

**ARMAGH CITY BANBRIDGE & CRAIGAVON BOROUGH COUNCIL**

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<b>Title of Policy:</b>	<b>Corporate Health and Safety Policy</b>
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<b>Policy Nominated Officer:</b>	<b>Head of Environmental Health</b>
<b>Equality screened by:</b>	<b>M McNulty &amp; S Gillow</b>
<b>Equality screening date:</b>	<b>29 December 2014</b>
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<b>Sent out by:</b>	<b>Gillian Topping</b>
<b>Approved by:</b>	<b>Roger Wilson</b>
<b>Planned review date:</b>	<b>01 September 2019</b>

**AMENDMENT RECORD SHEET**

Remove and destroy old pages. Insert new pages as indicated.

<b>Revision Number</b>	<b>Page Number</b>	<b>Date Revised</b>	<b>Description of Revision</b>

## **1. INTRODUCTION**

This policy has been prepared for the purposes of Article 4(3) of the Health and Safety at Work (Northern Ireland) Order 1978.

## **2. AIM/PURPOSE**

To ensure a consistent approach to Health and Safety within the Council.

## **3. SCOPE**

This policy applies to all council employees, elected members, contractors working on behalf of the organisation and anyone affected by the councils acts or omissions.

The policy provides details of the organisational structure, the roles of those responsible for Health and Safety and the arrangements that are, or likely to be put in place.

Consequences for non-compliance may include disciplinary action, formal enforcement action, including prosecution, increased insurance premiums and overall liability as a result of claims for damages.

## 4. POLICY DETAIL

### 4.1 General Statement of Intent

I the Chief Executive of Armagh City, Banbridge and Craigavon Borough Council recognise that active health and safety management is integral to the delivery of good services to the people of the district.

I recognise and accept that the Council has a legal and moral duty to provide for the health, safety, wellbeing and welfare of all its employees and any other person who may be affected by the Council's acts or omissions.

Whilst legal compliance in all areas is deemed to be the minimum standard to be attained, we will strive to continuously improve our health and safety performance and aim to be an exemplar employer.

I view our health and safety responsibilities as being a top priority and complementary to everything else we do. Health and safety performance is recognised as contributing to the overall Council performance by helping reduce injury, ill health, losses and liability.

This statement of policy on health and safety at work in Armagh City, Banbridge and Craigavon Borough Council is made in accordance with Article 4(3) of the Health and Safety at Work (NI) Order 1978.

SIGNED



PRINT

ROGER WILSON

POSITION

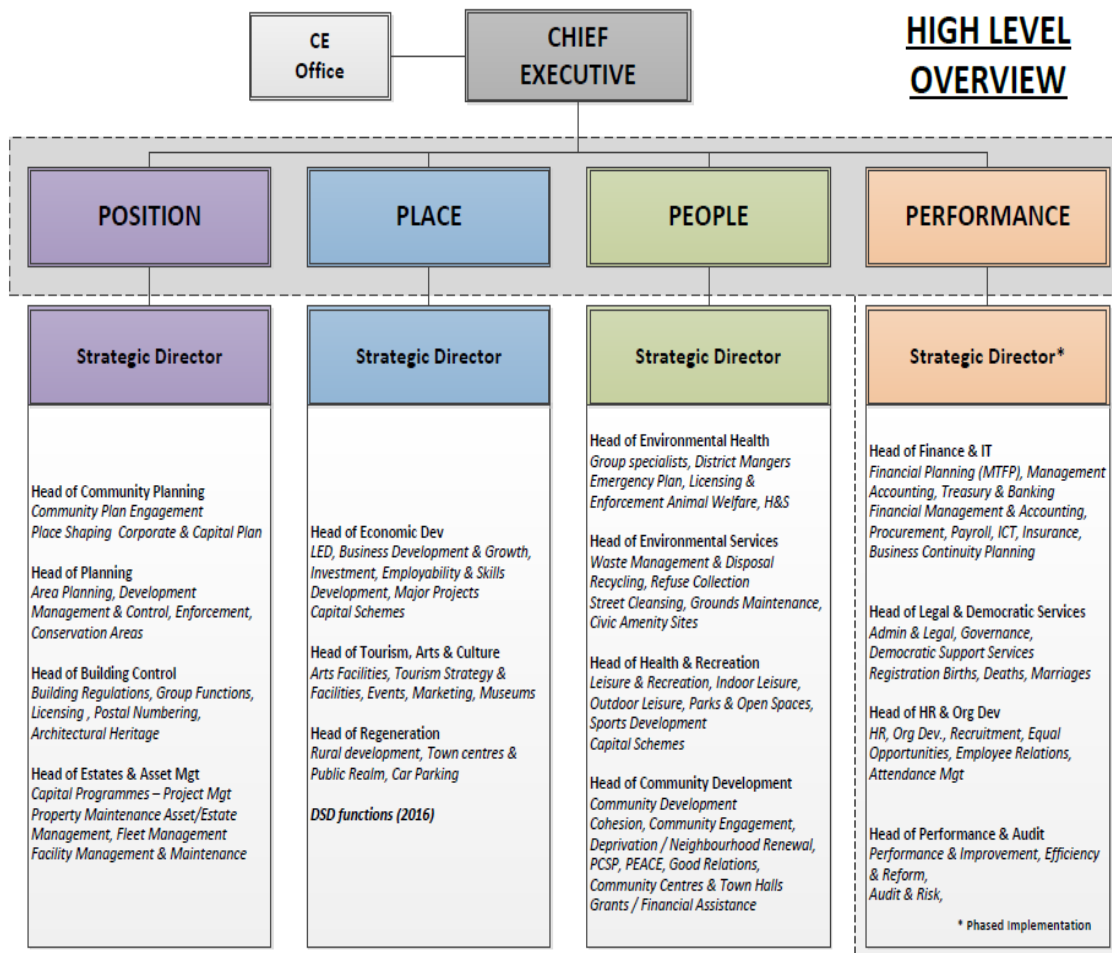
CHIEF EXECUTIVE

DATE

1 September 2018

## 4.2 Organisation

Whilst the overall responsibility for health and safety rests with the Chief Executive, all Armagh, Banbridge and Craigavon Elected Members and employees have specific health and safety responsibilities. The following organisational chart depicts the management and council structure.



## 4.3 Responsibilities

### Elected Council Members

4.3.1 Elected Council Members are responsible for:

- Ensuring sufficient resources are available to permit the Chief Executive and his Strategic Directors comply with the Council's Legal and Moral Duties.
- Accountability to the electorate to ensure that the Council complies with the Health and Safety at Work (NI) Order, and relevant statutory provisions.
- Liaising with the Chief Executive and Strategic Directors to ensure the integration of a positive Health and Safety culture.
- Give due consideration to health and safety matters when developing all Council Policies and Strategies.
- Ensure all their decisions and actions are consistent with the promotion of health and safety.
- Attend appropriate health and safety training as commensurate with their responsibilities.

### Chief Executive

4.3.2 The **Chief Executive** is responsible for:

- Ensuring that adequate arrangements for consultation and communication on health and safety matters are provided at all levels throughout the Council.
- Ensuring that adequate resources are made available to implement the requirements of the Health and Safety at Work (NI) Order and all relevant statutory provisions.
- Ensuring that the effective management of health and safety is a priority.

### Strategic Directors

4.3.3 **All Strategic Directors** are responsible for:

- Maintaining a positive health and safety culture at all levels within the Council.
- Ensuring there are sufficient resources available to comply with statutory requirements.
- Making adequate arrangements for health and safety training, identifying training needs to enable employees to perform their duties competently.
- Assessing and taking appropriate action on reports from employees and competent persons on matters of health and safety.
- Ensuring that adequate arrangements for consultation and communication of health and safety information are maintained throughout their areas of operational responsibility.
- Ensuring that procedures in place take into account the health and safety of employees other persons, such as members of the public, visitors and contractors.

- Ensure that health and safety is an integral part of the directorate management arrangements and that health and safety objective(s) are included within the directorate business plan.
- Ensure that there is an ongoing programme of risk assessment within their department.
- Ensuring there are suitable and sufficient arrangements for the recording of all incidents, dangerous occurrences and occupational ill health.

### **Heads of Service, all other Managers and Supervisors**

4.3.4 All Heads of Service, other Managers and Supervisors are responsible for:

- Maintaining a positive health and safety culture, ensuring the effective implementation of health and safety policies, procedures and management arrangements within their areas of responsibility.
- Ensuring there are sufficient resources available to comply with statutory requirements.
- Ensuring that persons under their control have received an adequate level of health and safety information including policies, procedures and safe systems of work, training, instruction and supervision to ensure that they are competent to carry out their work activities in a safe and proper manner.
- Undertake and/or update health and safety risk assessments as required, ensuring they are suitable and sufficient.
- Where necessary, provide employees within their area of operational responsibility with written safe systems of work (SSoW) to enable them to carry out their work in a safe and proper manner.
- Assessing and taking appropriate corrective action on any health and safety issues or areas for potential improvement highlighted in health & safety reports, audits including advice from Health and Safety Advisors and risk assessments.
- Ensure that the Council's accident and incident reporting and investigation procedures are followed.

### **Employees**

4.3.5 All employees, including casual, temporary and agency staff shall:

- Take reasonable care for their health and safety and that of any other persons who may be affected by their acts or omissions at work.
- Make themselves familiar and comply with relevant health and safety policies, procedures and safe systems of work.
- Co-operate with the duty or requirement imposed on the Council, so far as is reasonably practicable, to enable that duty or requirement to be complied with.
- Notify their line manager of any accidents, hazardous event or conditions and near misses.
- Not interfere with or misuse anything provided in the interests of health, safety and welfare.

## **Safety Representatives**

### **4.3.6 Safety Representatives shall:**

- Represent employees on all matters relating to health and safety
- Be allowed the time and facility to inspect the workplace for hazards, investigate complaints received from employees
- Make general representations to the employer on matters arising from the above and on general matters relating to the health, safety and welfare at work of any employee.

## **Corporate Health and Safety Advisors**

### **4.3.7 Corporate Health and Safety Advisors shall:**

- Support management with the co-ordination of health and safety, providing support and advice
- Promote best practice and compliance with statutory requirements, corporate policies or Council health & safety procedures.
- Provide advice on the creation, implementation and review of health and safety documentation.
- Investigate accidents, incidents, near misses or reported problems relating to the acts or omissions of the Council.
- Conduct Health and Safety Audits / visits as necessary and report on the Health and Safety performance.

## **4.4 Health and Safety Policy Arrangements**

### **4.4.1 Transitional Arrangements**

Existing policies within the three legacy Councils will remain valid until they are superseded with new convergent policies. The policy arrangements will be further developed as the three legacy Council's come together and become a new Council.

Where major risks or hazards are identified, Council Services must give prevalence to develop procedures to ensure all Health and Safety matters are addressed.

The following areas be further developed and implemented throughout the integration process:

- Management of Occupational Health & Safety at Work
- Alcohol & Drugs in the Workplace
- Control of Asbestos at Work
- Control of Contractors

- Control of Substances Hazardous to Health
- Dangerous Substances & Explosive Atmospheres
- Display Screen Equipment
- Electricity at Work
- Event Safety
- Fire Safety Management
- First Aid
- Health and Safety Training
- Lifting Operations and Lifting Equipment
- Manual Handling
- Noise at Work
- Occupational Health
- Personal and Respiratory Protective Equipment
- Pressure Vessels
- Risk Assessment
- Safety Representatives & Safety Committees
- Stress
- Workplace Transport & Traffic Management
- Vibration at Work
- Water Quality Management
- Water Safety
- Work Experience and Vocational Training (including volunteers)
- Work at Height

#### **4.5 Monitoring and Review of Health and Safety Management**

4.5.1 The Health and Safety Management System will be monitored and reviewed using appropriate information, including:

- Incident Statistics;
- RIDDOR reports made to the Health and Safety Executive (NI)
- Prohibition / Improvement Notices served on the Council
- Health and Safety Audit Reports and corrective action reports



4.5.2. Corporate Health and Safety Advisors will carry out Health and Safety Audits of Council Departments and Services and will report to the relevant Director, Head of Service and Line Manager of findings.

**5. RELATED POLICIES**

Employee Code of Conduct

Elected Member Code of Conduct

Disciplinary Policy

**6. EQUALITY SCREENING FORM (Appendix 1)**

Address equality issues as required.

**7. DRAFT EQUALITY IMPACT ASSESSMENT AND OTHER IMPACT ASSESSMENTS**

Address as appropriate.

Policy Screening Form

**Policy Scoping**

**Policy Title: Health and Safety Policy**

**Brief Description of Policy (please attach copy if available). Please state if it is a new, existing or amended policy.**

This is a statement of corporate policy on Health and Safety at work in ABC Council.

**Intended aims/outcomes. What is the policy trying to achieve?**

To make clear the Councils commitment to the Health and Safety to anyone who may be affected by the Councils acts or omissions and to ensure a consistent approach to Health and Safety within the Council.

**Policy Framework**

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to Council to amend the policy?

Yes, the policy is made in accordance with the statutory duty for the Council as an employer to do so under Article 4(3) of the Health and Safety at Work (NI) Order 1978.

**Are any Section 75 categories which might be expected to benefit from the policy? If so, please outline.**

No. This policy will have no impact on equality.

**Who initiated or wrote the policy? (If Council decision, please state). Who is responsible for implementing the policy?**

<p><b>Who initiated or wrote policy?</b> Health and Safety LRG Group.</p>	<p><b>Who is responsible for implementation?</b> Elected members, Chief Executive, Strategic Directors, Heads of Service and all other Managers and Supervisors as well as Council contractors and employees.</p>
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**Are there any factors which might contribute to or detract from the implementation of the policy (e.g. financial, legislative, other)?**

The Council will need to ensure that appropriate resources are made available to implement the policy.  
In certain circumstances, the Council may derogate from such statutory responsibilities to the extent that is permitted by law and is proportionate.

**Main stakeholders in relation to the policy**

Please list main stakeholders affected by the policy (e.g. staff, service users, other statutory bodies, community or voluntary sector, private sector).

Employees, Elected members, Chief Executive, Strategic Directors, all other managers and supervisors, Council contractors, service users and anyone who may be affected by the Councils acts or omissions.

**Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.**

Employee and Elected Members Codes of Conduct and the Disciplinary Policy.

**Available Evidence**

Council should ensure that its screening decisions are informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

<b>Section 75 category</b>	<b>Evidence</b>
Religious belief	N/A
Political opinion	N/A
Racial group	N/A
Age	N/A
Marital status	N/A
Sexual orientation	N/A
Men and women generally	N/A
Disability	N/A
Dependants	N/A

**Needs, experiences and priorities**

Taking into account the information gathered above, what are the different needs, experiences and priorities of each of the following categories in relation to this particular policy/decision?

<b>Section 75 category</b>	<b>Needs, experiences and priorities</b>
Religious belief	N/A
Political opinion	N/A
Racial group	N/A
Age	N/A
Marital status	N/A
Sexual orientation	N/A
Men and women generally	N/A
Disability	N/A
Dependants	N/A

## Screening Questions

### 1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?

Category	Policy Impact	Level of impact (Major/minor/none)
Religious belief	None	None
Political opinion	None	None
Racial group	None	None
Age	None	None
Marital status	None	None
Sexual orientation	None	None
Men and women generally	None	None
Disability	None	None
Dependents	None	None

### 2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?

Category	If yes, provide details	If no, provide reasons
Religious belief	None	None
Political opinion	None	None
Racial group	None	None
Age	None	None
Marital status	None	None
Sexual orientation	None	None
Men and women generally	None	None
Disability	None	None
Dependents	None	None

### 3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?

Category	Details of Policy Impact	Level of impact (major/minor/none)
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Religious belief	None	None
Political opinion	None	None
Racial group	None	None

<b>4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?</b>		
Category	If yes, provide details	If no, provide reasons
Religious belief	None	None
Political opinion	None	None
Racial group	None	None

### **Multiple Identity**

Generally speaking, people fall into more than one Section 75 category (for example: disabled minority ethnic people; disabled women; young Protestant men; young lesbian, gay and bisexual people). Provide details of data on the impact of the policy on people with multiple identities. Specify relevant s75 categories concerned.

N/A

### **Disability Discrimination (NI) Order 2006**

Is there an opportunity for the policy to promote positive attitudes towards disabled people?

N/A

Is there an opportunity for the policy to encourage participation by disabled people in public life?

N/A

## **Screening Decision**

### **A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY**

Please identify reasons for this below

This is a technical policy which sets out the Councils commitment to corporate Health and Safety. It has no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

### **B: MINOR IMPACT IDENTIFIED – EQIA NOT CONSIDERED NECESSARY AS IMPACT CAN BE ELIMINATED OR MITIGATED**

Where the impact is likely to be minor, you should consider if the policy can be mitigated or an alternative policy introduced. If so, EQIA may not be considered necessary. You must indicate the reasons for this decision below, together with details of measures to mitigate the adverse impact or the alternative policy proposed.

**C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED**

If the decision is to conduct an equality impact assessment, please provide details of the reasons.

**Timetabling and Prioritising**

**If the policy has been screened in for equality impact assessment**, please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3 with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people’s daily lives	

The total rating score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the council in timetabling its EQIAs.

Is the policy affected by timetables established by other relevant public authorities? If yes, please give details.

## Monitoring

Effective monitoring will help the authority identify any future adverse impact arising from the policy. It is recommended that where a policy has been amended or an alternative policy introduced to mitigate adverse impact, monitoring be undertaken on a broader basis to identify any impact (positive or adverse).

Further information on monitoring is available in the Equality Commission's guidance on monitoring (*insert link*).

Identify how the impact of the policy is to be monitored

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## Approval and Authorisation

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/Council when the policy is submitted for approval.

Screened by	Position/Job title	Date
Martina McNulty Sabrina Gillow	Group Chief EHO, SGEHC EHO, Banbridge DC	05 January 2015
Approved by	Position/Job Title	Date
Roger Wilson	Chief Executive	13 January 2015

**Please forward a copy of the completed form with policy attached to XXX Officer who will ensure that screening forms and policies are available on the Council website.**

**This officer is also responsible for issuing reports on a quarterly basis on those policies "screened out for EQIA". This allows stakeholders who disagree with this recommendation to submit their views. In the event of any stakeholder disagreeing with the decision to screen out any policy, the screening exercise will be reviewed.**

**APPENDIX 1**

**Policy Screening Form**

## Policy Scoping

**Policy Title: Health and Safety Policy**

**Brief Description of Policy (please attach copy if available). Please state if it is a new, existing or amended policy.**

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**Intended aims/outcomes. What is the policy trying to achieve?**

To make clear the Councils commitment to the Health and Safety to anyone who may be affected by the Councils acts or omissions and to ensure a consistent approach to Health and Safety within the Council.

**Policy Framework**

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to Council to amend the policy?

Yes, the policy is made in accordance with the statutory duty for the Council as an employer to do so under Article 4(3) of the Health and Safety at Work (NI) Order 1978.

**Are any Section 75 categories which might be expected to benefit from the policy? If so, please outline.**

No. This policy will have no impact on equality.

**Who initiated or wrote the policy? (If Council decision, please state). Who is responsible for implementing the policy?**

<b>Who initiated or wrote policy?</b> Health and Safety LRG Group.	<b>Who is responsible for implementation?</b> Elected members, Chief Executive, Strategic Directors, Heads of Service and all other Managers and Supervisors as well as Council contractors and employees.
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**Are there any factors which might contribute to or detract from the implementation of the policy (e.g. financial, legislative, other)?**

The Council will need to ensure that appropriate resources are made available to implement the policy.  
In certain circumstances, the Council may derogate from such statutory responsibilities to the extent that is permitted by law and is proportionate.

**Main stakeholders in relation to the policy**



Please list main stakeholders affected by the policy (e.g. staff, service users, other statutory bodies, community or voluntary sector, private sector).

Employees, Elected members, Chief Executive, Strategic Directors, all other managers and supervisors, Council contractors, service users and anyone who may be affected by the Councils acts or omissions.

**Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.**

Employee and Elected Members Codes of Conduct and the Disciplinary Policy.

**Available Evidence**

Council should ensure that its screening decisions are informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

<b>Section 75 category</b>	<b>Evidence</b>
Religious belief	N/A
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Dependants	N/A
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### Screening Questions

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Disability	None	None
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#### 2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?

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Age	None	None
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Dependants	None	None

#### 3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?

Category	Details of Policy Impact	Level of impact (major/minor/none)
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Political opinion	None	None
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#### 4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Category	If yes, provide details	If no, provide reasons
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Political opinion	None	None
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**Multiple Identity**

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Is there an opportunity for the policy to promote positive attitudes towards disabled people?

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**Monitoring**

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Identify how the impact of the policy is to be monitored

### Approval and Authorisation

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