ensure Service Directors take appropriate action to fulfil their responsibilities as defined in this policy;
5. Demonstrate leadership and commitment to health and safety by ensuring availability of resources essential to establish, implement, maintain and improve the occupational health and safety management system (OHSMS),
6. Ensure clearly defined roles, responsibilities and accountabilities for the staff they are responsible for.
7. Ensure health and safety is considered and appropriately managed as part of any strategic partnerships, integrated teams and contracting arrangements they are responsible for.
8. Nominate one Service Director to be the Departmental 'health and safety sponsor'.

The Corporate Director of the Environment and Resources Department is the nominated 'Health and Safety Director' for the County Council. The Health and Safety Director chairs 'Compliance Board' which is responsible for the implementation, operation and monitoring of the County Council's health and safety performance on behalf of CLT. The Health and Safety Director will advise CLT on levels of compliance with legal and policy requirements and report on progress with agreed objectives and programmes.

Departmental Health and Safety Sponsor

1. The sponsor is responsible for ensuring effective representation at Compliance Board and for coordination of strategic health and safety matters within their Department;
2. The sponsor will ensure that an effective Risk Safety and Emergency Management Group is established and maintained; and provides regular compliance and performance reports to the departmental leadership team;
3. The sponsor will ensure provision of a departmental health and safety action plan and monitor its implementation;
4. The sponsor must also nominate suitable persons as nominated property officers.

Line management roles and responsibility

1. Service Directors are responsible for ensuring that the OHSMS is effectively implemented in order to maintain compliance. They are required to allocate roles and responsibilities and to ensure appropriate levels of communication and consultation are maintained. By allocating roles and responsibilities to appropriate staff in their service they will ensure that effective action is taken. Form SR60

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should be used to support this process by clearly allocating responsibility for taking action to maintain health and safety compliance.

2. Group Managers are accountable for identifying, assessing and controlling risks, as well as monitoring health and safety compliance within their areas of control.
3. Team Managers, supported by Senior Practitioners/Supervisors, are accountable for day to day operational implementation of control measures and monitoring health and safety standards within their team.

Line management roles and responsibilities are defined at a local level through the completion and maintenance of the SR60 'Service Arrangements' document.

All Employees

1. Take reasonable care for the health and safety of themselves and all other persons affected by the way they carry out their work
2. Report to their immediate line manager any accident, dangerous occurrence or hazardous incident, including near misses, as soon as possible after it comes to their notice
3. Report to their immediate line manager any health and safety concerns or unsafe systems of work or damage to equipment which cannot be immediately made safe or where corrective measures are needed
4. Co-operate and conform to all policies, procedures and instructions to ensure personal safety and the safety of others
5. Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety
6. Seek advice on health and safety responsibilities and best practice where necessary

Responsibility for health and safety in schools

- Nottinghamshire County Council is the employer in community, voluntary controlled schools, as well as in maintained nursery schools and learning centres (pupil referral units). Head teachers in these schools are required to make arrangements for ensuring the proper implementation of this health and safety policy.
- The governing body is the employer in all academies, foundation and voluntary aided schools and are outside the scope of this policy. They will therefore need to



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create, implement and maintenance an appropriate health and safety policy for their school.

Responsibility for property related health and safety

NCC Property Group has prime responsibility for the control of risks relating to the acquisition, design, maintenance and disposal of NCC owned and leased properties.

Departmental nominated property officers (NPOs) support this by:

1. Being a single contact point for their Department (as the primary controller or occupier of the property), other occupying managers, external agencies and the landlord (Property Group or external).
2. Introducing and maintaining certain administrative or procedural risk controls (e.g. employee training and emergency action plans) associated with property related hazards.
3. Ensuring that specified monitoring activities (e.g. inspections and servicing) are taking place at prescribed intervals.
4. Checking that there are systems and paperwork available to record actions taken, and that employees are using them effectively.

Supporting Documents

- SR60 – Service Arrangements
- Guidance for Nominated Property Officers
- Wired – Communities, Health and Safety, Document Library
- Property Handbook at;
<http://nottshorizon.nottscc.gov.uk/>