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**Report to Council**

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**Date of Meeting: 10<sup>th</sup> May 2018**

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**Subject: Health & Safety Policy**

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**Report by: Head of Resources & Governance**

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**1.0 Purpose**

1.1. This paper invites Council to review the revised Health & Safety Policy.

**2.0 Recommendations**

2.2. To approve the new Health and Safety Policy.

**3.0 Considerations**

- 3.1. The policy was originally developed by the Health and Safety Advisors and was agreed at the Management/Trade Union Policy forum. It was presented for further discussion and comment with elected members at the Tripartite meeting held on 28<sup>th</sup> March. Following discussion and comment, Tripartite agreed that the Policy should be submitted to Council for approval
- 3.2. The Council is required by law to:
- Compile and implement a comprehensive general policy statement on health and safety;
  - Regularly review and update the policy and
  - Bring it to the attention of all employees.
- 3.3. The revised policy clarifies roles and responsibilities for employees at all levels of the organisation, as well as Elected Members. This should allow greater accountability of actions or omissions by individuals.
- 3.4. The policy includes more detail on the general arrangements which should be in place across the Council as part of its Health & Safety Management system such as incident reporting and how Health & Safety Concerns should be addressed.
- 3.5. The policy also now includes arrangements for monitoring the effectiveness of health & safety measures to provide the Council with a measure of assurance that the arrangements are working as intended.

#### 4.0 Sustainability Implications

4.1. There are no sustainability implications arising from this report.

#### 5.0 Resource Implications

5.1. *Financial Details*

5.2. There are no financial implications arising from the recommendations set out in the report. Yes

5.3. *Staffing*

5.4. There are no implications of additional staff resource arising from the recommendations set out in this report.

#### 6.0 Exempt Reports

6.1. Is this report exempt? Yes  (please detail the reasons for exemption below) No

#### 7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities** (Please double click on the check box )

Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all

Our families; children and young people will have the best possible start in life

Women and girls will be confident and aspirational, and achieve their full potential

Our communities will be resilient and empowered so that they can thrive and flourish

#### 8.0 Equalities Impact

8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?

Yes  No

#### 9.0 Legality

9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

#### 10.0 Appendices

10.1 Appendix 1 – Health & Safety Policy

## 11.0 Background Papers

11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)



Yes  (please list the documents below) No

### Best Value & Sustainability Checklist

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# Health and Safety Management System



Clackmannanshire  
Council

[www.clacks.gov.uk](http://www.clacks.gov.uk)

Comhairle Siorrachd  
Chlach Mhanann

## Health and Safety Policy

February 2018

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**Approvals:** This document requires the following signed approvals.

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## Health & Safety Policy

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### General Introduction

This policy sets out the way that Clackmannanshire Council will work to promote high standards of health and safety. The management of occupational health and safety is not to be considered a special case, nor is it to be considered as an afterthought or 'optional extra'. Health and Safety should be managed in the same way as we manage any other aspect of the Council's business. This requires a structured approach to the identification of hazards and the evaluation and control of work-related risks.

## Health & Safety Policy

To do this, the Council uses a basic management approach of Plan-Do-Check-Act.

<b>Plan:</b>	establish the objectives and processes necessary to deliver results in accordance with the organisation's policy
<b>Do:</b>	implement the processes
<b>Check:</b>	monitor and measure processes against policy, objectives, legal and other requirements, and report the results.
<b>Act:</b>	take actions to continually improve performance.

The Health and Safety Team publish a series of arrangement documents in a collaborative approach with appropriate stakeholders setting out the framework for the management of health and safety throughout the Council. These documents will ensure that the Council meets all legal obligations under the [Health and Safety at Work Act 1974](#), [Corporate Manslaughter and Corporate Homicide Act 2007](#) and all associated regulations.

In addition, the team will provide ongoing guidance, support and assurance in relation to the implementation of this framework. This will provide the basis for the safety management system. It will however be for individual services to ensure that such arrangements are implemented within their areas of operation and are fully integrated within day to day service operational culture.

### Policy Statement

Clackmannanshire Council (hereafter referred to as 'the Council') recognises the responsibilities and obligations that the Health and Safety at Work etc. Act 1974 and attendant legislation places upon the organisation and accepts that, so far as is reasonably practicable, it will take the necessary steps to conduct its activities and business in a manner that minimises the health and safety risks to which its employees and those affected by such activities are exposed.

The Council acknowledges that effective management of health, safety and wellbeing makes a significant positive contribution to the overall organisational performance and delivery of the Council's services and seeks to create the environment and culture that appropriately supports this view.

The Council accepts that as a Local Authority it should be seen as being an exemplary employer in relation to health, safety and wellbeing, so far as is reasonably practicable, and will therefore always strive to achieve best practice.

The above culture will be proactively achieved by the Council committing to support the implementation of the organisation, roles, responsibilities and arrangements outlined in the Council's Organisation and Arrangements set out below.

In my role as Chief Executive, I have the responsibility of ensuring that the Council works towards these objectives.

Elaine McPherson  
Chief Executive  
April 2018



### **Organisation**

The established organisation in the Council is designed to encompass the framework set out in the Health and Safety Executive document HSG 65, "Managing for Health and Safety". The framework shows a clear line of responsibility with the overall responsibility for health, safety and wellbeing compliance resting within the role and remit of the Chief Executive. The Chief Executive is supported in this role by Chief Officers, Senior Managers and employees with management responsibility.

Every employee has a responsibility for their own health safety and welfare and that of others affected by their actions and inactions. However employees with management responsibility also have collective responsibility for their team. All employees have a duty to cooperate with their employer to ensure that their employer meets the health and safety statutory obligations placed upon that employer.

### **Chief Executive**

The Chief Executive has the overall responsibility for the health, safety and welfare at work for all Council employees and also for those affected by the activities undertaken taken by the Council. The Chief Executive will ensure:

- 3.1.1.** that so far as is reasonably practicable, adequate resources are made available to enable this policy to be fully implemented.
- 3.1.2.** that competent advice is used to enable the Council to meet the statutory health, safety and welfare obligations placed upon the organisation by the Health and Safety at Work etc. Act 1974 and attendant legislation.
- 3.1.3** a suitable and sufficient structured health and safety management system is established which ensures alignment to the principles of HSG 65 "Managing for Health and Safety". The health and safety management system has robust policies, procedures, guidance, and other key documentation including an effective monitoring, audit and review process.
- 3.1.4** that health and safety is an integral aspect of the Council's business strategic management culture and planning processes and actively promotes a positive and proactive approach to raising the standards of health, safety and wellbeing amongst all employees.
- 3.1.5** that health and safety is included as a standing item on the Corporate Management Team agenda . Appropriate Heads of Service and other employees will attend the CMT meeting as required to present relevant business. The H&S Adviser will attend this meeting on a half yearly basis to present a summary in depth H&S report.
- 3.1.6** that a corporate health and safety improvement plan is developed, implemented and monitored by the corporate management team (CMT) and through the Executive Health and Safety Committee to improve the existing health and safety management system and performance

### **Chief Officers**

Chief Officers are accountable to the Chief Executive and have responsibility for the health, safety and health of the staff and the services delivered within the areas of their responsibility. Chief Officers will ensure:

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- 3.2.1 that the Council's health and safety policy and supporting documentation are fully implemented in the area of their responsibility.
- 3.2.2 so far as is reasonably practicable, that adequate resources are made available to implement the Council's health and safety policy.
- 3.2.3 their actions demonstrate a positive commitment to achieving a high standard of health, safety and welfare and with a continuous improvement approach to achieving best practice.
- 3.2.4 they include health and safety as a standing agenda item on Senior Management Forum meetings with their Heads of Service and other Senior Managers within their areas of responsibility. These meetings are to enable health and safety issues to be raised, discussed, actioned or communicated. Where appropriate these meetings will be attended by the Health and Safety department.
- 3.2.5 that they undertake their role and responsibilities in line with HSE Guidance "Leading Health and Safety at Work".
- 3.2.6 that health and safety is an intrinsic part of the strategic business planning for their areas of responsibility.

### **Senior Managers**

Senior Managers are accountable to a Chief Officer, as appropriate, and have responsibility for the coordination of compliant delivery and implementation of the Council's health and safety policies, procedures, guidance and other key documents in their service area. Senior Managers will ensure:

- 3.3.1 that sufficient resources are made available, so far as is reasonably practicable, to achieve compliance with relevant health and safety obligations.
- 3.3.2 that the Council's policies, procedures, guidance and other key documents are communicated and implemented in their areas of responsibility and resulting activities are carried out.
- 3.3.3 they include health, safety and wellbeing as a standing agenda item at Service and operational management team meetings to enable health and safety matters to be raised, discussed, actioned or escalated. Where appropriate these meetings will be attended by representatives from the Health & Safety Team.
- 3.3.4 health and safety performance is included as part of their employees professional development and review process.
- 3.3.5 that they liaise with the health and safety team for competent advice and support to achieve compliance with health and safety obligations and strive towards best practice in their areas of responsibility.
- 3.3.6 their participation in the Council's consultation process to develop, review and ratify relevant Health and Safety related policies, procedures, guidance and other key documents.
- 3.3.7 that where joint working with partners, other shared working groups or organisations exists, that cooperation and agreement is reached between them to establish a responsible person(s) who will coordinate health and safety arrangements in that work area.

### **Managers**

Managers are accountable to their respective Senior Manager. Managers have responsibility for the coordination of compliant delivery and implementation of the Council's health and safety policies, procedures, guidance and other key documents in their area of responsibility. Managers will ensure:

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- 3.4.1 that sufficient resources are made available, so far as is reasonably practicable, to achieve compliance with relevant health and safety obligations.
- 3.4.2 that the Council's policies, procedures, guidance and other key documents are communicated and implemented in their areas of responsibility and resulting activities are carried out.
- 3.4.3 they include health, safety and wellbeing as a standing agenda item at Service and operational management team meetings to enable health and safety matters to be raised, discussed, actioned or escalated. Where appropriate these meetings will be attended by representatives from the Health & Safety team.
- 3.4.4 health and safety performance is included as part of their employees professional development and development process.
- 3.4.5 that they liaise with the health and safety team for competent advice and support to achieve compliance with health and safety obligations and strive towards best practice in their areas of responsibility.

### **Premises Duty Holders**

Each Council building/premise will have a manager nominated by Senior Management to be the Premises Duty Holders. Appropriate Depute(s), administrative support and communication lines should also be in place for the Duty Holders at all buildings. A list of these people will be maintained by the Planned Works & Compliance team.

Where the premises are shared with other organisations, the Premise Duty Holder will be responsible for ensuring effective communication with these organisations to ensure effective maintenance and emergency arrangements are established and maintained.

The details of the responsibilities and guidance on how to carry them out will be provided in the Premise Duty Holders Handbook. Appropriate training for all Premise Duty Holders and Deputies will be provided to enable them to fulfil these duties.

### **Employees with Line Management responsibility**

Employees who have line management responsibility are responsible for the health safety and welfare of their teams in the areas in which they work. They will ensure that:

- 3.6.1 workplace hazards and risks have been identified using the Council's risk assessment process and suitable and sufficient control measures have been implemented.
- 3.6.2 persons working under their control are made fully aware of the hazards and risks to which they are exposed as identified in the risk assessments.
- 3.6.3 employees receive appropriate health and safety training and instruction, including emergency procedures, to enable them to work safely, and also follow the Council's approved health and safety policies.
- 3.6.4 they make all relevant health and safety information available and regularly communicate this to their teams.
- 3.6.5 all accidents/ incidents and near misses are reported using the Council's approved procedure.
- 3.6.6 all plant, machinery and equipment is suitable for its intended use and is regularly professionally maintained by competent trained persons so as to be in a safe condition for use.

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- 3.6.7 they liaise with health and safety team for competent advice and support to achieve compliance with health and safety obligations and strive towards best practice in their areas of responsibility.
- 3.6.8 employees adopt the safe working practices and systems of work applicable to their workplace.
- 3.6.9 they make certain that any employee whose role exposes them to hazards that require monitoring or assessment, are available for health surveillance / monitoring by the Council's occupational health provider.
- 3.6.10 where joint working with partners, other shared working groups or organisations exists, that cooperation and agreement is reached between them to establish a responsible person(s) who will coordinate health and safety arrangements in that work area.

### **Employees**

Employees have a duty to co-operate with their employer to ensure that their employer meets the statutory duties placed upon it by the Health and Safety at Work etc. Act 1974 (Section 7). Employees also have a duty to take reasonable care for their own health and safety and of other persons who may be affected by their acts or omissions at work. In order to meet these obligations employees should ensure that:

- 3.7.1 they follow the Council's policies, procedures, guidance and other key documentation and work practices relating to health, safety and wellbeing in their work.
- 3.7.2 they report all accidents / incidents and near misses to their line management and the H+S team, using the corporate documentation.
- 3.7.3 they undertake health and safety training appropriate to their work.
- 3.7.4 they use all plant, machinery and work equipment safely, in line with the instructions and training provided.
- 3.7.5 they immediately inform their line management of any situation which presents a significant risk to their own or another person's health and safety.
- 3.7.6 they do not misuse or fail to use anything that has been provided in the interests of health and safety.
- 3.7.7 they correctly use and maintain any personal protective equipment issued to them, in line with the instruction and training given.
- 3.7.8 they participate in the Council's risk assessment delivery programme.
- 3.7.9 where joint working with partners or other organisations occurs they co-operate with the appointed responsible person for health and safety at their place of work. The appointed responsible person may not always be their line manager or a Council employee.
- 3.7.10 they participate in and cooperate with the Council's occupational health provider with regard to relevant and appropriate monitoring / assessment of their health and wellbeing.

**All employees should be aware that they are personally responsible for their behaviour and may be held to account for their actions or omissions in disciplinary hearings and/or legal proceedings.**

### **Competent Health and Safety Advice**

Competent health, safety and wellbeing advice is provided to the whole of the Council from a central corporate Health and Safety Team. This section comprises of trained and qualified advisers who provide authoritative and informed advice and training to enable the Council to achieve compliance with the Health and Safety at Work etc. Act 1974 and its attendant legislation. The Health and Safety Adviser leads this team and is responsible to the Human Resources Manager. The Health and Safety Adviser shall, so far as is reasonably practicable, ensure;

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- 3.8.1** that in conjunction with the Human Resources Manager a clear health and safety strategy and business plan is established to directly support the Corporate strategic business plans for the Council and enable the Council achieve compliance with the Health and Safety at Work etc. Act 1974, and its attendant legislation.
- 3.8.2** the delivery of a structured health and safety management system including policies, procedures, guidance and other key documents to satisfy the requirements of HSG65 and also to enable auditing of the safety management system against BS OHSAS 18001:2007 – Occupational health and safety management systems – requirements.
- 3.8.3** the provision of sufficient operational resources to provide health, safety and wellbeing advice and training to Council business sections to allow them to safely meet the objectives set out in their strategic business plans.
- 3.8.4** support and participate in the consultation with safety representatives and health and safety committee for the ratification of all Health and Safety related policies, procedures, guidance and other key documents except for this Corporate Health and Safety Policy. This will be ratified and then formally approved by CMT and full Council procedure.
- 3.8.5** that the Human Resources Manager is advised of new health and safety legislation and impending legislative changes that will impact upon the Council's strategic and business plans.
- 3.8.6** positive working relationships with regulatory bodies, advisory groups and other partner organisations are established and maintained. (e.g. Scottish Fire and Rescue Service; Health and Safety Executive; Care inspectorate; Procurator Fiscal's Office; Occupational Health specialists; Insurers; NHS Forth Valley/ medical professionals; ALEO's).
- 3.8.7** the provision of audit reports and statistical information relating to the performance of the Health and Safety Team and other sections of the Council to the Human Resources Manager by means of quarterly reports by service and an annual H&S report.
- 3.8.8** that advice and support is given to Human Resources Manager in presenting relevant health and safety matters including performance indicators to the Corporate Management Team and Elected Members as required.
- 3.8.9** that all documents approved by the Health and Safety Committee are published onto the intranet - Connect. This also includes the Corporate Health and Safety Policy.

### **Elected Members**

The elected members of Clackmannanshire Council will be consulted on Health and Safety via their associated party leadership. The relevant leadership will:

- 3.9.1** actively promote the Council's health, safety and wellbeing policies amongst all their other elected members.
- 3.9.2** ensure that elected members demonstrate due consideration has been given to health and safety aspects when making decisions for and on behalf of the Council.
- 3.9.3** ensure that elected members consult with the Health and Safety team for competent, authoritative and independent advice pertinent to Council business to assist them in their roles.

### **Union Safety Representatives**

The Council acknowledges the importance of employee involvement in health and safety matters and the importance of the positive role played by Safety

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Representatives appointed under the Health and Safety at Work Act etc. 1974, the Management of Health and Safety at Work Regulations 1999, Safety Representatives and Safety Committees Regulations (SRSCR) 1977 (as amended 2009.) and Health and Safety (Consultation with Employers) Regulations (HSCER) 1996 (as amended 2009). In order to meet these obligations the Council has established a consultation process for health and safety policies, procedures, guidance and other key documents involving employees.

Employees who are appointed to these roles will ensure that they:

- 3.10.1** fully participate in the consultation and ratification process.
- 3.10.2** raise health, safety and wellbeing issues brought to their attention from within their areas of responsibility to the 'Health and Safety Committee' and also disseminate the responses from the committee to employees and Unions.
- 3.10.3** communicate and disseminate all approved policy and guidance documents etc. into their areas of responsibility through the designated communication processes. (See 4.1 below)

### **Arrangements**

Clackmannanshire Council recognises that in order to meet its statutory duties arising from the [Health & Safety at Work Act](#) and attendant legislation this main policy needs to be supported by supplementary policies, procedures guidance and other key documents which detail specific health and safety responsibilities and other essential actions required to achieve compliance. However, the following general arrangements should be present in all Council workplaces. These will allow the Council to champion a positive health and safety culture which ensures compliance with health and safety legislation including the [Health & Safety at Work Act](#) and the [Corporate Homicide & Corporate Manslaughter Act](#).

### **Communication**

Clackmannanshire Council is committed to open and clear communication of all health and safety related information to all employees. In order to achieve this important aspect the Council will publish all such documents on CONNECT (the Council's intranet) thereby making the information available to all employees who have access to a computer. For those employees that do not have access to an electronic version then hard copies should be made available to them, by their manager, upon request. It must be noted that any hard copy becomes an 'uncontrolled copy' immediately upon printing and as such may only be current at the time of printing. Documents published on CONNECT constitute the 'current' status.

**4.1.1** The Consultation with Safety Representatives and Health and Safety Committee forum is also used as a means of communicating health and safety information, statistics and results as well as all new health and safety documents, policies, procedures, guidance and other relevant information to representatives from all sectors of the Council.

**4.1.2** Communication of all documents before approval (consultation) and post approval (dissemination) is carried out by presentation of all documents by H&S team to Chief Offices, nominated recognised Union representatives, Senior management representatives from business sectors as required. Where documents have a specific operational relevance to specific managers these managers will also be included in the consultation and dissemination process in order to ensure the relevant key personnel are fully involved in the awareness of, contribution to, and communication of Health and Safety documents relating to their area of responsibility

### **Emergency Procedures**

The Management of Health & Safety at Work Regulations 1999 requires procedures to be established where there is a serious and imminent danger to employees or other persons.

The Health & Safety Adviser will be responsible for co-ordinating all serious health and safety incidents and will liaise with the appropriate regulatory authorities, the Council's Emergency Planning Officer and Insurance Section. He/she will report directly to the relevant Director on such matters.

The Emergency Planning Officer will be responsible for integrated emergency management and co-ordination of all emergency planning and will liaise with the appropriate regulatory authorities, the Council's Corporate Health and Safety Team

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and Insurance Section. He/she will report directly to the relevant Director on such matters.

Each Premises Duty Holder will be responsible for ensuring suitable systems and procedures are in place for the building(s) in their responsibility using the appropriate corporate template(s) as required.

Each employee has a responsibility to look after their own health and safety. If an employee feels that they are in serious or imminent danger, they should cease work, take whatever action is required to remove themselves from harm and report the issue to a manager immediately.

### **Incident Reporting & Investigation**

All incidents and near-misses must be reported to line managers. They in turn will ensure that appropriate details are submitted to the Corporate Health & Safety Team in line with the Accident & Dangerous Occurrence Reporting & Investigations arrangements.

Any incident resulting in a fatality or major injury must be reported immediately to the Corporate Health & Safety Team and to relevant appointed safety representatives.

It is important that all incidents and near misses are reported for the following reasons:

- To prevent reoccurrences of similar incidents to protect personnel and the public
- To fulfil legal obligations to report certain incidents
- To reduce the costs incurred by the Council as a result of incidents.

### **Occupational Health**

The aim of the Council's Occupational Health provision is to prevent ill health and promote good health and wellbeing at work. The broad aims are to:

- Develop employee health services by promoting health screening and surveillance and preventative medical services.
- Develop health promotion and education initiatives as appropriate.

All Service areas have access to Occupational Health Services, which will normally be co-ordinated through Human Resources. The Corporate Health & Safety Team will provide advice on occupational health hazards and will co-ordinate health surveillance activities.

### **Risk Assessment**

The most effective method of achieving high standards of health and safety is to anticipate the effect of work activities and service delivery on people and premises prior to commencement.

The Management of Health and Safety at Work Regulations 1999 require risk assessments to be conducted and it is the responsibility of each manager to ensure these assessments are carried out.



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Line Managers are responsible for ensuring that they have received appropriate training and consult with staff to ensure these responsibilities are carried out in line with the [Risk Assessment Policy](#).

All employees, with their line managers, must read and understand all risk assessments and associated documents developed.

In addition to general risk assessment, there are particular regulations which require more in-depth and specific assessments to be made in line with service provision. Further guidance on these is contained within the relevant [Council policies](#).

### **Information, Instruction and Training**

The Council recognises the importance of having well informed and competent employees if it is to achieve a safe working environment. On commencement of employment all employees will receive health & safety training as part of an induction programme. This will include, but is not limited to:

- The action to take in the event of serious and imminent danger from fire and other incidents, including their role in the emergency evacuation procedures.
- Display Screen Equipment (DSE) self-assessment as required.
- Any specific skills/knowledge necessary to work safely, such as safe lifting and handling and operating equipment as identified in risk assessments for activities undertaken by the employee.

The training needs of all managers and employees will be regularly assessed using a risk based approach and the personal review and development (PRD) process and where appropriate information, instruction and training on health & safety matters will be provided. It is **essential** that managers and employees attend and/or complete appropriate training. Ongoing consideration will be given to the requirements of new legislation and the outcomes of job related risk assessments and/or a risk based approach.

The effective communication, by managers and team leaders, of policies, procedures and safe working practice will assist in achieving high standards of health & safety performance.

Information, instruction and training will be provided in a way that is easily understood and takes into account the intended audience.

## Health & Safety Policy

### Addressing Health & Safety Concerns

The following escalation procedure should be followed as a means of resolving issues arising from the management and operation of Health & Safety across the Council: -

Stage 1	<b>Employee</b> raises issue with their <b>Manager or Supervisor</b> .
Stage 2	<b>Employee</b> raises issue with their <b>TU/Workplace Safety representative</b> . The <b>Safety representative</b> raises issue with an appropriate <b>Manager</b> .
Stage 3	<b>Employee</b> and/or <b>Safety representative</b> should consult the Corporate Health & Safety Team for advice.
Stage 4	<b>Safety representative</b> raises issue at Service Bi-partite (or Service H&S meeting where these exist) for resolution.
Stage 5	<b>Senior Manager</b> consulted for resolution. If issue is wider than one service, or insufficient progress is being made a member of the <b>Executive Management Team</b> may be consulted for a decision.
Stage 6	The <b>Executive H&amp;S Committee</b> consider and scrutinise the issue to ensure corrective actions are implemented.

Where appropriate, the above steps should be recorded and managed using the service risk register/risk management and escalation framework.

There will be situations where it is appropriate for the employee to raise an issue with their Safety representative without having raised it with their Manager first.

### Contractor Management and Partnership Working

Throughout the Council's work there are situations where we use the goods or services of other organisations, or work in partnership with them. All employees and managers involved in the procurement or management of these provisions must ensure that health and safety standards are identified, agreed and maintained throughout the life of any contract in line with the appropriate corporate policy.

Where Council employees are working with other agencies, managers should ensure they are clear on any health and safety processes which may need followed to comply with the other agencies policies, provided this is no less than the standard set in Council policies. Any employees from partner agencies will also adhere to Council policies, and these should be drawn to their attention by the relevant manager.

## **Measuring Health & Safety Performance**

Clackmannanshire Council recognises the benefits of conducting active monitoring as a means to measure health & safety performance and to prevent incidents or cases of ill health before they occur. This includes monitoring the achievement of health and safety improvement plans and compliance with standards set out in this and supporting policies, procedures and guidance documents.

Development and implementation of corrective actions to rectify unsatisfactory health & safety performance can only occur through regular line management monitoring of health & safety data to determine where resources will be deployed for best effect.

Each Service Manager must ensure that the health & safety performance data is cascaded widely through each Service and in partnership with the Trade Union Safety Representatives should be involved in exploring the development of shared health & safety solutions.

### **Active Monitoring**

Active monitoring methods used include:

- Inspection of premises, plant and equipment.
- Environmental monitoring.
- Health surveillance.
- Observation of work behaviour by line managers.
- Health & safety audits.

This type of monitoring measures success and reinforces positive achievement by recognising good work, rather than penalising failure after an event.

### **Reactive Monitoring**

Reactive monitoring enables the organisation to learn from incidents, ill health cases or other deficiencies in health & safety performance which have already occurred. Measures of this include reporting of:

- Near miss incidents.
- Injuries and cases of ill health, including monitoring of sickness absence.
- Damage to property.
- Hazards (including Violent or Intimidating Behaviour).
- Weaknesses in performance standards.

### **Legal compliance**

The Health & Safety Team will undertake formal health & safety audits and inspections based on a sampling approach at specific points in time to ensure that Council health & safety policies and practice are undertaken in line with current legislation.

It is, however, the individual responsibility of the service management teams, as set out within this policy, to ensure that the deployment of their operational service delivery remains fully compliant with all appropriate legislation.

## Health & Safety Policy

### **Best Practice approach**

It will be the aim of the Council to ensure health & safety management systems across all Council areas operate to the standards and methodology outlined by UKAS accredited organisations and any best practice measures identified through trade groups, HSE or work with other agencies.

### **Reporting Health & Safety Performance**

The Health & Safety Team will produce an annual report summarising health & safety performance across the Council. This will refer as appropriate to key performance indicators and comparisons with other local authorities and best practice.

### **Monitoring and Review**

This document is subject to annual review and / or at any significant change to the Council's policy and organisation. Revisions and updates will be implemented by the Council following, if appropriate, consultation with recognised Trade Unions. Any reviewed document must be endorsed by the signature of the Chief Executive of Clackmannanshire Council.

Policy Name	Health & Safety
Department	Performance
Policy Lead	H&S Adviser
Equality Impact Assessment	
Full EQIA required	Yes <input type="checkbox"/> No* <input type="checkbox"/>
* In no please provide rationale Policy applies equally to all Council employees and does not negatively impact on any group which falls within any of the 9 protected characteristics	
Date Full EQAI complete	N/A
Date Approved	
Review Date	