

Summary:

This corporate H&S policy details the council's organisational roles and responsibilities for managing safety and health in council workplaces. It also details corporate arrangements to facilitate compliance with UK legislation and protect employees (and others) from work related injuries and illnesses.

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Approval	Approved by the Health, Safety and Wellbeing Board
Policy Owner	Chief Executive
Policy Author	Corporate Health and Safety Manager
Advice & Guidance	Please contact the Health and Safety Team
Location	Policy Hub
Related Documents	Corporate Health and Safety Policy Statement of Intent Health and Safety at Work Act etc. 1974 Management of Health and Safety at Work Regulations 1999 Health & Safety (Consultation with Employees) Regulations 1996 Safety Representatives and Safety Committee Regulations 1977
Applicability	This policy document is applicable to all council employees and School's/other services signed up to the Health and Safety Traded Service.

Amendment Record to the Original Document

Version:	Date of Amendment	Amended by:	Amendment details:
Version 1			Original document issued in 2007
Version 2	August 2011	H&S Manager	Whole document revised to reflect current H&S management system and include management responsibilities
Version 3	April 2012	H&S Manager	Section 5.6: Amended to reflect change in national SSIP scheme Appendix 1: H&S policy statement updated Appendix 3: Amended to include new JHSW Forum members Appendix 7: HSE Guidance document on RIDDOR reporting for schools removed (change in legislation makes document inaccurate) Other minor amendments to reflect current H&S management system
Version 4	Oct 2013	H&S Manager	Appendix 5: H&S Coordinators TOR's removed Other minor amendments (updates) to reflect current H&S management system
Version 5	January 2014	H&S Manager	Minor amendments (updates) to reflect H&S Unit transfer to Housing and Property Services (from HR) and associated changes in responsibilities
Version 6	August 2014	H&S Manager	Minor amendment to reflect the change in Leader of the Council (policy statement at Appendix 1)
Version 7	September 2017	H&S Manager	Minor amendments (updates) to review policy wording and reflect current corporate H&S management system and responsibilities (no policy change)
Version 8	June 2021	H&S Manager	Minor amendments (updates) to review policy wording and reflect current corporate H&S management system and responsibilities (no policy change). All Appendix removed and reference is now made to them be stored on the staff intranet. Consulted with Stakeholders and approved at Health, Safety and Wellbeing Board on 8 July 2021, Minute 13.

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1 Introduction and purpose

- 1.1 The aim of this policy is to provide managers and employees with the necessary information, resources, systems and support to assist them in fulfilling their legal and moral duties and management responsibilities for developing and maintaining a positive safety culture and safe systems of work throughout the Council. This policy outlines arrangements to ensure the Council fulfils its legal responsibilities and duty of care to provide a safe and healthy working environment and reduce work related health and safety risks to an acceptable level
- 1.2 Additional 'subject specific' policies and procedures complement this policy to form part of the overall PCC safety management system, incorporated in all Council business activities, to address specific health and safety (H&S) work-related issues and facilitate the needs of individual Directorates and those of the council as a whole. Risk management is fundamental to managing the wide range of work activities undertaken by council employees in diverse and challenging environments
- 1.3 The requirements of this policy will be incorporated into the Council's safety management systems and 'subject specific' policies, which include:
 - Implementing pro-active safety management systems to identify and control foreseeable risks associated with Council work activities. These systems include compliance with risk management principles, Incident and near-miss reporting, providing clear communication channels between employees, management, union representatives and anyone else affected by Council work activities, and promoting a positive safety culture to nurture commitment of all Council employees
 - Providing appropriate information, instructions and training to ensure that all Council employees have the necessary skills to perform their duties safely and understand the requirements and benefits of adhering to organisational policies, procedures and safe systems of work
 - Setting standards against which performance can be measured and audited, which will also facilitate compliance with health and safety law. This includes monitoring the organisation as a whole, with an aim to continuously improve health and safety standards.
 - Ensuring that there are effective procedures and clear communication channels for consultation on H&S matters between management, employees and H&S representatives (union/non-union)

2 Scope

- 2.1 This policy document is applicable to all council employees
- 2.2 This policy is applicable to all Schools and other internal/external services signed up to the Councils' Corporate Health and Safety (H&S) Traded Service. Where there is reference to a council employee in this policy, it includes school employees, where deemed applicable/appropriate

3 Definitions

- 3.1 For the purposes of this policy only, the following definitions will apply:
 - **CLEAPSS** - Consortium of local education authorities for the provision of science services
 - **Director of Service** - person responsible for the safety and wellbeing of all employees within his/her service
 - **Employee** - a person directly employed by the council to carry out work on behalf of the council
 - **HSWB** - PCC Health, Safety & Wellbeing Board (corporate H&S meeting)
 - **Manager** - any PCC employee with management responsibilities for:
 - council employees and temporary workers (line manager/team manager, etc.)
 - council work activities - carried out by employees or temporary workers
 - sites (whether unoccupied, occupied by employees, leased out or let to non-employees)
 - **Non-employee** - anyone not defined above as an 'employee' i.e. temporary worker, volunteer, work experience, member of the public, school pupil, client, visitor, etc.
 - **PCC** - Portsmouth City Council
 - **RIDDOR** – The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (a legal reporting requirement in the UK)
 - **Site** – any council owned or council managed building/asset/land where work is carried out by/or on behalf of the Council (includes schools and shared premises)
 - **Site Manager** - An employee with designated responsibility for the day to day management of a site. In the absence of the appointment of a designated 'site manager', this can be a caretaker (schools), unit manager (social care), operational manager (libraries, museums), etc.
 - **Temporary worker** - a non-council employee who is paid to carry out work on behalf of the council on a short-term/temporary basis i.e. agency staff, building contractor, surveyor, consultant, trainer, etc.
 - **Work activity** - work managed by a council/school employee and carried out on behalf of the council/school
 - **Work-related accident** - an unplanned event or incident arising out of or in connection with council work and/or council managed premises, which results in

physical injury to a person (employees and non-employees) that requires first aid or medical attention

4 Roles and responsibilities within PCC

4.1 Chief Executive and Leader of the Council

4.1.1 Ultimately the Chief Executive and the Leader of the Council are jointly responsible for H&S management throughout PCC. Their H&S policy statement of Intent endorses their commitment (see staff intranet). They are responsible for ensuring adequate management systems and strategies are in place to ensure the health, safety and welfare of members, employees and anyone else that may be affected by the council's work activities. The systems implemented must also be routinely monitored to ensure compliance with health and safety legislation and PCC policies

4.1.2 Some duties and responsibilities are delegated through the management structure and where this applies it must be clearly stated in job specifications. The Chief Executive and Leader of the Council will discharge their responsibilities by:

- ensuring effective plans for managing H&S are developed, implemented and maintained throughout the council
- ensuring adequate structures are in place to provide for, so far as is reasonably practicable, the health, safety and welfare of PCC employees and others who may be affected by the council's undertakings
- ensuring active channels of communication are facilitated for consultation with employees, by establishing and maintaining appropriate committees, forums and management procedures
- receiving and taking appropriate action on reports and recommendations from directorates, enforcement agencies (and other external bodies), specialist advisors and trade union safety representatives
- ensuring that adequate resources are allocated to meet the council's commitment to H&S, including the provision of an occupational health service, which will provide competent advice and assistance to Council employees
- facilitating active and visible support for health and safety policies from Council directors and other senior managers.
- ensuring that the Health and Safety Management System supports this corporate H&S policy, encompassing:
 - commitment to provide appropriate H&S training for all Council employees

- the systematic identification of hazards, assessment of risk and implementation and monitoring of effective control measures
- the definition and monitoring of performance standards
- a system in place to monitor and audit compliance with the policy
- processes for raising H&S awareness to all employees, service-users, visitors, volunteers, contractors, partnering organisations and others

4.2 Service Directors

4.2.1 It is the Service Director's responsibility to ensure that their service has appropriate arrangements in place to meet the aims and requirements of this policy. Service Directors are accountable to the Chief Executive for health, safety and welfare within their service

4.2.2 Service Directors have responsibility for:

- setting direction through endorsing and supporting the corporate H&S policy, the annual health and safety action plan and key performance indicators
- reviewing service performance and ensuring the safety management system is maintained and effective
- ensuring H&S performance information is communicated through managers, department meetings and the corporate H&S meeting (HSBW)
- making available appropriate resources at service level to implement this policy
- ensuring management failings are addressed and appropriate improvements implemented
- arranging for, and supporting employees to represent their services as H&S representatives

4.2.3 Service Directors, through their senior management teams, are also responsible for ensuring:

- arrangements are in place to enable the effective planning, organisation, control, monitoring and review of preventative and protective measures within their area of responsibility
- the PCC H&S policy 'statement of intent' is prominently displayed on site/workplace notice boards and brought to the attention of all employees within their areas of responsibility
- all managers receive appropriate training and are aware of their H&S responsibilities
- they keep themselves informed of changes in the relevant statutory provisions and assess the implications of such changes with regards to their area of responsibility and review/amend local policies/procedures accordingly
- they routinely monitor the safety performance of their area and take such steps as may be necessary to improve performance (to include ensuring all incidents and near-misses are reported and investigated)
- they manage risk in accordance with this policy and the corporate risk management process, and specifically:

- promote risk awareness and responsibilities to employees
 - consider risks to service delivery and evaluate appropriate responses
 - risk assess any decisions and option analyses (to be documented where necessary)
 - report promptly to the Corporate Governance Group/Members any perceived new risks or significant failures in controls
 - maintain channels of communication to encourage bottom up reporting of corporate risks and control failures (including H&S risks)
- they send representation, as deemed necessary, to the HSWB
 - sufficient resources are available to effectively manage H&S for their areas of responsibility
 - they promote and encourage consultation and communication on matters of H&S (consider department-specific H&S committees)

4.3 Managers

4.3.1 PCC managers (accountable to their Service Director, through their management chain) are responsible for ensuring that day-to-day work activities under their control are carried out with full regard to pro-active H&S management and compliant with this policy. In particular managers shall within their area of responsibility will:

- keep up to date with organisational policies and applying the requirements of corporate policies, keeping their employees updated accordingly
- identify resource commitments and ensure adequate resources are allocated to meet commitments relating to H&S management within their area of responsibility
- ensure suitable and sufficient 'work activity' risk assessments are conducted for all work activities under their control, to ensure the safety of their employees and others who may be affected by adverse outcomes. Significant findings (activities presenting significant/moderate risks) should be documented and adequate control measures implemented to reduce those risk to an acceptable and safe level in accordance with the council's 'work activities' risk assessment guidance document and associated training. Where safe systems of work are developed, they must be adequately communicated to employees, particularly the control measures and benefits
- review and where necessary, revise risk assessments and associated working practices, at regular intervals to ensure the continuing adequacy of preventative and protective measures, in accordance with the council's 'work activities' risk assessment guidance document
- ensure that employees (and part time, temporary and volunteer staff) receive appropriate training (in addition to the mandatory and statutory H&S training requirements detailed in the corporate H&S training policy), information, instruction and supervision to carry out their specific work activities in a safe and proper manner, addressing:
 - risks to their safety and health
 - protective and preventative measures implemented
 - emergency procedures to be followed, where necessary

- record (and retain details locally) incidents and violent incidents, in accordance with corporate incident reporting policies and procedures. Copies of documented incident reports must be forwarded to the Corporate H&S team as soon as reasonably practicable
- carry out investigations into workplace/work-related incidents and/or violent incidents and review associated risk assessments/safe systems of work accordingly. Investigations must identify where improvements/remedial actions are required to eliminate/reduce the risk of similar incidents occurring. This information should be shared locally and corporately where relevant; to benefit from lessons learnt i.e. staff potentially affected, heads of department, managers, Service Directors, HSWB, etc
- identify (and appoint where necessary) H&S representatives, first aiders and fire wardens in sufficient numbers, ensuring that sufficient time and resources are made available to assist those nominated to effectively discharge the duties placed upon them
- ensure that, where appropriate, personal protective equipment (PPE) is supplied, used, maintained and stored correctly. Employees using PPE must receive appropriate information, instruction and training on the safe use, maintenance and storage of the equipment (PPE requirements should be identified as part of the risk assessment process and documented accordingly)
- ensure that employees are provided with health surveillance, where applicable for compliance with H&S legislation and corporate policies (Health surveillance requirements should be considered as part of the risk assessment process and documented accordingly)
- maintain an up-to-date department-specific H&S records, to include but not limited to, employee training, risk assessments (activity specific, manual handling, workstations, control of substances hazardous to health, noise, etc.), audits, H&S workplace inspections, incident reports/investigations, etc. These records (and associated documents) should be available to the Corporate H&S team, upon request
- ensure that H&S management issues, which cannot be resolved at department level (locally), are referred to the designated head of department/ Service Director/Union representative, Corporate H&S team or the HSWB (as deemed appropriate)
- promote personal leadership and good H&S management standards and attend statutory/mandatory training in accordance with the H&S training policy and other relevant policies
- consult with H&S representatives in good time on safety, health and welfare issues, as appropriate and carry out periodic workplace H&S inspections (jointly with H&S representatives where appropriate), in accordance with corporate policies

4.4 Employees

- 4.4.1 Everyone is responsible for their own safety and the consequences of their own acts and omissions that can affect the safety and health of others. Council employees are to:

- carry out their work activities in a safe and competent manner, following safe operating procedures and as directed by their relevant functional manager (team leader/supervisor/line manager), where applicable
- attend mandatory H&S training and additional H&S training, as directed by their manager. Employees must bring to the attention of their manager any outstanding training requirements needed to ensure they can carry out their work activities in a safe and competent manner. Employees should not carry out a work activity if they are not trained or competent to complete the task safely
- conduct activities with due regard for the safety of themselves and others and within the scope of their knowledge and training. All employees are required to co-operate with and assist workplace/department safety representatives as required, in accordance with corporate policies and procedures
- use any machinery, equipment, dangerous substances, transport equipment and/or PPE provided, in a safe manner and in accordance with their level of competence and any training and instruction received
- verbally report all H&S related incidents and violent incidents to their manager and complete the necessary report forms in accordance with the Council's incident and violent incident reporting policies
- report any matters of concern regarding H&S management, such as workplace hazards and failures in safety arrangements, to their manager, workplace/department H&S representative and the Corporate H&S team, where applicable

4.5 Corporate Health and Safety Manager

- 4.5.1 The Council's Corporate H&S Manager is the competent person, accountable to the Chief Executive through a functional management chain, who advises council employees in respect of H&S management system and policy formulation and development. The Corporate H&S team responsibilities include:
- auditing and monitoring the safety performance of the council at service and department level and taking such steps as may be necessary to advise management on procedures required to improve performance, in accordance with corporate policies and procedures
 - developing and implementing the council's corporate H&S management system and annual action plan and assisting service directors/department management teams in producing service specific H&S action plans, as required
 - be a resource available to managers for ensuring compliance with relevant H&S legislation and council policies. Provide competent H&S advice, mandatory H&S training and functional support for Council employees, schools employees and other employees, in accordance with corporate policies/procedures and traded service agreements
 - working closely with service/department H&S representatives and other PCC specialist advisors to continually improve the Councils safety management systems and policies
 - maintaining pro-active links with the Health and Safety Executive (HSE), other local authorities and external enforcement agencies

- attending departmental management team meetings as required, to provide specific H&S advice
- keeping informed of changes in relevant statutory provisions and assess the implications of such changes for the development or revision of corporate policies, arrangements and procedures. Also maintaining professional competency levels, through the attendance of training courses, seminars, committees, specialist groups, etc. as identified and agreed with his manager
- maintaining the Council's incident and violent incident reporting database and providing statistics for presentation at HSWB and Employment Committee meetings
- facilitating the HSWB meetings on a quarterly basis, in accordance with the HSWB terms of reference (see staff intranet)
- maintaining the H&S webpages on the staff intranet and promoting and nurturing a positive safety culture throughout the council
- producing an annual H&S report for the Employment Committee (which includes the H&S annual action plan)

4.6 Director of Housing, Neighbourhoods and Building Services

- 4.6.1 The Director of Housing, Neighbourhoods and Building Services (HNB) is responsible for ensuring the Council's property portfolio is suitably maintained and monitored. Where premises are not controlled, but are occupied by council employees, suitable premises and plant/equipment maintenance schedules must form part of any leasing or other occupancy arrangements. In particular, but not exclusively, the following areas should be included:
- asbestos management
 - building structure
 - electrical systems
 - fire extinguishers and associated fire systems
 - gas heaters and boilers
 - glazing
 - heating and ventilation systems
 - hoists and lifts
 - legionella management
 - portable electrical equipment
 - prevention of unauthorised roof access
 - stairs and balustrades
- 4.6.2 Arrangements and responsibilities must be in place to ensure compliance with all statutory requirements and comprehensive records of all inspections, tests and other maintenance results should be established and maintained for each building. Where any doubt exists regarding maintenance and compliance requirements, HNB and/or the Corporate H&S team should be contacted for advice
- 4.6.3 The Director of Housing, Neighbourhoods and Building Services, supported by the H&S manager, is also responsible for:
- ensuring the organisation is structured to manage H&S effectively
 - supporting Service Directors in H&S related policy setting

- ensuring the effective management of the Corporate H&S team

4.7 Radiation Protection Advisor

- 4.7.1 The Radiation Protection Advisor (RPA) is the competent person appointed and contracted to provide PCC local authority schools services in line with CLEAPSS RPA service.
- 4.7.2 The Council's Radiation Protection Officer is responsible for addressing routine issues identified by schools staff. When issues cannot be addressed at local level, the Radiation Protection Officer will contact the RPA. Services delivered by the RPA will incur charges at a standard rate
- 4.7.3 Further advice regarding the RPA can be sought from the Corporate H&S team or the business manager for education
- 4.7.4 Portsmouth International Port has appointed a Radiation Protection Advisor (RPA) for advice on complying with the Ionising Radiations Regulations 2017

4.8 Occupational Health Service

- 4.8.1 The Council's Occupational Health Service provides advice in respect of occupational health policy formulation and development
- 4.8.2 The occupational health service promotes health and welfare of all Council employees in the workplace. Services include advising on return to work programmes when necessary, for employees who have experienced ill-health
- 4.8.3 A confidential counselling service is also available for Council employees and provides the following services:
- telephone and face to face counselling
 - an interactive web resource
 - a 24 hour helpline and support for managers
- 4.8.4 Further advice regarding the Occupational Health Service can be sought from the staff intranet or PCC Human Resources

4.9 People Handling & Back Care Advisor (PHBCA)

The role and responsibilities of the People Handling & Back Care Advisor are detailed in the corporate 'Manual Handling of People' policy

4.10 Health & Safety Representatives

- 4.10.1 PCC H&S representatives can either be appointed through their union under the Safety Committees and Safety Representatives Regulations 1977 or volunteer to be a 'Representative of Employee Safety' under The Consultation with Employees Regulations 1996. In the council all H&S representatives (union/non-union) are referred to as H&S representatives. The requirements of the two sets of regulations are similar and give the same facility to representatives; however

there are some differences with regard to those who are union appointed. The Unions and Corporate H&S team can provide advice on the differences

4.10.2 H&S representatives support and work closely with managers, employees and the Corporate H&S team to address local (department/service level) and where relevant corporate H&S requirements and issues. H&S representatives are included in the HSWB membership

4.10.3 Further information/advice regarding roles and responsibilities of H&S representatives can be sought from PCC Human Resources

4.11 First Aiders

First Aiders and/or appointed persons roles and responsibilities are detailed in the corporate First Aid policy

5 Health and Safety Arrangements:

5.1 Specific Health and Safety Arrangements

Specific health and safety arrangements to cover all PCC health and safety risk can be found on the staff intranet

5.2 Corporate Health and Safety Policies

- 5.2.1 PCC H&S management systems and policies incorporate H&S legislation relevant to the organisation and its work activities, specifically the Health & Safety at Work etc. Act 1974 and subordinate legislation, regulations and guidance documents made under and/or associated with this Act
- 5.2.2 Corporate H&S related policies can be accessed on the Councils internet, Policy Hub and the schools google-based Health and Safety website: <https://sites.google.com/a/lea.portsmouth.sch.uk/healthandsafety/corporate-council-health-safety-policies-guides/policies>. Advice with regard to a specific policy can be sought from the Corporate H&S team or other relevant in-house specialist advisors

5.3 Service-Specific Health and Safety Policies

- 5.3.1 Where service-specific policies and procedures are required at department/site-level to facilitate/demonstrate compliance with corporate H&S policies, law or industry best practice, etc., the relevant Service Director/department management team are responsible for ensuring the development, introduction and any subsequent amendments of such policies
- 5.3.2 All service-specific H&S policies and associated documentation should reflect (and reference) corporate policies, where applicable. The Corporate H&S team can assist Service Directors and department management teams in reviewing documented service-specific policies and providing advice and guidance accordingly

5.4 Annual Health and Safety Action Plan

- 5.4.1 The Council's annual H&S action plan is prepared by the H&S Manager and detailed in the corporate annual H&S report. The Employment Committee approve the H&S report and the associated action plan, with progress monitored by the HSWB members
- 5.4.2 The H&S Manager is responsible for developing the corporate H&S action plan which must reflect H&S issues, the council's vision for the future and positively measure performance against key performance indicators. Service H&S action plans should be developed whilst considering relevant council, as well as service specific, issues. H&S action plans should consider:
- any policy changes
 - service evaluation and workplace inspections
 - risk assessment reviews
 - training needs
 - performance indicators and future targets

5.4.3 Targets should be specific, measurable, achievable, and realistic and time limited (SMART) and effective systems and resources must be in place to achieve targets

5.5 Consultation with Employees

5.5.1 It is a requirement for employers through the Safety Representatives and Safety Committees Regulations, and the Consultation with Employees Regulations to consult with employees. The Council recognise union appointed and voluntary safety representatives as an integral part of the H&S management structure and the functions undertaken by safety representatives are not imposed upon them, but reasonable time off without loss of earnings should be given whilst undertaking H&S duties and attending training. The success of corporate H&S policies and procedures is reliant on actively involving employees should allow representatives reasonable time to address departmental H&S issues

5.5.2 Managers must consult with safety representatives promptly on any health and safety matters likely to affect employees they are representing, using established management communication channels including:

- Service-specific meetings i.e. team meetings, management meetings, union meetings, etc.
- Corporate meetings i.e. escalation to HSWB meetings, senior management meetings, etc.
- Corporate communication channels (staff intranet/Internet/hard copy) i.e. corporate bulletins, service-specific bulletins, policy consults, etc.

5.5.3 Items or initiatives raised at team or union meetings which cannot be resolved at a local level should be directed to senior management meetings and HSWB meetings, where appropriate. Minutes of the HSWB are circulated to the Corporate Governance Group and third tier managers, and are made available to all Council employees via the staff intranet. The Corporate H&S Manager will update the Corporate Governance Group periodically on progress with regard to ongoing H&S items and feedback responses where necessary, through the appropriate communication channels

5.6 Information for Employees

5.6.1 It is a legal requirement to display the HSE's 'Health and Safety law – what you should know' poster in all council managed and populated sites (workplaces) - only one poster required for each site

Note: posters can be purchased direct from HSE: <http://www.hse.gov.uk/pubns/books/lawposter.htm>

5.6.2 It is a legal requirement to ensure all council employees receive appropriate and sufficient information and instruction in relation to corporate, service-specific and workplace specific H&S and fire risks and safety procedures and advice available/applicable to them as individuals. In addition to the corporate mandatory and statutory H&S training requirements, managers must ensure all employees are aware of and can access/view the following (either by service/department specific staff intranet, hard copies in the workplace or both):

- PCC policy statement of intent (signed by the Chief Executive and Leader of the Council) - to be ideally located with the 'Health and safety law' poster
- details of the site/premise manager, Department manager, safety representatives, first-aiders and fire wardens responsible for H&S in their place of work (this should be briefed to new employees during their local H&S induction)

Note: A 'word' copy of the 'PCC key contacts' posted can be requested from the Corporate H&S team and edited to apply to any workplace, then posted in the workplace (H&S noticeboard, staff rest room, reception, etc.) - see staff intranet copy of poster template.

- Names and contact details of in-house specialist advisors i.e. H&S Manager, Fire safety advisor, Occupational health, Facilities manager and other specialist advisors relevant to their place of work

Note: A 'word' copy of the 'PCC key contacts' posted and the latest copy of the corporate quarterly H&S e-newsletter poster can be posted in the workplace (e-newsletter available from the Corporate H&S team)

- A copy of the Health, Safety and Wellbeing Board latest minutes (and local health and safety meeting minutes, where applicable) and copy of the latest H&S newsletter

Note: the quarterly H&S newsletter summarises relevant details of the H&S minutes and includes links to the minutes and specific advice contained in the minutes.

5.6.3 All the corporate information detailed in 5.5.2 above is also available via the staff intranet and the Health and Safety schools google-based internet pages:
<https://sites.google.com/a/lea.portsmouth.sch.uk/healthandsafety/>

5.6.4 The corporate H&S minutes and the associated e-newsletter are also distributed - to HSWB members, Corporate Governance Group, Senior Management Forum, school management team representatives/ other Health and Safety traded services representatives and other interested parties who have requested them, for appropriate cascade (to include council-wide)

5.7 Employee Wellbeing

5.7.1 Employee wellbeing is paramount to the efficient and effective running of the council. Wellbeing arrangements are headed by a council member and the Chief Executive as 'Wellbeing Champions'. The HSWB monitors employee wellbeing and communicates associated information corporately

5.7.2 Further information regarding corporate or service-specific wellbeing initiatives and strategies can be obtained from your manager, the staff intranet, HSWB minutes and the Council's Human Resources team

5.8 Monitoring Health and Safety Performance

5.8.1 Progress re: the annual H&S action plan (approved by the Employment Committee) is monitored by the HSWB members. The H&S Manager presents an annual report to the Employment Committee detailing corporate H&S performance for the previous twelve months

5.8.2 H&S objectives and plans are to be established at service level to reflect the corporate vision, assist in facilitating continual improvement corporately and ensure compliance with Council policies. All corporate and service-specific H&S management plans are to be regularly updated (at least annually)

5.8.3 H&S performance will be monitored at service level and verified at corporate level by specialist advisors including the Corporate H&S team, Fire Safety Advisor, Learning & Development, Internal Audit team, etc. PCC specialist advisors, H&S representatives and Union representatives also provide quarterly reports at the HSWB meetings

5.8.4 In addition to the Corporate H&S team's rolling H&S audit programme, H&S performance should be measured at service level, against both pro-active and reactive indicators incorporated in existing H&S policies. Indicators can include, but not limited to:

- local H&S management strategies implemented i.e. safety reps, fire wardens, first aiders, meetings, etc.
- H&S meetings notes – corporate and service level
- Employee training records (to include corporate e-learning courses, team briefings, local induction briefings for employees /contractors/volunteers/ temps/others, etc.)
- policies documented at service level

- workplace inspection records
- risk assessments records (including workstation assessments)
- department/service-specific H&S action plans
- incident and ill health data (include investigation records/learning outcomes)
- near-miss reporting documentation

5.8.5 Service H&S representatives can be nominated by the Service Directors/ department managers to assist in implementing systems to positively monitor and measure H&S performance

5.8.6 Managers should assist safety representatives in carrying out joint health, safety and welfare inspections of all work areas under their area of responsibility, forwarding results for discussion at senior management H&S meetings. The Corporate H&S team can provide advice and support to managers implementing inspection programmes

5.9 H&S Committees

5.9.1 The following meetings are facilitated routinely to identify, address, monitor and communicate health, safety and wellbeing issues that have the potential to impact on the council's employees and business

- **Employment Committee** – oversees the Council's H&S management system and approves the H&S annual report
- **Health, Safety and Wellbeing Board (HSWB)** – meets four times a year and its primary function is to consult, approve, co-ordinate, maintain, monitor and strive to continually improve the effectiveness of the Council's H&S management systems and policies. (see staff intranet for terms of reference)
- **Portsmouth Events Safety Advisory Group** – meets routinely to discuss all events proposed to be held throughout the city that can impact on the city's infrastructure, people and environment. Its primary function is to ensure all events held within the city are safely planned and managed to ensure the safety of the city's residents, visitors and infrastructure (see staff intranet for terms of reference)

6 Reference documentation

All reference documentation relating to this policy can be accessed via Policy Hub, the staff intranet and schools google-based Health and Safety website or direct from the Corporate H&S Team

7 Policy review and consultation

7.1 This policy will be reviewed annually and republished on a three yearly basis or sooner if required

7.2 Consultation for the development of this policy included Council-wide (all employees) via normal communication channels, CMB, Union H&S representatives, the JHSWF members and the staff intranet, local authority schools via the Joint Executives Committee and the Teachers Liaison Panel,

tabled at meetings in September 2011. As a result of the feedback submitted by both bodies, the policy document was amended and re-published in October 2011

- 7.3 Consultation for this version (v8, July 2021) has included HSWB and Governance Assurance Group. It was approved at HSWB on 8 July 2021. Minute 13.

8 Communication and dissemination:

The latest version of the corporate H&S policy statement is available from the H&S webpages of staff Intranet, the schools google-based Health and Safety webpages or direct from the Corporate H&S team upon request:

HealthSafetyPCC@portsmouthcc.gov.uk