Oxfordshire County Council
Health and Safety Policy
Part 2: Roles and Responsibilities

Contents

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1.   Chief Executive Officer

The Chief Executive Officer has overall responsibility for health and safety within Oxfordshire County Council.

2.   Corporate Directors (Senior Leadership Team)

Directors (SLT) have delegated responsibility from the Chief Executive Officer to ensure this policy and associated procedures, guidance and management systems are fully understood, applied and resourced within their respective areas of responsibility. They should also provide leadership by example and proactively promote responsible attitudes towards health and safety.

3.   Directors and Assistant Directors (Extended Leadership Team)

Directors and Assistant Directors (ELT) are accountable to SLT for the day-to-day implementation of the health and safety policy within their areas of responsibility.

They must ensure that appropriate arrangements as set out in the Part 3 Arrangements are established to effectively implement health and safety legislation and the Council's Health and Safety Policies and Procedures.

- Ensuring the requirements of the health and safety policies are fully embedded within their service areas.
- Ensuring that suitable and sufficient risk assessments are undertaken, records made as required and significant risks reduced to an appropriate level.
- Ensuring employees are provided with the necessary information and training to enable them to undertake their role competently.
- Ensuring health and safety is always considered at the planning stage when making any changes that may affect the health, safety or welfare of staff.
- Ensuring the reporting and investigation of all accident/incidents to identify learning or improvements needed to improve safety.
- Monitoring the effectiveness of the health and safety system in their area of responsibility.
- Ensuring that line managers are accountable for health and safety in areas of their control and compliance is reviewed.

4.   Health and Safety Team

- To promote a positive and pro-active health, safety and wellbeing culture.
- To provide competent and specialist advice on health and safety matters.
- To ensure that there is cross-organisational information exchange and that experiences, and the learning from them, are shared across the authority.
- To report on health and safety performance, including serious accidents and incidents.
- To support the leadership team in the creation and discharge of the council's health and safety policy.
- To support service managers in the creation and implementation of systems to identify and control significant risks.
- To undertake inspections and sample monitoring of processes and procedures to examine their suitability and effectiveness.
- Provide advice and support to managers on all aspects of health, safety and wellbeing across the organisation.

5. **Managers**

Managers provide the crucial link between an employee and how risks are effectively managed.

- Be aware of the corporate and operational health and safety procedures that apply to their area of responsibility.
- Ensure staff and others comply with their service health and safety requirements.
- Ensure that all work-related hazards are identified, and suitable and sufficient risk assessments are undertaken.
- Implement safe working practices.
- Ensure staff have adequate levels of competency to complete tasks safely.
- Provide appropriate health and safety training relevant to the hazards in their work
- Ensure that health and safety systems are maintained locally.
- Report and investigate accidents, incidents and near misses as required.
- Challenge unsafe behaviour in a timely way.
- Encourage a positive safety culture.

6. **Employees**

As an employee, you have responsibilities for the health and safety of yourself and anyone else with whom you come into contact with at work.

- Familiarise yourself with the health and safety procedures that relate to your work.
- Carryout your work with due regard to the health and safety of yourself and others, including co-workers, contractors, visitors, volunteers, service users and anyone else who might be affected by your actions.
- Co-operate with and support managers in meeting their health and safety responsibilities.
- Report any health and safety problems or deficiencies.
- Report any accident, incident, near miss or work-related illness as soon as possible.

7. **Employees working remotely or in the community**

- Ensure you are familiar and comply with lone working procedures and the Driving at Work Policy.
- Ensure reasonable precautions are taken to ensure your own safety when travelling alone or visiting service users at home.
- Check for and risk assess any known and potential hazards before visiting new service users and premises.
- Ensure you leave details of visits and timescales when working away from your office base and keep in regular contact with colleagues.
- Ensure that, when not returning to the office from a visit you arrange to confirm the conclusion of that visit with a member of the team or other designated contact.

8. Schools

The Council is accountable for the health and safety of school staff and pupils in local authority-controlled schools where it is the employer. The day-to-day running of the school is delegated to the headteacher and the school management team. In most cases, they are responsible for ensuring that risks are managed effectively. This includes health and safety matters.

Responsibilities of School Governors - It is the responsibility of the Governing Bodies to adopt a detailed policy on Health and Safety for the school. As the management body, the governors should ensure that school management and staff comply with this health and safety policy and Oxfordshire County Council.

Detailed information on responsibilities for schools is detailed in:

https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools

Education: health and safety in schools, further and higher education (hse.gov.uk)

The School Health and Safety Team provides a professional health and safety advisory service to schools. This traded service provides dedicated health and safety support as well as access to health and safety policies, procedures, guidance and annual monitoring visit to measure compliance.

9. Oxfordshire Fire and Rescue Service (OFRS)

Separate Corporate Health and Safety Specific Procedures and Guidance is available on the intranet and can be found on the OCC health and safety intranet pages, the OFRS health and safety internet pages and in OFRS policies and procedures.

10. Contractors and Service Providers

Some of our services or facilities are provided by suppliers, including:

- contractors
- subcontractors
- any other partner organisations

The Council will take all reasonable steps at the procurement stage to ensure that the contractor or service provider is competent to undertake the work required in a healthy and safe manner and will be subject to an appropriate and proportionate assessment of their health and safety (H&S) policy and arrangements. Health and safety requirements vary from contract to contract. This is dependent on the type of service being engaged and associated risk.

Contractors and service providers working on behalf of the Council will be advised of any known hazards for them to work safely and, where relevant, for inclusion within their risk assessments/safe systems of work. In each case the Council's commissioner and contract manager will be responsible for ensuring the relevant information is made available.

Contractors and service providers must comply with the Council's Health and Safety policies and procedures and any relevant local rules.

Responsible officers will ensure adequate resources and arrangements are in place to monitor contractors H&S performance throughout the life of the contract.

11. Management of Health and Safety for the Premises / Workplace

Roles and responsibilities

Deputy Directors will identify managers with responsibility for premises.

OCC Responsible Premises Manager

The Responsible Premises Manager is responsible for the safe day to day running of the workplace and activity including the health and safety of all employees, volunteers and users of the premises.

The Responsible Premises Manager is also expected to:

- Undertake necessary health and safety training e.g., fire safety, asbestos awareness.
- Comply and implement the requirements of the Council's property related health and safety policies and procedures.
- Ensure that site specific health and safety policies are kept up-to-date and communicated to all staff based on the site.
- Ensure that all risk assessments in accordance with Council procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services.
- Monitor and ensure the safety of contractors working on site.
- Ensure safety events (accidents, incidents and near misses) are reported and investigated.
- Ensure property defects are reported and co-operate with OCC Facilities Management (FM) to ensure a safe place of work
- Liaise with other building users where buildings are shared.

The FM Manager

The responsible manager for any premises will receive support from a named local FM Manager that will include –

- Arranging appropriate training to ensure responsible premises managers can maintain premises health and safety procedures as set out in this document.
- Help responsible premises managers to access all appropriate health and safety documents to be kept onsite in the site logbook and fire safety logbook.
- Provide support in relation to assessing, prioritising, and following up more complex remedial actions and recommendations.
- Carrying out regular site visits.
- Monitoring property related health and safety to ensure full statutory compliance is being maintained.