

---

# Health and Safety Policy

---

## Document Control

<b>Document Ref:</b>		<b>Date Created:</b>	Nov 2010
<b>Version:</b>	1.3	<b>Date Modified:</b>	March 2011
<b>Revision due</b>	March 2012		
<b>Author:</b>	Sue Gore	<b>Sign &amp; Date:</b>	
<b>Owning Service</b>	Environmental Health and Licensing – Public Health Team		
<b>Equality Impact Assessment: (EIA)</b>	<b>Date undertaken:</b>	15 <sup>th</sup> March 2011	
	<b>Issues (if any):</b>	None identified	



# Contents

---

1.0	Purpose.....	3
2.0	Policy Statement.....	3
3.0	Approach.....	3
4.0	Practical Working Arrangements.....	4
5.0	Roles and Responsibilities.....	4
6.0	Quality of the Service.....	5
7.0	Monitoring the Service.....	5
8.0	Policy Review.....	5

## **1.0 Purpose**

- 1.1 West Berkshire Council (The Council) is the enforcing authority and has a statutory duty to enforce the provisions of the Health and Safety at Work etc Act 1974, the primary umbrella legislation for many associated Regulations.
- 1.2 The Council carries out this duty by employing suitable, qualified and trained staff, who are authorised in writing to enforce the requirements of the Act.
- 1.3 The Council recognises the value of having a documented policy which sets out how health and safety, within its area, will be carried out.

## **2.0 Policy Statement**

- 2.1 The Council will make effective arrangements to enforce the Health and Safety at Work etc Act 1974 and all associated regulations and codes of practice, with the aim of ensuring that, within its area, workplace risks are reduced and welfare matters are addressed to protect both the workforce and members of the public. The Council will also advise businesses on their legal responsibilities and raise awareness on health and safety issues.

## **3.0 Approach**

- 3.1 The Health and Safety at Work etc Act 1974 is well established legislation which places legal responsibilities on duty holders to ensure the health, safety and welfare of it's employees and those members of the public who are not their employees are not exposed to undue risks.
- 3.2 The Act encompasses many varied Regulations covering a wide range of topics associated with the workplace. Environmental Health Practitioners, in carrying out their duties, have to be well versed in the law and their powers.
- 3.3 In carrying out its statutory duty under the Act, the Council will ensure that a balanced and consistent approach is adopted, and will be targeted to meet risk-based inspection requirements whilst applying legislative obligations in a proportionate and transparent manner.
- 3.4 The Council will:
  - a) Enforce and execute the provisions of the Health and Safety at Work etc Act 1974 and associated Regulations in order to comply with their statutory duty under Section 18 of the Act.
  - b) Register all premises as required by legislation.
  - c) Inspect premises at a frequency determined by an assessment of the potential risks as guided by the Health and Safety Executive (HSE).
  - d) Make consistent enforcement decisions in accordance with its own enforcement Policy and the Enforcement Management Model (EMM).

- e) Refer to recognised guidance issued by Governmental and Non-Governmental agencies.
- f) Liaise with the other authorities in the County via the Berkshire Health and Safety Liaison Group.
- g) Liaise with the HSE through the appointed Liaison Officer.
- h) Ensure the continued development of its officers (both Environmental Health Officers and Technical Officers) and encourage officers to keep up to date on Health and safety issues, through continued use of the Regulators' Development Needs Analysis (RDNA) tool and Guidance for Regulators Information Point (GRIP).
- i) Respond to all RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences), notifications and investigate all accidents in accordance with the Council's accident investigation policy.

#### **4.0 Practical Working Arrangements**

- 4.1 Pro-active inspections will be carried out in the form of a rolling risk-based programme. At the beginning of each financial year, the Council will produce a work plan which will include a clear summary of those premises due for inspection, the demand on the service and resources available to deliver on that demand.
- 4.2 Reactive Intervention will be carried out following the receipt of a service request.
- 4.3 Accidents will be investigated in accordance with our accident investigation policy.
- 4.4 Unless in exceptional circumstances, all interventions will involve a graduated approach leading to formal action if an informal advisory approach has failed.
- 4.5 To ensure an effective, transparent and consistent approach to enforcement of health and safety legislation, authorised officers will follow the Council enforcement Policy and the EMM.

#### **5.0 Roles and Responsibilities**

- 5.1 Responsibility for implementation of the policy rests with the Environmental Health and Licensing Manager (EHLM).
- 5.2 The Principal EHO for Public Health is responsible for the planning, organisation and subsequent monitoring of all aspects of the policy as well as other Standards or Policy concerned with the Council's undertakings.

## **6.0 Quality Of The Service**

- 6.1 West Berkshire Council is committed to ensuring that the highest practicable standard of service is achieved and that good customer care practice is integrated into all aspects of service delivery.
- 6.2 In meeting its duties under health and safety legislation the Council will strive for excellence in the quality of service provided. All staff will adopt a professional approach and performance monitoring will be carried out to the standard identified within the adopted Internal Monitoring Standard's to ensure compliance with agreed targets.
- 6.3 It is the responsibility of the Council to ensure that all officers are suitably qualified, experienced and authorised to carry out enforcement under the Act and any legislation made under the Act.
- 6.4 The Council will ensure that all authorised officers have access to appropriate professional training and other resources required in order to maintain a high level of professionalism and competence.

## **7.0 Monitoring the Service**

- 7.1 Having set the standards that the Council wishes the service to achieve, it is essential that the detailed arrangements in the policy are put into practice and that the outcome is regularly monitored and reviewed.
- 7.2 The EHLM will therefore make arrangements to monitor the following:
  - a) Compliance with agreed targets for programmed inspections.
  - b) Compliance with agreed targets for Service Requests.
  - c) The number of Service Requests received year to year.
  - d) The number of food alerts received year to year.
  - e) The number of sampling initiatives carried out year to year.
  - f) Any other agreed monitoring arrangements concerned with the Health and Safety Team Plan, the overall Environmental Health and Licensing Plan, and broader Council objectives relevant to the public health team's activities.

## **8.0 Policy Review**

- 8.1 This policy will be reviewed annually by the EHLM.
- 8.2 This Policy will be publicly available.