

Health and Safety Policy

INTRODUCTION

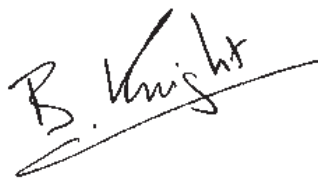
The Health & Safety at Work etc. Act 1974 requires every employer, with five or more employees, to prepare and as often as may be appropriate revise, a written statement of 'general policy' with respect to health and safety at work of his employees. The statement must show the 'organisation' and 'arrangements' in place for carrying out the Policy and how it will be brought to the notice of employees.

Bolton Metro seeks to comply with the Law by the provision of the attached Health and Safety Policy which gives a statement as to the Authority's overall recognition of its health and safety responsibilities and the duties placed on specific persons and groups of persons to enable the Authority to meet its obligations in this matter.

The vast array of services provided by Bolton Metro via its various Departments makes it difficult to show, in a single document, the practical working arrangements and procedures necessary to meet the Authority's obligations. Therefore each Department has developed and continues to maintain a Health and Safety Manual which contains working procedures, codes of practice, emergency procedures etc. specific to their own area of responsibility. Whenever possible, procedures have been introduced on an Authority-wide basis in an effort to maintain uniformity of approach.

The Departmental Health and Safety Manual therefore becomes the means of meeting the 'arrangements' requirements of the Act. It is imperative therefore that each Departmental Manual is kept up-to-date, comprehensive, readily accessible and its existence and purpose conveyed to all staff.

A copy of the Bolton Metro Health and Safety Policy is contained in your Departmental Health and Safety Manual.

A handwritten signature in black ink that reads "B. Knight". The signature is written in a cursive style and is underlined with a single horizontal stroke.

B. KNIGHT
Chief Executive

Health and Safety Policy

POLICY STATEMENT

Bolton Metro recognises and accepts its responsibilities as an employer for providing a safe place of work together with a safe working environment and attaches the greatest possible importance to the health and safety of its employees, visitors to Authority premises and anyone who may be affected by the Authority's activities.

The Authority will, therefore, do all that is reasonably practicable to identify hazards to health and safety, and to remove or control any such hazards, in order to minimise the number of accidents and incidence of ill-health by paying particular attention to the provision and maintenance of:-

1. Plant, equipment and systems of work that are safe.
2. Safe arrangements for the use, handling, storage or transport of articles and substances.
3. Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
4. A safe place work and safe access to it.
5. A healthy working environment.
6. Adequate welfare facilities.

The Elected Members fully support this Policy and give full backing to all those who endeavour to implement it.

RESPONSIBILITY FOR IMPLEMENTING THE POLICY

Chief Executive

The Chief Executive has overall responsibility for health, safety and welfare within the Authority and will ensure that systems are in place to meet the requirements of the relevant Statutory provisions.

Assistant Chief Executive

The Assistant Chief Executive will ensure, with the help of the Health and Safety Advisers, that effective safety programmes are devised, on an Authority wide basis where possible and that means of implementing, monitoring, revising and reviewing such programmes are provided.

Assistant Chief Executive's Division (Health and Safety Advisers)

The Health and safety Advisers will ensure that the Authority conducts its undertaking in a safe and proper manner by keeping all departments informed and, where necessary, instructed as to current health and safety legislation and best practice. The Health and safety Officers directly employed by individual departments e.g. Housing, Commercial Services and Social Services will do likewise.

Departmental Directors/General Managers

Departmental Directors/ General Managers are accountable for health and safety matters within their areas of control and as such will ensure that all staff are fully trained in, and are familiar with, Departmental procedures as laid down in the Departmental Health and Safety Manual. The allocation of resources to support health and safety compliance will fall within their remit.

Health and Safety Policy

Line Managers

Line Managers have day-to-day control over their staff and as such will ensure that:

- This Policy is brought to the attention of all members of staff and is included as part of the induction talk to new starters.
- Safety Wardens, Safety Representatives and Fire Wardens are made aware of new members of staff, including temporary staff.
- Risk Assessments are carried out within their own areas of control and that any hazards identified are addressed.

Employees

Have Legal duties under the Health and Safety at Work etc. Act and Regulations made under this Act, as follows:-

- to take reasonable care of the health and safety of themselves and other people who may be affected by their acts;
- to co-operate with the Authority in any actions and procedures to comply with Legislation;
- to use all work equipment in accordance with training and instruction received;
- not to interfere with, or misuse anything provided in the interests of health, safety and welfare.

In addition, all employees are encouraged to notify their Line Managers of any areas of concern with respect to health, safety or welfare and are invited to make meaningful suggestions as to workplace improvements.

Temporary Staff (employed by the Authority)

All temporary employees must be informed, on induction, of the key elements of health and safety in their area of work. This is to include their personal responsibilities as well as the Authority's responsibilities to them. They must be made aware of all relevant working procedures and actions to be taken in emergency situations.

Agency Employees (working for the Authority)

The agency has prime responsibility for the health and safety of its staff and must ensure that they are provided with the appropriate health and safety information about any clients who engage their services. However Bolton MBC must ensure that all agency staff are informed, on induction, of the key elements of health and safety in their area of work. This to include their personal responsibilities as well as the Authority's responsibilities to them. They must be made aware of all relevant working procedures and actions to be taken in emergency situations.

Health and Safety Policy

THE OCCUPATIONAL HEALTH UNIT

The Unit ensures that each person offered a post with the Authority completes a Pre-employment Medical Questionnaire. A person may then be asked to attend the Unit for a medical by one of the Specialist Medical Practitioners if further information is required.

If the person has any illness, injury, disability the Unit can liaise with the relevant Department and make any reasonable adjustments so that the job fits the person.

The Unit provides ongoing health surveillance e.g. sickness absence referrals, ergonomic assessments, Ill-health Redeployment Policy and Stress Policy and also specialist medicals to comply with Legislation e.g. Asbestos, Lead at Work, Audiometry etc.

The Fire and Training Officer

This officer will give advice and make recommendations on the means of complying with current fire legislation. In addition, fire training for both new and established employees, will be provided on a pre-booked basis.

Risk Manager

The Risk Manager will help to devise and develop strategies to reduce the Authorities exposure to insurance claims. He has also established, and continues to maintain, an Information Exchange System for officers who need to carry out home visits during the course of their work.

Training

The Authority will ensure that all its employees are given appropriate Training to enable them to perform their work in a safe and efficient manner. The system of risk Assessments employed throughout the Authority should highlight any areas where lack of training may be significant and Managers must seek to address any such areas.

ACCIDENTS

All accidents, near misses and dangerous occurrences must be reported on the appropriate Departmental Accident Form and where necessary entered into the accident book. The procedures for accident investigations then follow the route laid down in the Departmental Safety Manual which details the required actions and the means of formerly notifying the Health and Safety Executive (HSE) where necessary.

FIRST AID PROVISIONS

The Authority will provide a suitable number of trained First Aiders and appropriate first aid equipment in compliance with Legislation. The number of trained First Aiders will be maintained via a system of periodic training and re-training of volunteer staff from each Department.

Health and Safety Policy

SHARED BUILDINGS

Where Authority staff share offices or work premises with other employers, the Authority will:

- co-operate with the other employer to enable them to fulfil their obligations under Health and Safety Legislation;
- take reasonable steps to co-ordinate its procedures with those of the other employers;
- take reasonable steps to inform other employers of the risks to their employees health and safety arising from the activities of the Authority.

CONTRACTORS WORKING FOR THE AUTHORITY

The Authority, via the Department acting as client, will provide information to Contractors with respect to:

- the risks to Authority, or contractor employees health and safety arising from or in connection with the Authority's work;
- the health and safety measures in place to address those risks, identifying any persons the Authority has nominated to help with emergency evacuation.

The Authority must also request an assessment of risks that the Contractor may introduce to staff and public alike and the measures they (the Contractor) will take to avoid or minimise these risks.

Health and Safety Policy

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

Introduced the requirement for a formal structured approach to be applied to all avenues of health and safety based on a system of Risk Assessments.

In order to identify hazards and evaluate the risks from them Bolton Metro are undertaking an ongoing programme of Risk Assessments in all areas of work. The Risk Assessments will:-

- identify the hazards and assess the risks to employees and any others who may be affected by the Authority's activities (e.g. the public, temporary staff, contractors, school pupils etc);
- be recorded in an appropriate manner and brought to the attention of all persons engaged in, or affected by, the task that has been assessed where necessary;
- record the significant hazards;
- show the people or group of people exposed to the risk;
- offer recommendations for further actions, based on Schedule 1 of the Regulations;
- give an overall rating as to the level of risk;
- be specific for any pregnant worker;
- be specific for any young person.

The risk Assessment must be reviewed if:-

- there is reason to suspect that the previous assessment is no longer valid;
- there has been a significant change.

In addition the Authority will identify priorities and take positive steps to comply with all relevant Statutory provisions and carry out Assessments required by other pieces of Health and Safety Legislation, i.e. the Control of Substances Hazardous to Health Regulations, the Health and safety (Display Screen Equipment) Regulations etc. Where possible, risks will be eliminated by the careful selection of substances, the design of facilities, equipment and processes, or minimised by the use of safe working methods, procedures and control measures.

MONITORING AND REVIEW

The results of assessments, the application of health and safety procedures and risk control techniques will be monitored as follows :-

- by Directors and Line Managers within their respective Departments
- by the competent person(s) who carried out the assessments;
- by the Departmental Health and Safety Committee;
- by Health and Safety Representatives;
- by the Authority's Health and Safety Advisers/Officers.

Health and Safety Policy

CONSULTATION

Each Department has a forum in which Health, Safety and Welfare issues can be raised. In most cases this is achieved by Departmental Health and safety Committees but in other areas Joint Consultative Committees (JCC) have health and safety as a standing item on their agenda.

In addition the Authority has a Central Safety, Health and Welfare Joint Consultative Committee which consists of Elected Members (Councillors) and Trade Union representatives who sit on this Committee to represent their Departmental Committee or JCC which sends them to this Authority-wide Committee.

The Head of Personal Services, together with the Authority's Health and Safety Advisers, Safety Officers (Housing), Safety Officer (Social Services) and Health Safety and Welfare Officer (Commercial Services) are also part of the Constitution of this Committee.

Matters may be referred directly to the Committee but in practice are raised at Departmental Committee/JCC level first, the minutes of which are reviewed by the Central Safety, Health and Welfare Joint Consultative Committee.

In turn, the minutes of this Central Safety, Health and Welfare Joint Consultative Committee are fed back to Departmental Committees/JCCs completing a two-way process for all matters raised.

COMMUNICATION

The strength of any Policy such as this is dependant on the support and involvement of Authority staff at every level.

Legislation requires that the Safety Policy be brought to the attention of all employees and to this end it must be included in every Departmental Health and Safety Manual and discussed with every new employee on induction.

Updates and revision will be implemented as and when circumstances dictate but a basic review will be carried out every two years.

HEALTH AND SAFETY LAW POSTER (What you should know)

The new poster should be displayed by the 30th June 2000. It contains valuable information about employer/employee responsibilities together with blank spaces for Trade Union Representatives, or other safety representatives, HSE, EMAS and appointed persons.



SIGNED:

B Knight

DATED: 1 / 4 / 2000

REVISION DATE: 1 / 4 / 2002