



DBC Health and Safety Policy (Statement of Intent)  
**YOUR HEALTH, SAFETY & WELFARE**

1. By the powers vested in me as Chief Executive by the Members of Dacorum Borough Council, I seek to provide a healthy and safe working environment for all Council employees.
2. As Chief Executive I have overall responsibility for the health, safety and welfare of employees. This extends to ensuring the co-operation and co-ordination in matters relating to safety, health and fire prevention with our strategic partners and other organisations with which we share a workplace.
3. Policies on issues of a corporate nature are contained in Section 7 of the Employment Handbook. This document includes the Council's policies and procedures on health, health promotion, safety and welfare issues.
4. The Corporate Directors, Assistant Directors, Group Managers and Team Leaders are all responsible for ensuring the health, safety and welfare of the employees in their department.
5. **The Chief Executive** is responsible for the co-ordination of the Authority's Health and Safety Policy and ensuring the Council has effective arrangements in place for managing Health and Safety within the organisation.

**The Corporate Director (Finance and Operations)** and the Senior Management Team will provide the leadership focusing on real health and safety issues and ensuring the organisation manages its significant risks.

**Group Managers** are responsible for the implementation of the policy within their department.

**Team Leaders (Lead Officers, Supervisors and others that manage staff)** are responsible for implementing the policy in their areas of activity and to ensure that work under their jurisdiction is undertaken with due regard to the health and safety of staff involved.

**Individual Employees** will comply with the policy and co-operate with colleagues to ensure safe and healthy working.

6. Group Managers are responsible for their departmental safety policies, which assigns responsibilities for healthy and safe working, highlights any special hazards and details the welfare arrangements for employees. The policy draws attention to safe systems of work, codes of practice, emergency procedures, first aid provision and fire safety.
7. All employees that have a responsibility for the management or supervision of others are directly responsible for the health, safety and welfare of their employees. They must carry out suitable and sufficient (to the satisfaction of the Health and Safety Officer) risk assessments\* of work activities, which will be reviewed at least annually by managers. These reviews will include an annual inspection of their offices/premises.
8. Immediate Line Managers are responsible for the timely reporting of all accidents, dangerous incidents and health concerns to the Corporate Health & Safety Lead Officer even if no personal injury has occurred.
9. Arrangements will be made by the Managers/Supervisors to ensure employees receive the appropriate level of information, instruction, training and supervision to enable them to work safely and without risk to their health.
10. This policy will be reviewed at least once a year or at shorter intervals by Corporate Management Team (CMT) following legislation changes or adoption of best practice. Group Managers are responsible for reviewing departmental policies at least once a year or at shorter intervals following legislation changes or the adoption of best practice. All alterations to these policies will be brought to the attention of all affected employees.
11. The key to effective Health & Safety policy and procedures is consultation with all staff and recognised Trade Unions. The active involvement of all affected parties as equal partners in this process allows an opportunity to influence policies before decisions are made. The framework for Trade Union consultation provides for meaningful involvement with all staff groups, Team Leaders, Group Managers, Assistant Directors, Corporate Directors, Corporate Management Team and on all issues that affect the safety, health, and welfare of the employees they represent.
12. The Corporate Health and Safety Committee, chaired by the Corporate Director (Finance and Operations), meets monthly to discuss health, safety, fire prevention and welfare matters and makes recommendations to the Corporate Management Team.
13. The Corporate Health & Safety Lead Officer advises all Group Managers and Team Leaders on health, safety and welfare matters, with special events organised to promote health, safety and welfare issues.
14. The Occupational Health Adviser will advise on matters relating to ill health arising from or effecting work.

15. The Corporate Health & Safety Officer with assistance of Health & Safety Co-ordinators will carry out independent safety audits of all offices, depots, leisure premises and other venues where employees work at appropriate intervals, dependant on the risks posed by the work or working environment.
16. All employees have a duty of reasonable care for the health and safety of themselves and others that may be affected by their acts and omissions. To co-operate with their employer in the undertaking of health and safety matters and to report defects in equipment or failings in procedure that may give rise to increased risk. Failure to comply with this duty of care may result in disciplinary action being taken.
17. All employees have access to this statement via physical noticeboards, and via the document centre where a hard copy can be retrieved in addition to receiving this document by email.

Dated:

Signed: Sally Marshall  
**Chief Executive**

\* Regulation 3 of the The Management of Health & Safety at Work Regulations 1999 as amended which requires risk assessments to be undertaken,

*“(1) Every employer shall make a suitable and sufficient assessment of-  
(a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and  
(b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.”*