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Introduction

"East Ayrshire will be a place with strong, vibrant communities where everyone has a good quality of life and access to opportunities, choices and high quality services which are sustainable, accessible and meet people's needs."

The Health, Safety and Wellbeing Policy underpins the values of East Ayrshire's Vision statement and the Council's commitment at the highest level, to make health and safety management an integral part of service delivery.

This will be achieved by having in place a planned and systematic approach to implementing the Health, Safety and Wellbeing Policy and the development and promotion of a positive safety culture which supports the engagement of all employees in safe working practices throughout the authority.

Scope of the Policy

The Health, Safety and Wellbeing Policy has been prepared having regard to the requirements of the Health and Safety at Work etc. Act 1974, Section 2(3).

- PART 1 The statement of the Health, Safety and Wellbeing Policy approved by East Ayrshire Council.
- PART 2 The Council's organisational responsibilities for health, safety and wellbeing.
- PART 3 The arrangements for the implementation of the Health, Safety and Wellbeing Policy throughout all Council Services.
- PART 4 The arrangements in place for monitoring and reporting health and safety performance and maintenance of robust standards through regular inspection and audit of higher risk activities.

PART 1

Health, Safety and Wellbeing Policy Statement

The Elected Members, Chief Executive, Depute Chief Executive, Director of Health and Social Care and Heads of Service (hereafter "Senior Management") of East Ayrshire Council recognise their statutory duties under the Health and Safety at Work etc. Act 1974 and other relevant health and safety legislation.

Senior Management are committed to their responsibilities to ensure, so far as is reasonably practicable; the health, safety and wellbeing of Council employees at work and other persons who may be affected by the activities, operations or undertakings of East Ayrshire Council.

The Council recognises the fundamental importance of employee wellbeing and high standards of health and safety management in the delivery of efficient and effective local government services and this will be achieved by:

- 1) Management leading by example and promoting a positive health, safety and wellbeing culture to encourage the commitment and participation of all employees;
- 2) The provision of appropriate information, instruction, training and supervision necessary to ensure the safety, health and wellbeing of employees and other persons who may be affected by the activities or operations of the Council;
- 3) Workplace consultation with Trade Unions and health and safety representatives;
- 4) The identification and control of risks associated with the activities of the Council;
- 5) Adopting a planned and systematic approach to ensure, so far as is reasonably practicable:
 - all places of work under control of the Council are maintained in a condition that is safe and without risks to health, including the provision and maintenance of access and egress arrangements;
 - the provision and maintenance of plant, equipment and systems of work that are safe and without risks to health;
 - the provision of arrangements for the safe use, handling, storage and transport of articles and substances;
 - the provision and maintenance of adequate facilities that meet the requirements of employees welfare at work;
 - the allocation of resources necessary to meet the requirements of the Health, Safety and Wellbeing Policy.



- 6) A reduction in the number of work related incidents through active monitoring and analysis of trends;
- 7) Commitment to policies and initiatives which support employee wellbeing, underpinned by active participation in the Healthy Working Lives strategy;
- 8) The continued improvement of health, safety and wellbeing performance through a strategic management approach.

The Health, Safety and Wellbeing Policy supports the wider corporate objectives of the Council in their provision of services to the communities of East Ayrshire.

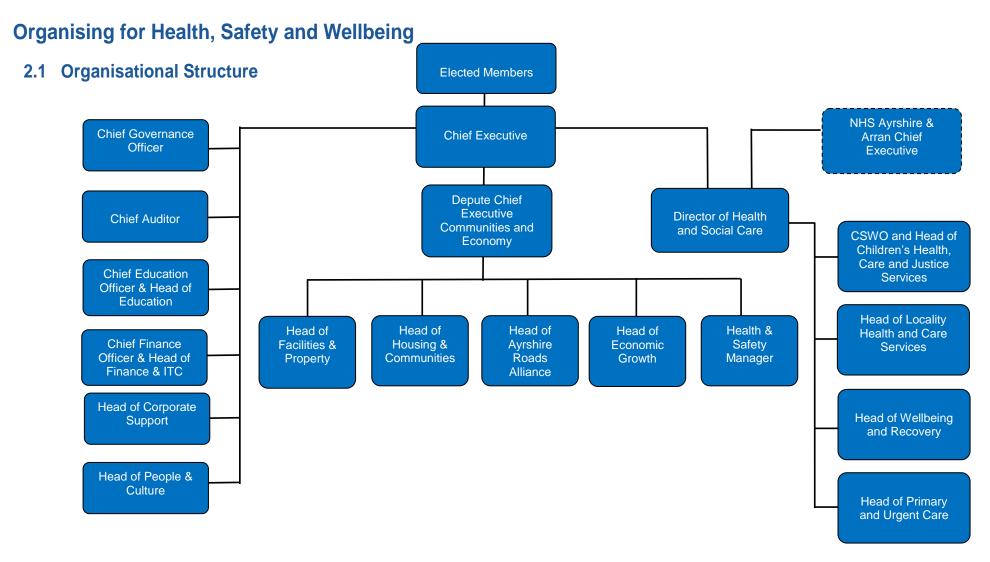
The Policy Statement, along with the supporting organisational arrangements, will be reviewed regularly as part of the Council's ongoing commitment to health, safety and wellbeing.

Senior Management will demonstrate their personal commitment and support of the Policy by signing and displaying a copy of the Health, Safety and Wellbeing Charter within their workplace.

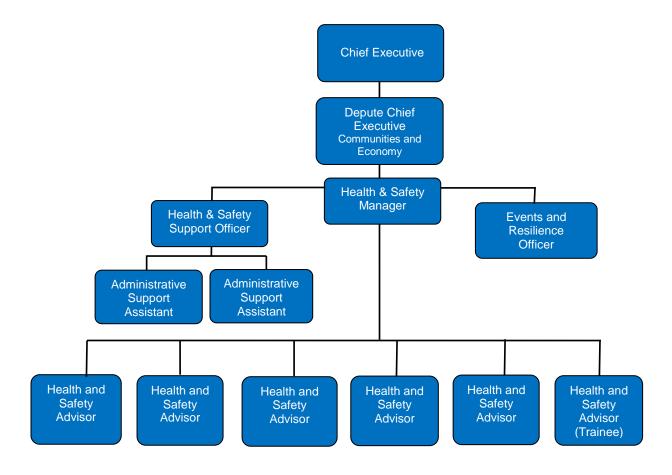
Eddie Fraser Chief Executive



PART 2



2.2 Health and Safety Organisational Structure



2.3 Elected Members

Elected Members are advised and informed of health and safety development and performance, including the Health, Safety and Wellbeing Policy, by the Council's Senior Management.

Elected Members shall, when discharging their respective responsibilities, have due regard to compliance with the provisions under the Health and Safety at Work etc. Act 1974 and the Corporate Homicide Act 2007; ensuring that the strategic decisions they take do not affect the health, safety and wellbeing of employees or other stakeholders.

When determining priorities in respect of funding, Elected Members will give consideration to any health and safety implications and allocate appropriate resources for risk reduction measures, so far as is reasonably practicable.

2.4 Chief Executive

The Chief Executive is, so far as reasonably practicable, responsible for ensuring the health, safety and wellbeing of all Council employees, contractors and partnering agency staff working within Council sites or premises and all other persons who may be affected by the operations or activities of the Council.

- 1) Promoting a positive culture within the Council's Management Team which embeds health, safety and wellbeing as an integral part of the overall ethos of the Council.
- 2) Ensuring there are in place appropriate organisational structures for the implementation of the Policy within Services.
- 3) Nominating the Depute Chief Executive, Communities and Economy, to 'champion' health, safety and wellbeing by taking responsibility for the overall leadership of the Council's commitment to the management of health, safety and wellbeing.
- 4) The appointment of competent persons to assist and advise the Council on health and safety statutory and regulatory provisions.



- 5) The establishment of health and safety management systems within Services which ensure places of work are safe and without risks to health.
- 6) Implementation and maintenance of polices and initiatives designed to support employee and stakeholder wellbeing.
- 7) The allocation of adequate resources to ensure the safety, health and wellbeing of employees and stakeholders.

2.5 Depute Chief Executive – Communities and Economy

The Depute Chief Executive, has been appointed by the Chief Executive to lead and 'champion' health, safety and wellbeing across the authority.

With key responsibility for driving the health, safety and wellbeing agenda, including the overall implementation of the Policy, the Depute Chief Executive, will ensure the delivery of a positive approach to health, safety and wellbeing throughout the Council.

Further, the Depute Chief Executive is, so far as is reasonably practicable, responsible for ensuring the health, safety and wellbeing at work of all employees within their respective Services and those non employees who may be affected by the operations or activities in areas under their control.

- 1) Demonstrating commitment to achieving a high standard of health and safety performance within Services.
- 2) Ensuring Service Level Improvement Plans are in place reflecting the overall aims and objectives of the Health, Safety and Wellbeing Service Improvement Plan.
- 3) The implementation and maintenance of health and safety management standards within Services to meet the requirements of the Policy.
- 4) Implementing and supporting strategies and initiatives designed to improve employee wellbeing.
- 5) Effective communication and consultation processes with Senior Management Teams and stakeholders to allow for the development and improvement of the health, safety and wellbeing management arrangements within their control.



- 6) Ensuring that those persons with management responsibilities for health, safety and wellbeing are made aware of those responsibilities and receive appropriate training to effectively fulfil their obligations.
- 7) Authorising the allocation of adequate financial resources to meet the requirements of the Policy.
- 8) Providing support to ensure that any issues relating to procedures, premises or plant that cannot be resolved by Heads of Service are progressed and resolved.

2.6 Director of Health and Social Care Partnership

The Director of the Health and Social Care Partnership is, so far as is reasonably practicable, responsible for ensuring the health, safety and wellbeing at work of all employees within associated Council Services, Partner Organisations and non-employees who may be affected by the operations or activities of the Partnership.

- 1) Demonstrating commitment to achieving a high standard of health and safety performance within the Partnership.
- 2) Ensuring consistent health, safety and wellbeing arrangements are in place throughout the Partnership.
- 3) Ensuring Service Level Improvement Plans are in place reflecting the overall aims and objectives of the Health, Safety and Wellbeing Improvement Plan.
- 4) The implementation and maintenance of health and safety management standards to meet the requirements of the Policy.
- 5) Maintaining effective communication and consultation processes with Senior Management Teams and stakeholders throughout the Partnership to allow for the development and improvement of the health, safety and wellbeing management arrangements.
- 6) Ensuring that those persons with management responsibilities for health, safety and wellbeing are made aware of those responsibilities and receive appropriate training to effectively fulfil their obligations.



- 7) Authorising the allocation of adequate financial resources to meet the requirements of the Policy.
- 8) Providing support to ensure that any issues relating to procedures, premises or plant that cannot be resolved by Senior Managers are progressed and resolved.

2.7 Heads of Service

Heads of Service are, so far as is reasonably practicable, responsible for the implementation of the Policy within their Service and for ensuring that health, safety and wellbeing management systems are in place and followed.

- 1) Visibly demonstrating commitment to achieving a high standard of health and safety performance within their Service.
- 2) Visibly demonstrating commitment to improving employee wellbeing and supporting the implementation of strategies and initiatives within their area of responsibility.
- 3) The implementation and maintenance of health, safety and wellbeing management arrangements within their respective Service areas.
- 4) Ensuring managers with key responsibilities for health, safety and wellbeing are made aware of those responsibilities and receive appropriate training to effectively fulfil their obligations.
- 5) Providing support for managers to ensure that actions arising from health and safety improvement plans are progressed, and risk assessments are carried out for operations and activities under their control.
- 6) Having arrangements in place for appropriate consultation with managers, safety representatives and employees on health, safety and wellbeing issues.
- 7) Making adequate resources available to meet the requirements of the Policy.
- 8) Ensuring that any issues relating to procedures, premises or plant that cannot be resolved by managers are progressed and resolved.

2.8 Health and Safety Manager

The Health and Safety Manager will provide competent health and safety assistance to the Council, as required under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Working in partnership with management to enable the Council to adopt a positive, practical and proportionate approach to health, safety and wellbeing the Health and Safety Manager will:

- 1) Report directly to the Depute Chief Executive, Communities and Economy, ensuring that health and safety arrangements adopt a top down management approach.
- 2) Oversee the Council's employee wellbeing strategy.
- 3) Develop, implement and regularly review policies and procedures, including the Council's Health, Safety and Wellbeing Policy, Service Level Improvement Plan and Health and Safety Standards.
- 4) Report prescribed incidents, dangerous occurrences and occupational disease to the Health and Safety Executive in compliance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- 5) Provide competent advice, guidance and support to Heads of Service and Managers across all Services.
- 6) Provide competent safety advice for construction projects as required under the Construction (Design and Management) Regulations 2015.
- 7) Ensure effective management of asbestos within Council premises as required under the Control of Asbestos Regulations 2012.
- 8) Ensure that effective monitoring and auditing systems are in place to measure and report health and safety compliance and performance.
- 9) Collate and report health and safety management performance to elected members and senior managers for dissemination through departmental structures.



- 10)Issue Immediate Action Notices, as authorised by the Chief Executive, to stop any work activity or to evacuate or close a premises, where it is identified that there is a serious risk of personal injury.
- 11)Liaise with enforcement agencies, including the Health and Safety Executive, on health and safety matters as required.

2.9 Strategic Managers

Strategic Managers are, so far as is reasonably practicable, responsible for the implementation of the Policy within the service areas under their control and for ensuring that health, safety and wellbeing management systems are in place and followed.

- Visibly demonstrating commitment to achieving a high standard of health and safety performance within the service areas under their control.
- 2) Visibly demonstrating commitment to improving employee wellbeing and supporting the implementation of strategies and initiatives within their areas of responsibility.
- 3) The implementation of health, safety and wellbeing management arrangements including Health and Safety Standards within their areas of responsibility.
- 4) The implementation of regular inspection and maintenance arrangements for plant and equipment to ensure that it is safe for use.
- 5) Ensuring that employees have access to appropriate health and safety training.
- 6) Ensuring managers and other employees within their service areas with key responsibilities for health, safety and wellbeing are made aware of those responsibilities and receive appropriate training to effectively fulfil their obligations.
- 7) Providing support for managers within their service areas to ensure that actions arising from Health, Safety and Wellbeing improvement plans are progressed, and risk assessments are carried out for operations and activities under their control.
- 8) Having arrangements in place for appropriate consultation with managers, safety representatives and employees on health, safety and wellbeing issues.



- 9) Making adequate resources available to meet the requirements of the Policy.
- 10) Ensuring that any issues relating to procedures, premises or plant that cannot be resolved are brought to the attention of the Head of Service.

2.10 Managers

Managers, including Team Leaders, are so far as is reasonably practicable, responsible for ensuring arrangements are in place to fully meet the requirements of the Policy.

- 1) Visibly demonstrating commitment to health, safety and wellbeing by promoting and encouraging a positive and proactive approach among all employees within their service.
- 2) The implementation of health, safety and wellbeing policy arrangements within their Section.
- 3) The implementation of Health and Safety Standards in areas under their control.
- 4) Supporting and encouraging all employees within their area of responsibility to take part in initiatives designed to improve their wellbeing.
- 5) Ensuring risk assessments are carried out and actions arising from risk assessments are implemented within appropriate timescales.
- 6) Ensuring that plant and equipment is regularly inspected and maintained so that is safe for use.
- 7) Ensuring that employees have access to appropriate health and safety training.
- 8) Ensuring supervisors and employees with key responsibilities for health, safety and wellbeing are made aware of those responsibilities and receive appropriate training to effectively fulfil their obligations.
- 9) Ensuring that any issues relating to procedures, premises or plant that cannot be resolved are brought to the attention of the Strategic Manager or Head of Service as appropriate.



- 10) Ensuring that regular workplace inspections and audits are carried out to ensure high standards of health and safety compliance in areas under their control.
- 11)Actively consult and engage with Trade Union and employee representatives with regard to the health, safety and wellbeing of employees.
- 12) Notifying Trade Union Representatives within their area of responsibility of any reportable incidents under RIDDOR involving their members.

2.11 Premises Managers

Premises Managers have been designated to co-ordinate health and safety arrangements, as detailed in the role descriptor; in connection with the structure and fabric of buildings for which they are responsible.

Premises Managers will:

- 1) Liaise with other facility users in shared premises to ensure uniform compliance with the requirements of the Policy.
- 2) Co-ordinate emergency arrangements, including fire evacuation and first aid provision, within buildings under their control.
- 3) Support Facilities and Property in ensuring that all statutory and related inspections for the building are carried out in accordance with the inspection timetable and report any repairs or maintenance requirements to Facilities and Property at FPMrepairs@east-ayrshire.gov.uk

2.12 Supervisors

Supervisors are responsible for ensuring, so far as is reasonably practicable, that health, safety and wellbeing arrangements are in place within working environments.

- 1) Visibly demonstrating a positive health, safety and wellbeing attitude amongst employees.
- 2) Making employees aware of the health, safety and wellbeing arrangements in place, as contained in the Policy.
- 3) Ensuring Safety Standards are implemented and maintained in areas under their control.



- 4) Communicating risk assessment controls to employees who are affected by hazards within the workplace.
- 5) Ensuring employees receive appropriate training to allow them to work safely.
- 6) Reporting any health and safety issues relating to procedures, premises or plant to the appropriate manager.

2.13 Employees

Every employee of East Ayrshire Council is required to co-operate in the implementation of the Policy.

Particular responsibilities are to:

- Act in the course of their employment with due care for their own safety and for that of others who may be affected by their acts or omissions.
- 2) Actively participate, wherever practical, in initiatives designed to improve their wellbeing.
- 3) Co-operate fully to enable the Council to perform any duty in compliance with requirements of health and safety legislation.
- 4) Correctly use all work items and equipment provided by the Council in accordance with training and instruction given.
- 5) Report any health and safety defects or hazardous conditions to their supervisor immediately.
- 6) Report all incidents and near misses to management as soon as possible.
- 7) Stop any work activity where there is a serious risk to themselves or others and report it immediately to management.

PART 3

Arrangements for Health, Safety and Wellbeing

3.1 Safety Culture

The Council will ensure that health, safety and wellbeing is an integral part of the overall management culture by promoting a positive attitude to health, safety and wellbeing amongst employees.

This will be achieved by:

- 1) Visibly demonstrating a clear commitment to improving health and safety performance.
- 2) Promoting co-operation, participation and involvement by recognising that all employees have an important contribution to make in improving their own health, safety and wellbeing standards.
- 3) Regularly inspecting and auditing workplaces to ensure high levels of safety compliance.
- 4) Having in place effective methods of communicating health, safety and wellbeing information throughout the Council.
- 5) Having in place systems and procedures to identify health and safety training requirements for employees.
- 6) Encouraging and supporting an environment where employees report incidents, near misses and workplace hazards.

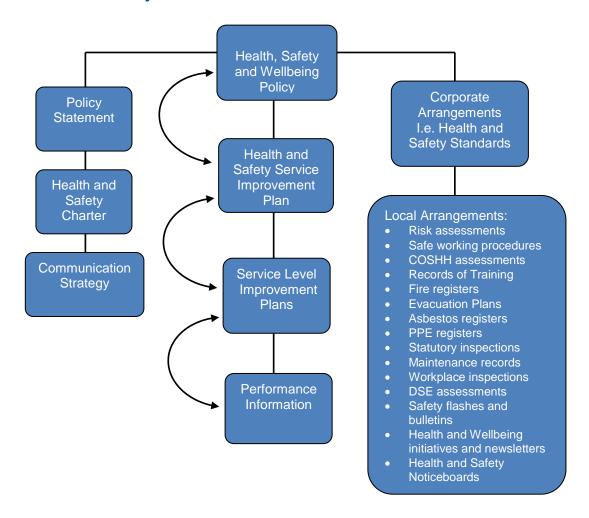
As a demonstration of their commitment to the Health, Safety and Wellbeing Policy, the Chief Executive, Depute Chief Executive, Director of Health and Social Care and Heads of Service will sign and display a copy of the Health, Safety and Wellbeing Charter within their workplace.

3.2 Planning for Continuous Improvement

The **Health and Safety Service Improvement Plan** is the strategic planning document which sets the overall vision, aims and objectives for the effective management of health, safety and wellbeing within East Ayrshire Council.

Each of the Service's Improvement Plans will include specific health, safety and wellbeing objectives to reflect the overall aims of the Health and Safety Improvement Plan and set appropriate performance actions and indicators to achieve the corporate objectives.

3.2.1 Health and Safety Framework



3.3 Health and Safety Standards

The Council's procedural arrangements for the management of health and safety are documented as individual Health and Safety Standards. These specific procedures will be adopted and implemented across all Services.

Health and Safety Standards can be accessed from the <u>Health and Safety</u> pages of the Internet.

In work locations where employees do not have computer access, a hard copy of the Standards must be made available and held in the **Master Safety File** in a location which is accessible to employees.

3.4 Assessment of Risk

In compliance with the Management of Health and Safety at Work Regulations 1999, risk assessments for work activities will be carried out by personnel trained in the assessment process, to clearly identify, evaluate and control health and safety risks. This is detailed in Health and Safety Standard Risk Assessment

Other specific Regulations require specialised activities be assessed e.g. fire, asbestos, hazardous substances (COSHH), exposure to noise and vibration.

3.5 Reporting Incidents

The requirements for reporting health and safety incidents, near misses, dangerous occurrences and occupational disease (hereinafter incidents) in the workplace are detailed in Health and Safety Standard, <u>Incident Reporting</u>

The Health and Safety Manager has responsibility for reporting all prescribed incidents, once notified, to the Health and Safety Executive within the timescales outlined within Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

3.6 Health and Safety Emergency Procedures

Procedures for the actions to be taken in event of an emergency situation within Council work locations will be developed and implemented by each Service, in accordance with Regulation 8 of the Management of Health and Safety at Work Regulations 1999.

These local procedures will set out the roles and responsibilities of employees nominated to provide assistance or carry out specific actions, including the evacuation of buildings.

In the event of a civil emergency within the Authority, the Council has combined their emergency planning response with other local agencies including the Emergency Services and other Ayrshire Councils to form the Ayrshire Civil Contingencies Team. The Council's Incident Response Officer will invoke the Civil Contingencies Response and Recovery Plan and co-ordinate any necessary response on behalf of the Authority.

3.7 Communication

"To provide channels of open and effective communication, on the principles and practices of safe working and in promoting a positive health and safety culture within East Ayrshire"

The Health, Safety and Wellbeing Policy Arrangements and other relevant key information will be effectively communicated throughout the Council. Communication is a two way process, thus clear and appropriate channels are essential for all levels of employees, service users and partners.

This will be achieved through the provision of appropriate communication structures, procedures and practices including; processes for communicating the health, safety and wellbeing policy arrangements, the health and safety helpdesk, promotional campaigns, toolbox talks, safety flashes, safety bulletins and Healthy Working Lives/ wellbeing bulletins.

Communication processes will be continually monitored, with outcomes evaluated and methods reviewed to ensure that they remain effective.

3.8 Health and Safety Consultation

The Council will consult and engage with Trade Union and employee representatives with regard to health, safety and wellbeing of employees under the duties established by the Safety Representatives and Safety Committees Regulations and The Health and Safety (Consultation with Employees) Regulations.

This includes consultation with Trade Union representation at the Chief Executive's Health and Safety Strategy Group and Service level health and safety meetings.

3.9 Health and Wellbeing

It is widely accepted that work is good for people's health and wellbeing and a healthy workforce is beneficial for employers too. In recognition of this, the Council is committed to creating a positive and healthy environment which increases morale and improves employees' overall feeling of wellbeing, thereby positively impacting on the services provided to the communities of East Ayrshire.

As a demonstration of this commitment, the Council actively participated in the Healthy Working Lives national award programme, achieving and maintaining Gold Award status until the programme was withdrawn in 2022.



Since the withdrawal of the programme the Council has continued to actively maintain high standards in employee wellbeing through the implementation of a range of polices, resources, activities and supports which are person centred and designed to maintain the Council's ongoing commitment to continually improving the health and wellbeing of all employees.

3.10 Health and Safety Training

Learning and development activities and interventions are designed to provide all employees with appropriate support and development, aligned to the qualities and behaviours of FACE.

Line managers will work in partnership with the Health and Safety and Organisational Development Sections, as appropriate, to provide a range of health, safety and wellbeing training and interventions, designed to provide employees with the skills, knowledge and information they require to undertake their job safely and without risks to their health.

Health and safety training requirements will be identified through a variety of sources, including accident/ incident data, mandatory training requirements, FACE Time reviews and regular manager/ employee conversations. All training will be designed to support and embed the Council's core values of being Flexible, Approachable, Caring and Empowered in everything we do.

3.11 Issue and Review of Policy

The Health, Safety and Wellbeing Policy will be made available to all Council employees. A copy of the Policy Statement, signed by the Chief Executive will be displayed in all Council premises.

Both documents can be accessed on the Council's intranet site at Health and Safety Policy

The Health and Safety Policy will be regularly reviewed as required by changes in legislation or Council policies and procedures.

PART 4

Health and Safety Performance

4.1 Performance Indicators and Performance Reporting

The Health and Safety Team regularly reports on a suite of health, safety and wellbeing performance indicators which are primarily drawn from the Council's SHE incident reporting platform and Pentana.

These indicators are designed to provide management at all levels of the Council, including Elected Members, with appropriate information to guide decision making processes and to inform the priorities outlined in the Health and Safety Team's Service Improvement Plan and associated Action Plan.

Key performance data captured, monitored and reported by the Health and Safety Team contains both active and reactive indicators, which are measured against set standards wherever appropriate.

The Health and Safety Team reports on Health and Safety Performance to the following governance meetings at set periods, normally monthly or quarterly:

- Cabinet and Governance and Scrutiny Committees (East Ayrshire Performs)
- Chief Executive's Health and Safety Strategy Group
- Senior Management Teams
- Leisure Trust Board.

4.2 Active Monitoring

Active monitoring arrangements are embedded across Council services and form a critical function in ensuring that safety management arrangements are maintained. These arrangements include, although not exhaustive:

- Inspections of activities, premises, work processes, plant and equipment
- Health and safety audits
- Health surveillance
- Issuing guidance and information updates e.g. safety flashes and bulletins.

4.3 Reactive Monitoring

The SHE incident reporting platform is used to capture incident information and reactive monitoring of that information, enables the Council to learn from incidents and other undesirable events. This learning not only comes from incidents which have occurred internally, but also from incidents which have been reported involving external organisations. Reactive monitoring sources include, although not exhaustive:

- Incident and near miss reporting
- Dangerous occurrences
- Unsafe conditions for example unguarded machinery parts
- Injury and occupational ill health reports
- Damage to property, including fire and vandalism.

4.4 Health and Safety Inspections

Managers, supervisors and Health and Safety Advisors, will carry out regular announced and unannounced inspections of work activities, processes, premises, plant and machinery. These inspections will also cover works being carried out by contractors on behalf of the Council, as appropriate.

Health and Safety inspections will be used to underpin safe working practises and embed a strong safety culture within the workplace. Inspections will primarily focus on typically higher risk activities, such as construction and refurbishment works, but can cover any work activity or premises at any time.

The Health and Safety Section will collect high level data from all inspections carried out and report the key findings e.g. any deficiencies found during the inspection and any corrective action taken, to the appropriate Senior Management Team Meeting.

4.3 Health and Safety Audit

Managers have responsibility for ensuring that they carry out regular audits on safety management arrangements under their control and in doing so consult with trade union representatives and the Health and Safety Team, as appropriate. The purpose of workplace audits is to ensure compliance with established safety standards and any applicable legal requirements.



The Health and Safety Team will also carry out periodic auditing of safety management arrangements across Council departments. These audits may, as appropriate, focus on a specific topic, such as the management of COSHH or vibrating equipment.

Specific audits will normally be prompted by active or reactive data which identifies a possible issue with safety management arrangements within a service or departmental function.

5. Contact Details

Health and Safety Section

Tel: 01563 554825

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Intranet Health and Safety

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Intranet Organisational Development

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Intranet Occupational Health

Health and Safety Executive

1st Floor Mercantile Chambers 53 Bothwell Street Glasgow G2 6TS Tel: 0141 275 3000

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