



Corporate Health & Safety Policy 2024 – 2025

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Approved by			
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2. Health and Safety Management Arrangements			

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1. Our Health & Safety Policy Statement

At Dacorum Borough Council (DBC) our customers are at the heart of what we do and so we are committed to protecting them and our employees from harm arising from our work activities. By providing a safe and healthy work environment, we are supporting our employees to achieve excellence and deliver safe services for our customers and others who may be affected by our work activities.

In accordance with our legal responsibilities under the Health and Safety at Work Act, we will ensure that our employees are provided with the resources, training, supervision, instruction and information needed to do their job safely and to protect themselves and others from harm.

We want health and safety to be part of how we do things at DBC, as it is fundamentally linked to our values and behaviours:

- **Honesty and Integrity:** We encourage open and honest conversations about risks and concerns, without blame, so that we can work together to continually improve health and safety.
- **Accountability:** We take personal ownership for health and safety and accept our responsibilities as set out in this Policy and law. We are all accountable for finding out how to do things safely, reporting, or taking action on, health and safety concerns and for applying sound and sensible health and safety risk management to our work.
- **Equality, Diversity and Inclusion:** We are open to different views from our diverse work and living community, take account of individual needs in our risk management and ensure our safety communications take account of the need of our target audiences.
- **Support:** We will collaborate and share learning for the improvement of health and safety across the Council. We also encourage consultation and positive conversations with our Trade Union representatives, as we recognise the importance of listening to the employee perspective.
- **Ambitious:** We recognise that compliance with legal standards is a minimum requirement and strive for excellence, by creating a culture that is both supportive and proactive in its approach to health and safety.
- **Customer Focus:** We keep the protection of our customers and employees from harm at the heart of what we do.

Our elected members, the Chief Executive and Strategic Leadership Team (SLT) accept their legal and moral responsibility for health and safety at work, and their responsibility to provide strong leadership on health and safety. They expect Assistant Directors, Heads of Service and other managers to take ownership for controlling health and safety risk in their area of responsibility. They also expect all employees to work together to help us achieve high standards of health and safety and to apply our values to how we approach health and safety at work.

Claire Hamilton

Chief Executive

Date: 17 May 2024

Cllr Adrian England

Council Leader

Date: 17 May 2024

2. Purpose

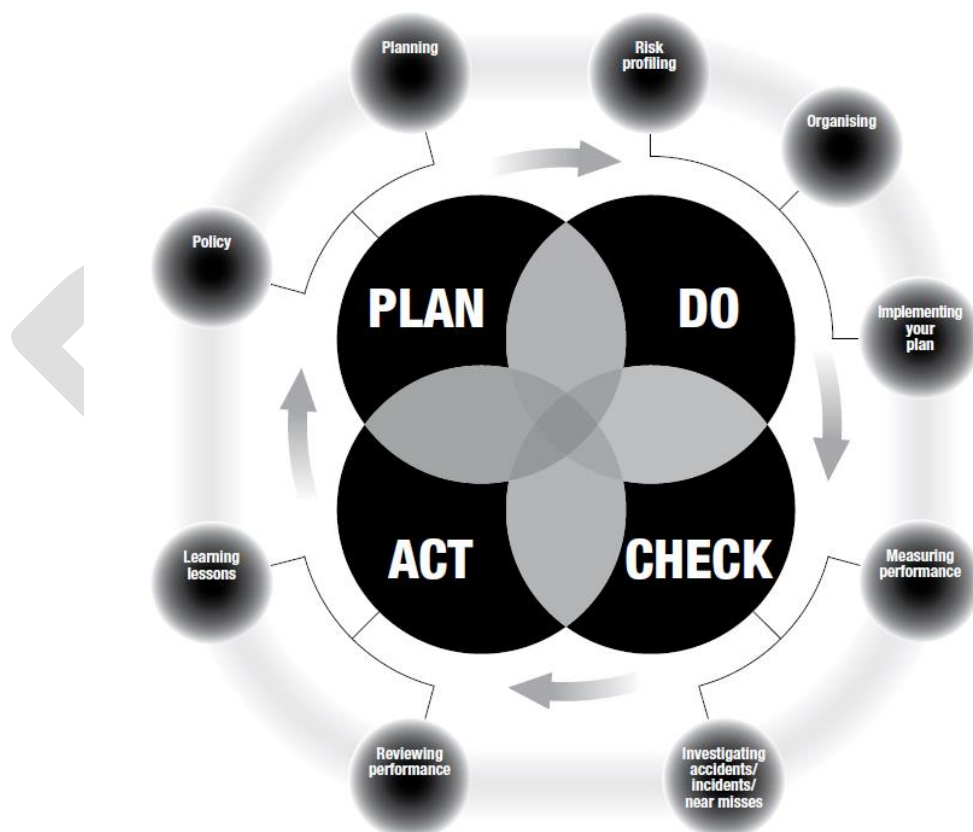
This Policy sets out our commitment to, and responsibilities for, health and safety. Through meeting our Policy responsibilities, we will provide safe and healthy working environments, protect our employees, visitors and the public from harm and meet our legal responsibilities under the Health and safety at Work Act and Management of Health and Safety at Work Regulations.

Our aims and plans for implementing our Policy are described in our [Health and Safety Strategy](#). The Policy is also supported by a range of corporate and local policies and procedures that describe what we need to do to ensure that, as a minimum, we meet our legal requirement to ensure, so far as reasonably practicable, the health and safety of our employees and others affected by our work activities.

3. Scope

The responsibilities set out in this Policy apply to all employees including directly employed, agency workers, consultants, contractors and volunteers. It applies to all our work activities, premises and grounds under our control. We also apply this Policy in our approach to procurement, contractor and partnership arrangements, seeking assurance that services managed by a third party on our behalf are delivered safely.

4. Principles



This Policy and its supporting Management Arrangements provides a structure through which the council can protect employees and others affected by its work activities from harm. Managing health and safety is an integral part of good management. It should be part of our everyday process and integral to our values, behaviours and attitudes. DBC follows a *Plan – Do – Check – Act* management system framework, as recommended by the Health and Safety Executive (HSE).

See www.hse.gov.uk/managing/plan-do-check-act.htm.

This is underpinned by:

- Strong, effective leadership and management
- A trained/skilled workforce, and
- An environment where people are trusted, involved and feel safe to raise health and safety concerns.

5. General Responsibilities

It is important that all employees understand their responsibilities and what they have to do to meet them. This Policy sets out general overarching responsibilities. Additional, specific responsibilities may be set out in corporate and local health and safety policies, procedures and job descriptions.

5.1. Employees¹

All employees are responsible for:

Plan	<ul style="list-style-type: none"> • Following DBCs and their Service or Team policies and procedures for safe working, including procedures for fire, first aid and other emergencies. • If responsible for planning activities, events or projects, making sure that risks are assessed and suitable measures are put into place to prevent harm.
Do	<ul style="list-style-type: none"> • Looking after their own health and safety and the safety of others affected by their work. • Taking part in health and safety training and development as required by DBC or their manager. • Using work equipment, vehicles and substances in accordance with safety instructions and training. • Wearing personal protective equipment (PPE) provided for their safety, looking after it and reporting any damage to PPE promptly. • Not consuming any alcohol, recreational drugs or any other substances that may impede their mental and physical state of mind whilst carrying out work activities. • Not interfering with anything provided for their health and safety or carrying out activities for which they are not competent or have the correct equipment for.
Check	<ul style="list-style-type: none"> • Asking if they are unsure what you need to do to stay safe or protect others from harm. • Attending health surveillance when required by DBC or their manager.
Act	<p>Proactively:</p> <ul style="list-style-type: none"> • Raising health and safety concerns, equipment defects and training needs with their manager • Reporting health safety hazards, accidents, work related ill health, incidents, acts of violence and aggression and near misses • Contributing to identifying improvements in health and safety.

If you have any doubts about your health and safety responsibilities in your workplace, you must speak to your supervisor or line manager. You may also seek guidance from your Trade Union Safety Representative.

¹ Throughout this Policy Employees includes agency workers, contractors and volunteers under DBC's direct control

5.2. Managers and supervisors

In addition to their employee responsibilities, all line managers and supervisors are responsible for the implementation of the Health and Safety Policy in their area of control. As a general rule, the direct responsibility of managers for health and safety is determined by the extent to which they have authority to take action. That is, if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision. Their responsibilities include:

Plan	<ul style="list-style-type: none"> • Positively promoting high standards of health and safety • Ensuring that they understand the risks arising from work activities under their control and what they need to do to ensure risks are adequately controlled • Taking action to ensure that health and safety policies and relevant health and safety procedures are implemented in their area of control.
Do	<ul style="list-style-type: none"> • Effectively communicating relevant health and safety information and instruction to their employees and others affected by their work activities. • Inducting new employees (or those changing role), contractors, volunteers and visitors on local health and safety arrangements. • Ensuring employees undertake relevant health and safety training and are competent to, and capable of, carrying out their duties safely • Consulting with employees and their Trade Union Representatives on matters that affect their health and safety. Co-operate with trade union safety representatives whilst they are carrying out their functions. • Ensuring that risks associated with their work activities, projects and events are identified, risk assessed, and suitable control measures put into place. • Developing and communicating safe working procedures, where necessary to support control of risk. • Ensuring that all contracts are adequate in terms of health and safety provision and that contractor health and safety performance is monitored. • Sharing information and coordinating health and safety arrangements with other employers, contractors or occupiers of shared premises. • Developing (where necessary), supporting, and ensuring compliance with, emergency, fire and security plans • When delegating work, taking account of the effect of work on employee health and the health of employees on their work. • Seeking Occupational Health support where necessary to promote health at work, support effective return to work, and carry out health surveillance where required. • Notify CHSR and your Head of Service /Assistant Director of any planned inspections or investigation by enforcement bodies (HSE, Fire Service).
Check	<ul style="list-style-type: none"> • Providing adequate supervision and monitoring of work activities • Ensuring that all accidents incidents, near misses and acts of violence and aggression are reported, investigated, corrective action is taken. • Ensuring that work environments under their control are maintained in a safe condition. • Ensuring that the necessary work equipment, including personal protective equipment, is provided and maintained in a safe condition • Ensuring that workplace related hazards are reported to the relevant building manage. • Cooperating with investigations, monitoring and auditing carried out by CHSR or relevant, internal and external auditors and agencies.
Act	<ul style="list-style-type: none"> • Reviewing risk assessments and safe working procedures on a regular basis. • Keeping your Assistant Director / Head of Service informed of the effectiveness of risk controls and alerting them to significant health and safety risks. • Delivering on targets on health and safety performance, as agreed with their Assistant Director / Head of Service; and supporting them in meeting the requirements of Health and Safety Plans.

5.3. Managers responsible for DBC buildings and grounds (Premises / Grounds Controllers).

In addition to the manager and employee responsibilities, those responsible for day to day management of buildings and land are responsible for:

Plan	<ul style="list-style-type: none"> Ensuring that they understand the risks arising from buildings and land they control and what to do to manage them.
Do	<ul style="list-style-type: none"> Assessing building and land related risks and putting into place suitable health and safety measures. Ensuring the building, associated services and land (including trees) are maintained in a safe condition and that statutory requirements are met. Managing risks from fire, legionella, asbestos, gas, electricity and lifting equipment, seeking competent advice and support from Housing and Property Services or CHSR. Ensuring that suitable arrangements are in place for fire, first aid and other emergencies. This includes arrangements for those who are unable to use stairs or evacuate unaided Ensuring that good communication, co-operation and co-ordination takes place with building users, on health and safety. Compliance with the Council's Policy on CDM and Contractor Management, seeking support on CDM from Housing and Property Services to ensure statutory requirements are met Ensuring that health and safety responsibilities are clearly defined in tenancy agreements.
Check	<ul style="list-style-type: none"> Carrying out or arranging regular, risk based formal inspections of buildings, fixed structures, plant, land and areas under their control Taking action where significant risks are identified to protect building or land users from harm, until the defect can be remedied
Act	<ul style="list-style-type: none"> Regularly reviewing their arrangements for the safety of buildings and land. Providing reports on building compliance issues where requested. Reporting concerns that they do not have the resources to address up to their line manager.

5.4. Assistant Directors and Heads of Service

In addition to their employee and management responsibilities, Assistant Directors (inc. Chief Officers) and Heads of Service have overall responsibility and accountability for ensuring that health and safety risks are managed in such a way as to meet Council aims and to ensure legal compliance as the minimum. They are responsible for:

Plan	<ul style="list-style-type: none"> Providing leadership on health and safety Taking account of health and safety requirements and resources when developing Service Plans. Implementing the Council's Health and Safety Strategy and Plans in their Service. Where required developing and keeping under review a specific Health and Safety Plan for their Service. Completing an annual Self-audit for their Service and setting out plans to address any areas for improvement.
Do	<ul style="list-style-type: none"> Ensuring that there are appropriate, written arrangements for the implementation of the health and safety policies and plans and the management of health and safety in their Service. Ensuring that there are written arrangements in place for managing significant risks arising from the Service's activities that are not covered by the corporate health and safety policies. Understanding the health and safety risks relating to their Service and, where

	<p>necessary, escalating health and safety risks to the Council's Risk Register</p> <ul style="list-style-type: none"> • Ensuring there are arrangements in place for communication on health and safety and providing opportunities for feedback and discussion on health and safety. • Ensuring there are arrangements in place for training and, where necessary formal competency checks, for risks that are specific to the Service's activities. • Identifying safety critical work, appointing appropriate employees to those roles and ensuring they are competent to undertake them. • Ensure employees (and their Trade Union Safety Representative) are consulted in good time on matters that affect their health and safety at work. • Identifying the resources necessary to meet health and safety requirements. Advising and making recommendations to their Strategic Director where a need for additional resources is identified • Ensuring all contracts and partnership arrangements are adequate in terms of health and safety provisions and that contractors are monitored to ensure they meet corporate standards. • Ensuring that projects and events that are the responsibility of the Service have sufficient access to competent advice and resources for health and safety. • Seeking or appointing competent specialist advice where necessary to assist in ensuring health and safety requirements are met.
Check	<ul style="list-style-type: none"> • Ensuring that suitable systems are in place for the regular monitoring and review of health and safety in the Service. • Checking that managers within the Service are meet their health and safety responsibilities and providing support where needed.
Act	<ul style="list-style-type: none"> • Ensuring that Service arrangements for health and safety are regularly reviewed • As required provide reports on health and safety performance to their Strategic Director, Health and Safety Board and CHSR.

6. Strategic Responsibilities

6.1. Cabinet / Elected Members

Collectively Strategic Leadership Team (SLT) and Cabinet constitute the “directing mind” of DBC and so have overall accountability and responsibility for leadership and strategic direction on health and safety.

Decisions made by cabinet and individual portfolio holders must comply with health and safety legislation and the Council’s health and safety policies. Members of SLT and other senior officers will provide advice on the health and safety impact of policy decisions to Members.

Plan	<ul style="list-style-type: none"> • Demonstrating their commitment to high standards of Health and Safety • Approving the Council’s policy and strategy on health and safety
Do	<ul style="list-style-type: none"> • Taking account of health and safety impacts in decision making – • Where necessary seeking competent advice before making decisions that may affect health and safety. • Ensuring adequate resources are allocated to the effective management of health and safety risk
Check	<ul style="list-style-type: none"> • Ensuring they are kept informed about significant health and safety risks and issues, action taken to address significant audit findings • Seeking assurances on the effectiveness of risk controls for significant health and safety risks.
Act	<ul style="list-style-type: none"> • Receiving, and considering findings from, the Council’s Annual Health and Safety Report and, as required ad hoc health and safety related reports.

6.2. Chief Executive

As the most senior employee the Chief Executive has overall accountability to Cabinet for health and safety at the Council. They have overall responsibility for ensuring that the Corporate Health and Safety Policy is implemented and that all health and safety matters are brought to the attention of the Elected Members.

The Chief Executive will also direct the execution of this Policy and ensure that adequate resources are available to enable ongoing improvements and in particular:

Plan	<ul style="list-style-type: none"> • Visibly leading on health and safety and setting expectations on SLT to lead health and safety in their Directorate • Ensuring that Council’s Policy and strategy on health and safety is developed, monitored and kept under review
Do	<ul style="list-style-type: none"> • Through SLT, steer the implementation of the Health and Safety Policy, Strategy and Plans • As the Duty holder, accepting overall responsibility for ensuring there are effective arrangements for the management of risks. • Appoint a member of SLT to take responsibility for overseeing the Council’s health and safety management system and Chairing the Health and Safety Board • Holding Directors to account for health and safety performance in their Directorate
Check	<ul style="list-style-type: none"> • Ensuring health and safety performance is appropriately measured, monitored and reported upon
Act	<ul style="list-style-type: none"> • Receiving, and considering findings from, health and safety performance

	<p>reviews, audits and reports.</p> <ul style="list-style-type: none"> • Making decisions, where required, about the nature and timing of the actions necessary to remedy deficiencies. • Keeping Elected Members informed on significant health and safety risks
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6.3. Strategic Directors / Strategic Leadership Team (SLT)

All members of SLT are collectively and individually responsible for overall health and safety management at the Council. Their actions should ensure that the health and safety of employees and residents becomes an integral part of the Council's culture, of its values and performance standards.

Plan	<ul style="list-style-type: none"> • Visibly and actively demonstrating leadership in requiring and supporting high standards of health and safety performance in all the corporate undertakings • By leadership and personal example, fostering positive attitudes towards health, and safety, such that commitment to health and safety becomes embedded as part of Council's shared values; • Agree and approve the Corporate Health and Safety Policy, Strategy and Plan
Do	<ul style="list-style-type: none"> • Ensuring that they understand the risk profile of the Council and their Directorate and seek assurances from the relevant senior managers (risk owner) on the management of significant risks • Ensuring that significant health and safety risks are recorded on the appropriate Council risk register and monitored • Overseeing the implementation of the Corporate Health and Safety Policy, Strategy and Plan in their Directorate • Embedding health and safety into the Council's policies, procedures, and communications, so that it is recognised as part of how we do things. • Ensuring that the required level of 'competent' persons are maintained within the Council to support them on meeting their responsibilities • Ensuring that Health and Safety is a standard agenda item on SLT and Directorate Management Team meetings, and cover areas as set out under the Corporate H&S Strategy and Plan. • Ensuring that health and safety risks are identified and addressed as part of the Council's risk register, strategic and service plans and planning of new projects • Ensuring that elected members are advised of the potential health and safety impacts of strategic policy decisions • Encouraging collaboration and shared learning for the improvement of health and safety across the Council. • Ensuring arrangements are in place for consulting employees or their representatives on matters that may affect employee health and safety • Ensuring adequate resources are allocated to the effective management of health and safety risk • Ensuring that the appropriate mechanisms and meetings are in place to allow feedback from and information to all levels of the Services that sit under them.
Check	<ul style="list-style-type: none"> • Monitoring the implementation of the Council's health and safety policy, strategy and plan in their Directorate • Agreeing appropriate measures through which health and safety performance can be monitored corporately and within the Directorates. • Ensure performance information for their Service areas is reported to Health and Safety Board and SLT. • Ensuring that they, their Portfolio Holder and Cabinet are kept informed of and alert to significant health and safety risks and issues

Act	<ul style="list-style-type: none"> Receiving, and considering findings from, health and safety performance reviews, audits and reports, including an annual health and safety report. Take action to address areas of concern where it relates to their Directorate Regularly review implementation of the Corporate Health and Safety Policy, Strategy and Plan
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In addition to the above, Strategic Directors have accountability for specific risks relating to the activities of Services in their Directorate. These are detailed below.

6.4. Health and Safety Director

The Health and Safety Director is appointed by the Chief Executive to support the Chief Executive and SLT in ensuring there are suitable systems in place for management of health and safety and independent oversight of implementation

Plan	<ul style="list-style-type: none"> Lead the regular review and revision of the Health and Safety Policy, strategy and Plan
Do	<ul style="list-style-type: none"> Ensure there are appropriate arrangements in place for: <ul style="list-style-type: none"> The provision of competent advice The organisation, planning, implementation, monitoring and review of health and safety Regularly meeting and working with the Corporate Health and Safety Manager to ensure appropriate corporate arrangements are in place for communication, training, management of key risks, monitoring and audit Overseeing, and recommending to SLT, arrangements for the provision of competent health and safety and fire safety advice Chairing and coordinating the Health and Safety Board and associated papers Consulting with Trade Unions on matters of health and safety strategy, policy and performance Provide lesson learnt briefings to communicate organizational learning
Check	<ul style="list-style-type: none"> Keeping the Chief Executive and SLT informed of significant health and safety risks and issues Leading the monitoring of the implementation of the Health and Safety Policy, strategy and plan
Act	<ul style="list-style-type: none"> Providing regular performance reports and an annual health and safety report, to SLT, and Scrutiny. Ensuring health and safety concerns and performance issues that are raised through Health and Safety Board or CHSR are addressed through the relevant member(s) of SLT.

6.5. Strategic Director - Housing and Property Services

Plan	<ul style="list-style-type: none"> Overall responsibility for the development, implementation and review of Legionella Management Plans, Asbestos Management Plans and Fire Safety Plans for the Council's housing stock, core and commercial buildings directly managed by DBC. Overall accountability for local management of risks from fire, legionella, asbestos, gas, electricity and lifting equipment for building, land and equipment under the direct control of the Directorate (FLAGEP) Ensuring adequate resources are allocated to the management of health and safety risks within the Directorate
Do	<ul style="list-style-type: none"> Understand the risk profile of the Services within the Directorate and ensure that Heads of Service are suitably competent to manage such risks Ensuring that the Council's responsibilities under the Construction (Design and

	<p>Management) Regulations are met in relation to construction work² managed by the Directorate, and supporting other Directorates in meeting their responsibilities</p> <ul style="list-style-type: none"> • Ensuring responsibilities for health and safety are clearly defined in contracts, partnership arrangements and tenancy agreements
Check	<ul style="list-style-type: none"> • Monitoring and reporting on statutory compliance in relation to fire, legionella, asbestos, gas systems, electrical systems and passenger lifts (FLAGEP) and other significant building risks • As necessary, arranging for the monitoring of the condition of the Council's buildings and structures to ensure structural integrity • Seek regular assurance on health and safety performance of contractors and tenant health and safety matters
Act	<ul style="list-style-type: none"> • Regularly reviewing arrangements for the management of building related health and safety risks and other significant health and safety risks within the Directorate

6.6. Strategic Director - Neighbourhood Operations

Plan	<ul style="list-style-type: none"> • Overall accountability for local management of risks under the control of the Directorate. • Ensuring adequate resources are allocated to the management of health and safety risks within the Directorate
Do	<ul style="list-style-type: none"> • Understand the risk profile of the Services within the Directorate and ensure that Heads of Service are suitably competent to manage such risks • Confirm that Premises Controllers are identified for buildings under the control of the Directorate and that they understand their responsibilities in relation to the safety of the buildings • Ensuring responsibilities for health and safety are clearly defined in contracts
Check	<ul style="list-style-type: none"> • Receiving assurance that appropriate inspection and maintenance regimes are in place for buildings, grounds, structures, hazardous work equipment and play equipment that is under the control of the Directorate • Receiving assurance with regards to the safety of residents or users of open spaces and associated recreational facilities, who may be impacted by the work activities of the Directorate • Seek assurance that responsibilities under the Construction (Design and Management) Regulations are met in relation to construction work that is the responsibility of the Directorate • Seek assurance that, through the Operational Transport Policy, that there are suitable health and safety arrangements in place for Council's vehicle and plant fleet, including arrangements for maintenance and for ensuring the competency and capability of drivers / users • Seek assurance on competencies of contractors
Act	<ul style="list-style-type: none"> • Regularly review arrangements for the management of significant health and safety risks within the Directorate.

6.7. Strategic Director – Place

Plan	<ul style="list-style-type: none"> • Overall accountability for local management of risks from fire, legionella, asbestos, gas, electricity and lifting equipment for building, land and equipment under the control of the Directorate (FLAGEP). • Ensuring adequate resources are allocated to the management of health and safety risks within the Directorate
Do	<ul style="list-style-type: none"> • Understand the risk profile of the Services within the Directorate and ensure that Heads of Service are suitably competent to manage such risks.

	<ul style="list-style-type: none"> • Confirm that Premises Controllers are appointed for buildings under the control of the Directorate and that they understand their responsibilities in relation to the safety of the building • Ensuring that events organised by the Directorate are planned in accordance with the DBC Event Management Policy and that sufficient time and resources are given to the planning of events. • Confirm that those responsible for organising events are competent in managing the health and safety aspects or have access to competent advice. • Ensuring that responsibilities under the Construction (Design and Management) Regulations are met in relation to construction work² that is the responsibility of the Directorate. • Ensuring responsibilities for health and safety are clearly defined in contracts, partnership arrangements and, for business center spaces, tenancy agreements
Check	<ul style="list-style-type: none"> • Receiving assurance that appropriate inspection and maintenance regimes are in place for buildings, grounds, structures, hazardous work equipment and play equipment that is under the control of the Directorate • Receiving assurance with regards to the safety of residents or users of leisure and recreation facilities who may be impacted by the work activities of the Directorate. • Receive assurance on health and safety performance of contractors and Business Centre tenant health and safety matters
Act	<ul style="list-style-type: none"> • Regularly review arrangements for the management of significant health and Safety risks within the Directorate.

6.8. Strategic Director - People and Transformation

Plan	<ul style="list-style-type: none"> • Work with the Health and Safety Director to facilitate embedding health and safety into the Council's wider policies, strategies, plans, projects and performance management systems • Work with the Heads of Service to positively promote the embedding of health and safety into people policies, strategies, projects and plans
Do	<ul style="list-style-type: none"> • Ensure the availability of competent advice and services to support DBC on occupational health and wellbeing • Ensure that events and filming organised by the Directorate are planned in accordance with the DBC Event Management Policy, and that sufficient time and resources are given to the planning of events • Confirm that those responsible for organising corporate and civic event and filming are competent in managing the health and safety aspects or have access to competent advice.
Check	<ul style="list-style-type: none"> • Ensure availability of performance data to H&S Board on corporate health and safety training compliance and work health matters
Act	<ul style="list-style-type: none"> • Regularly review arrangements for the management of occupational health risks and events within the Directorate.

6.9. Strategic Director - Corporate and Commercial Services

Plan	<ul style="list-style-type: none"> Ensure that health and safety is embedded into the Council's procurement policies and procedures
Do	<ul style="list-style-type: none"> Ensure that Members have access to training on their health and safety responsibilities and to the councils health and safety policies Ensure there are suitable health and safety arrangements for canvassing, elections and for work carried out by Members Ensuring that responsibilities under the Construction (Design and Management) Regulations are met in relation to construction work² that is the responsibility of the Directorate.
Check	<ul style="list-style-type: none"> Receive assurance on health and safety performance of contractors managed by the Directorate Through the Monitoring Office, be alert to potential breaches of health and safety legislation brought about by the conduct of Members and Officers.
Act	<ul style="list-style-type: none"> Ensure Members are signposted to seek competent health and safety advice to assist with decision making and health and safety in relation to their activities

7. Advice and Assistance

7.1. Corporate Health, Safety and Resilience (CHSR)

The CHSR team provide competent health and safety and fire advice and assistance in accordance with the Management of Health and Safety at Work Regulations and Regulatory Reform (Fire Safety) Order.

Plan	<ul style="list-style-type: none"> Advising the Council's leaders on health and safety Policy, strategy and planning Lead in the development, monitoring and review of Corporate health and Safety Plans
Do	<ul style="list-style-type: none"> Promoting, and establishing arrangements for the effective communication of health and safety across the Council Providing health and safety advice and support to Strategic Directors, Assistant Directors, Heads of Service, managers and supervisors, enabling them to meet their health and safety responsibilities Establishing a corporate health and safety competency and training matrix and liaising with Human Resources to ensure delivery of suitable health and safety training Examining new legislation and best practice guidance and advising on the practical application to the Council's work activities Developing and keeping under review corporate policies and guidance, and advising on Service or team procedures and risk assessments Supporting and advising the Health and Safety Director on the Councils health and Safety Risk Profile, and advising on Service / Directorate health and safety risk profiles Liaising with health and safety / fire safety enforcement bodies and overseeing actions arising from enforcement activity, to ensure it is addressed.
Check	<ul style="list-style-type: none"> Establishing systems for reporting accident and incidents and ensuring investigations are carried out for the purposes of learning and continual improvement and develop lesson learnt briefings to communicate organizational learning Establishing systems for the monitoring and review of health and safety performance and delivering a programme of health and safety audits

	<ul style="list-style-type: none"> Monitoring actions arising from audits, inspections and investigations
Act	<ul style="list-style-type: none"> Producing health and safety performance data for Health and Safety Board, SLT and the Council's Portfolio holder for health and safety Support the Health and Safety Director in the production of an Annual Health and Safety Report Use information gathered through monitoring, audit and review to recommend further action to improve health and safety at the Council

7.2. Human Resources

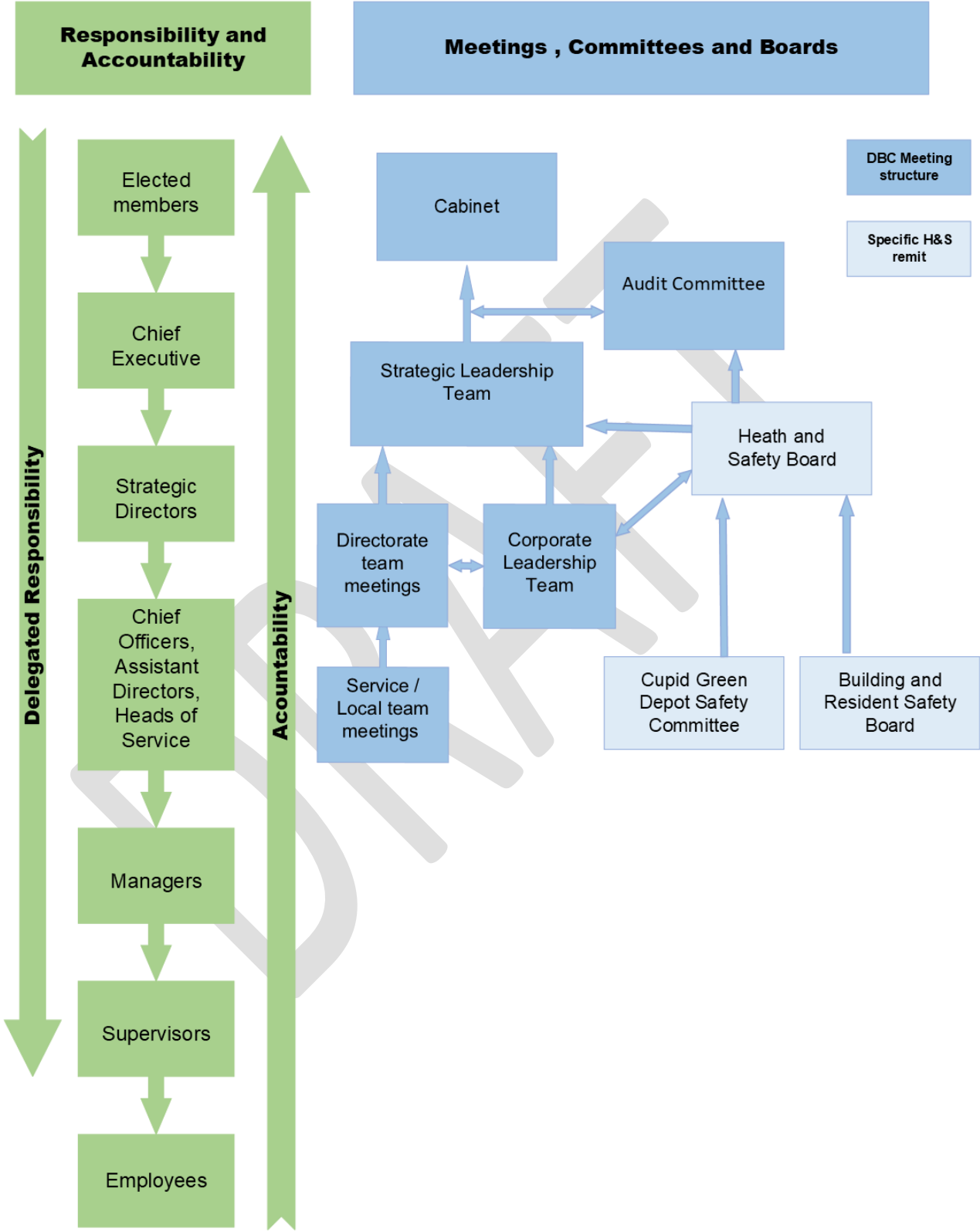
Plan	<ul style="list-style-type: none"> Develop Human Resources policies that support the provision of a good working environment and supportive culture to the benefit of employee health, safety and wellbeing
Do	<ul style="list-style-type: none"> Ensure the availability of competent occupational health advice and resources for statutory health monitoring and surveillance Ensure there is a suitable policy and processes in place for the identification and management of work-related stress (at an organisational and individual level), , and provide mechanisms for supporting staff affected by stress and mental health In liaison with CHSR, support DBC in the provision of suitable health and safety training covering management skills and risks that are common across the Council Ensure there are suitable services available for vaccination, for employees exposed to health risks at work, for which vaccination provides protection
Check	<ul style="list-style-type: none"> Monitor, and provide performance data to H&S Board on, mandatory health and safety training compliance, sickness absence, work related ill health and outcomes of health surveillance and health monitoring
Act	<ul style="list-style-type: none"> Provide advice and support, in liaison with the CHSR team, where work-related health issues are identified or reasonable adjustments are needed for health and safety Take action to address areas for improvement identified by monitoring performance data

8. Policy arrangements

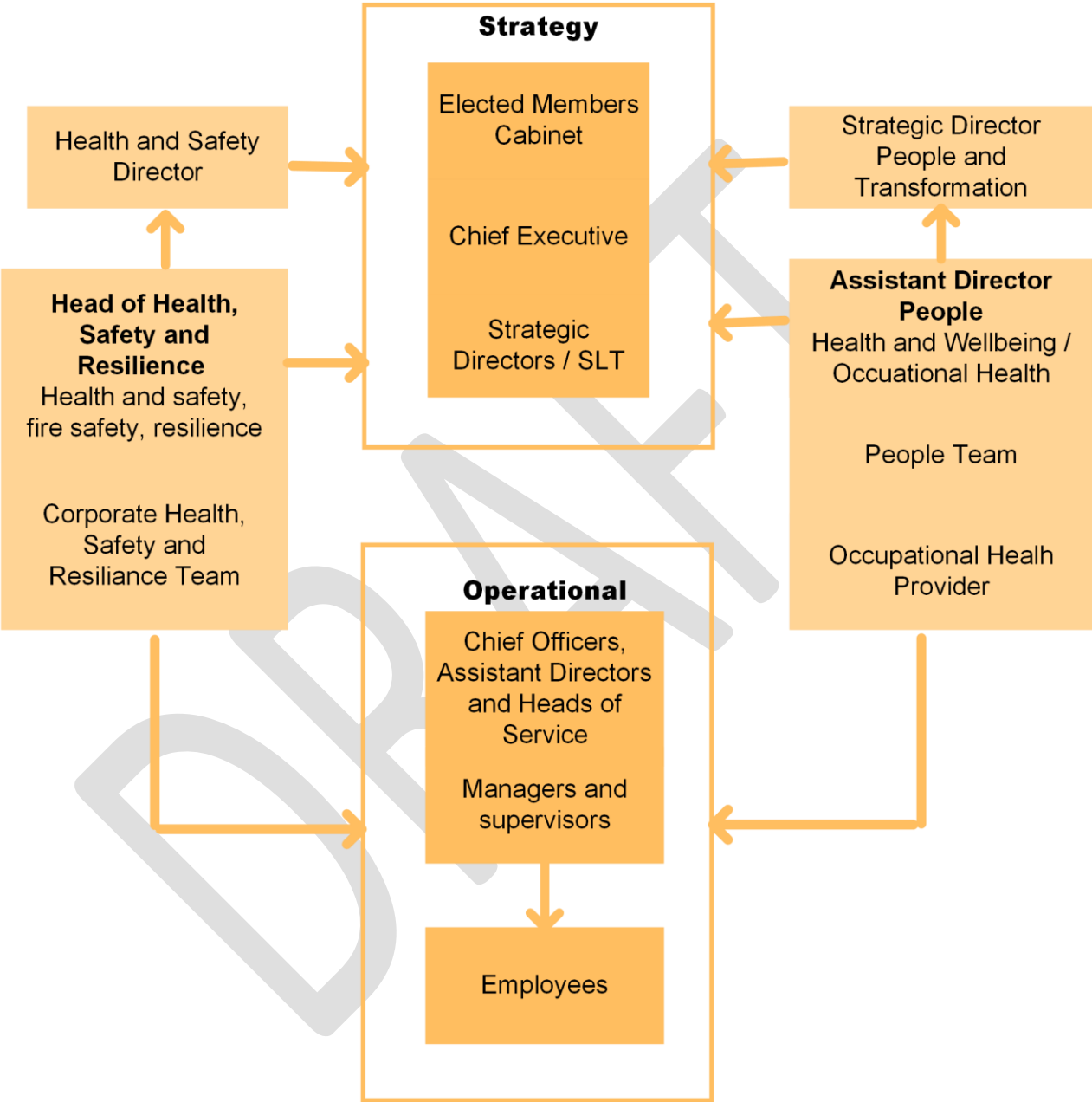
The arrangements for implementing this Policy are set out in the Health and Safety Strategy, Health and Safety Management Arrangements and various policies, procedures, risk assessments and safe working procedures. These documents

[Corporate Health and Safety Policies](#) are available on DENNIS. Local procedures are available from the manager responsible for the work activity. These detail how we do things safely and meet our legal responsibilities for health and safety. It is therefore mandatory to follow them.

Appendix 1: Corporate Health & Safety Structure



Advice and support



DRAFT