Telford & Wrekin
Co-operative Council

Protect, care and invest
to create a better borough

Corporate Health & Safety Policy

Telford and Wrekin Council

November 2025

Telford and Wrekin's Corporate Health & Safety Policy

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Section 1: Policy Statement

It is the policy of Telford & Wrekin Council to safeguard the health, safety and welfare of its employees and all persons likely to be affected by its undertakings. The council accepts the aims and provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations and aims to comply with all other relevant statutory obligations. The successful management of health and safety contributes to the overall performance and objectives of the council.

The Council is committed to;

- Developing a positive health and safety culture with the commitment and participation of all employees
- Assessing the risks to the health and safety of its employees and anyone else who may be affected by its undertakings to eliminate or control all hazards / risks, as far as is reasonably practicable
- Making arrangements using the 'Plan-Do-Check-Act' approach for the effective planning, organisation, control, monitoring and review of the preventive and protective measures identified as being necessary following the risk assessments
- Providing safe plant, equipment, systems of work, information, training and supervision as is necessary to safeguard the health, safety and wellbeing of all employees and those who may be affected by our work activities
- Establishing arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, so far as is reasonably practicable
- Providing and maintaining a working environment for employees that is safe, without risks to health, and adequate as regards facilities and arrangements for welfare at work, so far as is reasonably practicable
- Consulting with trade unions and other workforce representatives on health and safety issues to ensure that everyone is informed, involved and engaged in health and safety
- Providing and promoting positive policies regarding health, safety and welfare concerns at work to include access to occupational health and staff wellbeing support services
- Providing a robust audit and review process designed to measure safety performance and compliance with the Council's policies, procedures and related safety guidance documents

As the Chief Executive of Telford & Wrekin Council, I along with the leader of the Council and Executive Directors are committed to the health, safety and well-being of all our employees, customers and partners.

David Sidaway – Chief Executive
Date: 1st November 2025

Lee Carter - Leader of the Council
Date: 1st November 2025

This policy will be reviewed every twelve months and be updated as necessary.

The Corporate Health and Safety Policy provides a framework to ensure Telford & Wrekin Council proactively creates and maintains a safe and healthy working environment for all employees and those who may be affected by the Council's activities.

All Employees must co-operate fully with the measures the Council takes to fulfil the requirements of this policy.

Section 2; Organisation and Responsibilities

Elected Members

The Leader, with the Cabinet, forms the body corporate for the Council and has the collective and individual responsibility for planning, resourcing and overseeing the Council's activities.
Collectively the Cabinet, with the Senior Management Team, form the 'Directing Mind' of the Council in the provision of its services and in the conduct of its undertaking.

The Council's elected members have a responsibility to conduct their business and make decisions in conformity with health and safety legislation and the Council's own policies. Members must ensure that the decisions they make take account of health and safety issues and that sufficient resources are allocated for this purpose.

Councillors will therefore:

- Consider health, safety and welfare issues as part of their decision-making process.
- Use the advice provided by SMT to help in their decision-making process to ensure the health and safety of all persons likely to be affected by these decisions.
- Formally scrutinise and adopt the Council's corporate health and safety policy.
- Appoint a Councillor with health and safety responsibilities from within the cabinet.

The Cabinet and Cabinet Members are responsible for carrying out specific functions both individually and collectively. The Cabinet Member that has the responsibility for the council's health and safety team is the lead member responsible for health and safety issues and governance arrangements for health and safety lie with that cabinet member.

The Cabinet Member, as stated above actively monitors and promotes health, safety and wellbeing across the Council raising matters with Senior Management and relevant Committees as necessary. They will receive a copy of the minutes from Telford & Wrekin Council's Corporate Health and Safety committee.

Councillors are not in day-to-day control of health and Safety, but they need to satisfy themselves that risks are considered as part of their decision-making process and are sensibly managed.

The Chief Executive

The Chief Executive has ultimate responsibility for all health and safety issues within the council and will provide effective leadership and direction for the implementation of this Policy.

The Chief Executive (aided by the Senior Management Team), will as far as reasonably practicable, ensure;

- The provision of suitable competence and expertise to effectively deliver and implement this policy
- Adequate provision of suitable staffing levels, working conditions and environments
- Adequate provision and maintenance of suitable equipment and resources
- That Council employees are appropriately informed and trained about health, safety and welfare
- That a robust audit process is in place to measure and review policy compliance and effectiveness
- That a director is appointed to lead on health and safety matters
- The **Chief Executive** will chair meetings of the Corporate Health and Safety Committee, will oversee the development of the Council's Health and Safety Strategy and promote and support the activities of the Internal Health and Safety Team.

The **Director for Health & Wellbeing** is the Director responsible for the internal health and safety team and governance arrangements for health and safety lie with that Director. This Director will keep the Chief Executive briefed on significant safety matters arising outside of the Committee and elsewhere within the Council.

Executive Directors and Directors

Executive Directors and Directors, along with the Chief Executive make up the Senior Management Team. They oversee the implementation and monitoring of the effectiveness of corporate health and safety policies within the Council as a whole and within the service areas for which they have a lead responsibility.

Executive Directors and Directors will provide effective leadership and direction to ensure the policy is implemented and will as far as reasonably practicable, ensure;

- The information contained within this Policy is effectively communicated throughout their service areas
- That the Service Delivery Managers that they manage, have the necessary competence and resources to fulfil their health and safety responsibilities.
- That arrangements are in place for the on-going assessment of risks within their service areas that meets the requirements of the council health and safety policy as it relates to their service activities.
- That arrangements are in place for implementing the preventive and protective measures which follow-on from the risk assessments within their service areas.

- That all employees and others involved in the delivery of their services are provided with relevant information and training on the use of equipment, substances and machinery relevant to their role.
- That their services are appropriately represented on the Corporate Health and Safety Committee.

Service Delivery Managers, Group Managers, Head Teachers and Team Leaders

Service delivery managers, group managers, head teachers, team leaders, and anyone else with line management responsibilities will, as far as reasonably practicable;

- Ensure the effective implementation of this policy within their workplace(s)
- Provide leadership on health and safety to their employees and actively promote improvements in health and safety standards in their service area / department and across the Council as a whole
- Be responsible for ensuring the health, safety and welfare of all employees, trainees and other persons who may be affected by their work activities (e.g. visitors, volunteers, public, contractors, etc.)
- Ensure that risk assessments are carried out of all activities that present a potential risk of injury within their service areas. These must be documented and reviewed regularly (at least annually, or when there is a change of circumstances)
- Implement effective control measures, identified as part of the risk assessment process to reduce the risk of injury, where necessary
- Ensure new employees, apprentices, trainees are given a workplace safety induction during their first week at work, or as soon as is reasonably practicable thereafter
- Ensure their staff are informed about, suitably trained and competent in health and safety matters relevant to their role and the tasks they perform and that records are kept of this training via the OLLIE training management system
- Ensure that their service areas / departments are sufficiently provisioned with suitable equipment, including appropriate protective equipment, safety devices and clothing where this is required, and are given suitable information, training and instruction in its correct use.
- Ensure defects to premises, plant, equipment or processes affecting health and safety are made safe without delay.
- Ensure that personnel under their control are supervised and monitored, as appropriate for the degree of risk, as to ensure their safety, competence and compliance with the standards laid out in this policy.
- Ensure that suitable and appropriate fire safety and emergency arrangements are in place in respect of the buildings, premises & employees that they manage and / or are responsible for.
- Ensure that competent persons are appointed to test and maintain the services, facilities, plant and equipment within their buildings / areas of control, as appropriate (gas, electrical, water systems, etc.)
- Ensure service and maintenance records are maintained for all relevant services, facilities, plant and equipment within their buildings / areas of control.
- Ensure that where any health, safety or welfare related incident, concern or failing occurs or is reported, that this is promptly investigated and where appropriate, is

effectively acted upon, so as to help prevent a recurrence. Those impacted by such incidents will be suitably assisted and supported.
- Ensure all relevant accidents/incidents and near misses are reported via the appropriate channels (i.e. MyView), that they are thoroughly investigated, reported to the relevant enforcing authority, where necessary and that appropriate remedial actions are taken to help prevent a recurrence.
- Ensure safety performance is effectively monitored, including accident / incident trends and satisfy themselves that safety standards are being maintained and that shortcomings are rectified in good time.
- Keep themselves and their employees up to date with all relevant health and safety information and consult with or seek advice, guidance and support from the Internal Health and Safety Team.
- Ensure that any health and safety issues that cannot be resolved locally are escalated to the next tier of management for approval / action.

School Governing Bodies:
In schools where the Telford & Wrekin Council is the employer (i.e., community and voluntary controlled schools) the governing body will oversee the development and implementation of the school's specific version of Telford & Wrekin Council's Health and Safety Policy.

In schools where the governing body is the employer (i.e., Academies, foundation schools, voluntary aided schools) the governing body have the responsibility to write the health and safety policy for the school and oversee its development, implementation and ensure its effectiveness.

Head Teachers
Head Teachers, have overall responsibility for day-to-day health and safety management of their school. They must have sufficient competence (or assistance from competent colleagues) to enable them to ensure that Telford & Wrekin's standards for health and safety are maintained in their establishments.

Internal Health and Safety Advisors
The council's internal health and safety advisors will;

- Lead on the development of policy, procedures, guidance and supporting materials relating to health and safety within the Council's workplaces and affecting the Councils service delivery functions.
- Support and promote the development of initiatives and strategies to help improve health and safety practice and / or reduce injuries at work.
- As the subject matter experts, work closely with the Policy and Development Team, and the Human Resources team to help develop and deliver a core range of health and safety training programmes for employees.
- Monitor the implementation and effectiveness of such policies, procedures, guidance and training, initiatives by undertaking periodic compliance auditing and reporting on findings.

- Bring to the Council's attention any new or changed legislation or guidance which may affect the way things are done or need to be done.
- Provide operational health and safety advice to all departments and service areas of the Council.
- Manage the Council's health and safety audit programme and report to line management and the Corporate Health and Safety Committee on safety performance and standards.
- Keep themselves up to date with changes to legislation, standards or new practices, which may affect the activities of Telford & Wrekin Council. Seek opportunities to maintain and or improve their knowledge and skills in order to meet the needs of the Council.

Human Resources will: -

- Promote and maintain the highest degree of physical, mental, and social wellbeing for all employees.
- Encourage a culture where managers take an active interest in the health and wellbeing of their staff.
- Advise and inform managers, employees and trainees on all aspects of employee health and wellbeing to protect staff from factors adverse to their health.
- Attend meetings on employee health and wellbeing issues in an advisory capacity.
- Advise on employee health and wellbeing training for staff at all levels.
- Liaise with the Internal Health & Safety and Occupational Health Service regarding health and wellbeing matters.

Occupational Health provision

Occupational health provision will;

- Provide medical advice, from pre-employment, through to retirement, to both managers and employees to enable them to work in a way that does not endanger their (or anyone else's) health. Medical details remain strictly confidential throughout and will not be divulged to anyone without informed consent.
- Provide support and referrals for treatment, where appropriate, for Council employees who experience work related health issues and provide medical input into health and safety policies to promote improved standards of health and wellbeing.
- Assist in the placing and maintaining of employees in occupational environments suitable to their physiological needs, e.g., the adaptation of work to the worker.

Building Innovation Telford (biT Team)

The Council's 'biT Team' are a specialist service area that holds specific responsibilities for supporting the management of several key health and safety risks associated with the Councils buildings and premises portfolio. These key risk areas include; ensuring compliance with the Construction, Design and Management Regulations, the management of contractors, fire safety, asbestos management, water management, gas and electrical testing, amongst other building management functions.

The biT team will provide the above services for all Telford & Wrekin core buildings and 'supported service delivery areas' that are an established recipient of, or that opt to 'buy-in' to biT's services.

The biT Team will also advise those service areas that choose not to 'buy-in', to biT's services, on how and from whom they may obtain assistance in complying with their legal obligations associated with such building management functions.

Health and Safety Representatives

Health and safety representatives are usually trade union representatives.
They attend the quarterly 'Corporate Health and Safety Committee', where they represent the views of employees (regardless of whether they are union members or not).
Health and safety representatives will be consulted in good time about health and safety issues.
Amongst their functions they have the right to;

- Carry out regular inspections of the workplace
- Investigate accidents and incidents, and,
- Examine health and safety documents

A full list of trade union health and safety representatives and details of their functions can be found on Telford & Wrekin Council's Health & Safety SharePoint site under *'Functions of Trade Union Health and Safety Representatives'*.

All Employees of the Council

Must at all relevant times, to minimise the risk of injury to themselves, other colleagues, customers or partners of the Council;

- Comply with the measures specified in this policy and other relevant risk control measures, procedures and guidance, produced by the Council whilst at work.
- Conduct themselves in an appropriate manner so that they, and/or others are not put at risk by their activities, actions or failings.
- Co-operate with managers and supervisors, including where appropriate the Health and Safety and Occupational Health Teams on all matters affecting health, safety, and wellbeing at work.
- Make full and proper use, in accordance with the user instructions and the training provided, of any plant, machinery or equipment that is made available to them; and to not misuse such equipment.
- Only use plant, machinery and equipment for which they have been authorised, have been fully instructed as to its safe use and have received suitable training. Where appropriate, employees must ensure that plant, machinery and equipment is suitably guarded during use.
- Attend relevant training courses as requested by management and adhere to the techniques and practices specified within any training provided.
- Wear / use the necessary protective clothing and/or safety equipment (including Personal Protective Equipment (PPE) as specified for their role / work.

- Report hazards, defects or potential risks affecting the health safety or welfare of themselves or others, which they cannot eliminate or control themselves to their supervisor or manager immediately.
- Report all accidents and incidents (I.e. near miss, violence, abuse, racial and hate related) occurring in their area of work including cases of work-related ill health to their manager/supervisor immediately, following the correct reporting process. Employees may be involved in the investigation and any remedial actions required arising from this process.
- If at any time, employees are involved in any activity that feels unsafe or they feel at risk, they should stop the activity and raise their concerns with their line manager.

Trainees, Apprentices and Volunteers

The Council recognises its responsibilities both as sponsor and managing agent to all its Trainees, Apprentices and Volunteers (and similar groups that may be affected). Such groups will be afforded the same health and safety status and adopt the same duties and responsibilities as that of an "Employee" and are required to be made aware of and adhere to the requirements of the Council's Health and Safety Policy.

Young persons and work experience students

All Young Persons and Work Experience Students have the same health and safety status and responsibilities as an employee and are required to be made aware of and adhere to the requirements of the Council's Health and Safety Policy. The potential vulnerability of such persons requires that they will be subject to greater levels of supervision than standard employees and may also be subject to additional controls depending upon the findings of the risk assessment process.

Visitors and the Public

Appropriate action must be taken to ensure that visitors are made aware of risks relevant to their visit, at the specific site they are attending. All visitors must be accompanied within areas of Telford & Wrekin Council which are identified as non-public areas. These persons should not be allowed to access areas which may place them or others at significant risk. The Council will conduct its undertakings in such a way as to ensure that members of the public are not endangered by work or the activities of its employees.

Disciplinary Procedures

The Health and Safety at Work etc. Act 1974 states that, *"No person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."*

Disciplinary action may be initiated against any employee who knowingly violates or fails to implement the Council's safety policies, procedures or guidance, or who fails to use any personal protective equipment or other safety devices or equipment, when required, that is specifically provided for their protection.

Breaches of the health and safety policy, procedures and arrangements will be dealt with under Telford & Wrekin Councils *Disciplinary Policy* and *Disciplinary Rules*. It must be understood that such breaches may also expose the individual committing the breach and / or the Council to criminal prosecution.

Section 3; Arrangements for Health and Safety

In order to promote a health and safety culture that aims to produce high standards and continuous improvement, Telford & Wrekin Council has put in place the following health and safety arrangements.
This document provides a summary of the council's most significant health and safety arrangements but is not an exhaustive list. More comprehensive and detailed coverage of the Council's health and safety arrangements can be found on Telford & Wrekin Council's Health & Safety SharePoint site.

Health and Safety Management

The Council's Health and Safety Policy Arrangements are based on the **'Plan-Do-Check-Act'** approach for the effective planning, organisation, control, monitoring and review of its safety management processes.

PLAN - Planning for Health and Safety – the Health and Safety Strategy

Planning is key to ensuring that every health and safety measure we put in place within the Council is appropriate, is properly considered and will work in practice.

As part of our health and safety planning, Telford & Wrekin Council will:

- Work with the Corporate Health and Safety Committee and other key personnel to develop a 3-year health & safety strategy that identifies the risks and safety challenges faced by the Council
- Produce realistic, measurable and achievable objectives that will make a real impact on reducing those risks and challenges, and that will have a positive impact on the health, safety and wellbeing of our employees, whilst enhancing the Council's safety culture
- Establish key performance indicators to measure our performance against the strategy
- Ensure that clear lines of responsibility are detailed within our policies and procedures and that these are effectively communicated to all duty holders
- Ensure that all risks within the organisation are identified and suitably assessed
- Establish effective preventive and protective measures as identified as necessary following the risk assessment process and prioritise those needed to tackle the most significant risks firstly
- Set clearly defined safe operating standards to be achieved and communicate these through the provision of training, policies, procedures and guidance documents to all relevant personnel

DO - Implementing the Plan and putting the Strategy into practice

Having planned and set our strategy, completed our risk assessments and identified the issues that could cause harm, we need to implement our preventive and protective measures to manage the risk.
We will consult and engage with as many employees and their representatives as appropriate before deciding on the most suitable measures needed to manage the risks and then put them in place.
This engagement will help drive the safety culture by developing positive attitudes and behaviours.

As part of the implementation process, it is critical that;

- The right tools and equipment are selected to support the preventive and protective measures
- Everyone involved in the work is competent, well trained and instructed, to carry out the tasks safely
- Where necessary, those involved in the work are supervised to make sure the measures are followed.

CHECK – Auditing and Reviewing Performance against the Safety Strategy

Measurement of Health and Safety Performance
Having implemented our health and safety strategy we need to measure our performance to check and make sure that what was planned and implemented is actually working in practice.

In order to substantiate that health and safety standards are actually being achieved, the Council measures safety performance against pre-determined plans and objectives, so that areas where the standards are not being met are identified and can be the subject of remedial action.

Key performance indicators used by the Council for reviewing health and safety performance include:

Active monitoring systems:

- The systematic examination of premises, plant and equipment at pre-defined intervals
- Examining health surveillance and exposure monitoring records to check the effectiveness of health control methods and to detect early signs of harm to health.
- Auditing of all service areas for compliance with agreed health and safety standards

Reactive monitoring systems:

- The investigation of accidents & incidents including near misses and work-related ill-health to establish both root cause and the development of incident trends
- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as damage to equipment, property, etc.
- Analysis of all collected data to identify common features or trends and initiate improvements

- Benchmarking of our performance against similar local authorities.

Reviewing health and safety should be a continuous process undertaken at all levels within the Council on a day-to-day basis.

It will include actions by supervisors/managers:

- To remedy process, equipment or system failures which they identify in the course of operations
- To remedy unsafe employee performance and practices identified by active and reactive monitoring
- To respond to the results of audits, both completed by self-assessment and the health and safety team.

Auditing

The council relies upon its 'health and safety management audit' processes to check that our policies, systems and processes are effective and relevant to each of the Council's Service Areas.

The Internal Health and Safety Team will manage the Council's health and safety audit programme, reporting back to senior management and the Corporate Health and Safety Committee on the safety performance and standards within each specific service area.

We use audits to improve our understanding of, and ability to manage risk, by;

- Checking levels of compliance with our key health and safety performance indicators, including specific policies, procedures and guidance documents.
- Assessment of the achievement or progress towards specific objectives and plans
- Identification of areas where the health and safety system is failing or absent
- Identifying non-conforming working practices or changes in operations across the organisation
- Checking for areas where performance can be improved
- Reviewing accident, assault, ill health and incident data, which analyses both the immediate and underlying, causes, trends and common features
- Checking that appropriate management arrangements and workplace precautions are in place
- Ensuring the ongoing safety and maintenance of Council buildings and workplaces by the annual completion of Building Management and Safety Checklists

Service Delivery Managers are required to complete an annual self-audit of health & safety management arrangements for their service areas and associated teams. The Internal Health and Safety Team will then review the completed self-audit in order to substantiate and ensure that the required health and safety standards are actually being achieved.

With the frequency of audit completion being prioritised via a risk rated approach, health and safety audits will contribute to corporate governance arrangements and assist in ensuring all Council services are delivered within acceptable parameters of safety and legislative compliance.

ACT - Acting on the findings of the Performance Review

Having measured our performance and checked what was working well and more importantly, what was not working so well; we need to act effectively to improve our safety performance.

Some of the ways we do this within Telford & Wrekin Council are by;

- The Health and Safety Team communicating audit findings and remedial recommendations with a clear plan of action and timetable for implementation to the relevant Service Delivery Manager
- Escalating such actions to the Corporate Health and Safety Committee, where appropriate, to ensure effective completion
- Implementing remedial measures identified as necessary following accident / incident investigation and/or audit to prevent / reduce the likelihood of a recurrence
- Ensuring employees are kept informed of audit performance and remedial actions taken following audit deficiencies by publishing on the T&W Intranet as minutes of the Corporate Health & Safety Committee
- Reviewing training needs based on lessons learned to improve the provision of information, instruction and training to employees
- Ensuring that health and safety policies, procedures and guidance documents are regularly reviewed and updated as appropriate, so that they remain effective

Through the identification of issues and the implementation of necessary corrective actions, continuous improvement can be achieved which will give the Chief Executive and Senior Management Team reasonable assurance on the effectiveness of the Council's safety management strategies.

Governance and Audit
The principles of good governance are integrity, openness and accountability.
These principles describe the systems and processes necessary to ensure that the Chief Executive, Senior Management Team, the Cabinet Member that has the responsibility for the council's health and safety team and the Director responsible for Health and Safety, fulfil their collective responsibilities and provide the foundation for securing the health and safety of the Council's employees and others affected by its undertakings.

The Director of each Service Area will meet with their respective Health and Safety Advisor on a regular basis to review and progress the Service Area's performance against the Council's health and safety strategy and the Service Area's own specific objectives and key performance indicators. Every service areas has an assigned risk rating to prioritise and manage resources effectively to ensure compliance and proactive risk management.

The Health and Safety Team will produce a health and safety performance report for the council, detailing every service area, that will be submitted for review and consideration by the corporate health and safety committee. There may be a requirement for attendance at the corporate health and safety committee.

The Council's Service Delivery Managers will periodically receive audit reports completed by the Internal Health and Safety Team, which may include recommendations for safety improvements. These recommendations will follow the Plan-Do-Check-Act approach, adhering to the Council's Health & Safety Strategy.

Where appropriate, the audit reports and associated recommendations will be submitted for consideration to the Corporate Health and Safety Committee. This will ensure that the appropriate preventive and protective measures are carefully considered, agreed and implemented.

Risk Assessment

Risk assessment is the main tool that Telford & Wrekin Council relies upon to identify and control the risks arising from our work that could potentially harm employees, customers, pupils, service users and anyone else affected by the operations of the Council.

The Council's line Managers have the responsibility for ensuring that all significant risks, arising from their service activities are properly assessed, to identify;

- Any hazards which have the potential to cause harm
- Who is likely to be harmed (employees, contractors, public etc.)
- How likely it is that the harm will occur

From the above the manager will do all that is reasonably practicable to protect people from harm by looking at the control measures already in place and then asking if the hazard can be removed altogether, or if not how the risk can be controlled e.g. trying a less risky option, organising the work differently to reduce exposure to the hazard and / or by providing PPE.

Managers should always consult employees, and others where appropriate, when completing the risk assessment process. Employees carrying out the work, generally know best as to what the risks are and should play a part in ensuring that the assessments are carried out robustly and that the precautions and preventive measures that we put in place, work effectively in practice. Employees must be made aware of the significant findings of the assessment and the control measures put in place to protect them.

All the significant risks to employees and those affected by the Council's undertakings will be recorded and control measures put in place to enable all employees to operate in a safe manner.

A full range of risk assessment templates and supporting documents are available from the health and safety SharePoint site to guide and assist managers with the risk assessment process.

Managers are responsible for ensuring that they undertake the risk assessments and review them at least annually or more frequently as required.

Any employee that writes, reviews or process checks risk assessments must be competent to do so and training is a must for those involved in the risk assessment process and can be booked via OLLIE.

Communication, Consultation and Co-operation on Health and Safety

High quality communication is an integral part of effective health, safety and wellbeing management.
Telford & Wrekin Council will consult with recognised trade union and other employee representatives on matters affecting health and safety via the safety forums and meetings outlined below.

Such communication and consultation will take place in good time, where practicable and be in accordance with the Council's established employee consultation processes and procedures.

General Health and Safety Communication Channels

In addition to the Council's established committee structure and the joint consultative forums (*see Corporate Health and Safety Committee, below*) additional communication channels will be provided and/or already exist, for the exchange of health and safety knowledge and information through the day-to-day supervisory channels.

These channels include, for example:

- Issuing and exchange of risk assessments, safe systems of work, safety policies, guidance documents
- Publication of policies, procedures and guidance documents via the Health and Safety Intranet pages
- Safety communications between teams on shared sites (Building User Groups, etc.)
- Publication of the minutes of the Corporate Health & Safety Committee meetings on the T&W Intranet
- Making health and safety a standing agenda item at Management / Team meetings
- Holding health and safety briefings
- Delivering toolbox talks
- Issuing safety alerts and raising the profile of key health and safety topics in staff news
- The provision of line management / supervision, and,
- 'On the job' training

Information available to all staff via the Health & Safety SharePoint site

Consultation with employee's safety representatives and safety committees

Corporate Health and Safety Committee

The Corporate Health and Safety Committee is the principal forum for corporate health and safety matters at Telford & Wrekin Council. The committee oversees health and safety management within the Council and is the formal mechanism for consultation with the trade unions on health and safety matters. It will monitor performance and consider proposals on corporate health and safety policy and strategy.

The functions of the Corporate Health and Safety Committee are to;

- Consider, review and approve where appropriate, health and safety strategy, policies, procedures and guidance documents developed by and for the Council
- Consider changes to (and new) health and safety legislation, the content of recommendations from professional bodies, and the necessity for changes to Council policy(s) as a result
- Consider reports from enforcement agencies and recommend appropriate action(s) in response
- Assign task groups to examine and make recommendations on specific health and safety issues
- Monitor health and safety performance, including accident and incident rates. Review and consider any significant concerns or associated trends and recommend appropriate action(s) in response
- Receive Building safety performance reports and incidents on key risk areas include; ensuring compliance with the Construction, Design and Management Regulations, the management of contractors, fire safety, asbestos management, water management, gas and electrical testing, amongst other building management functions.
- Receive health and safety inspection and audit reports, generated by the Health and Safety Team and consider appropriate action to address any shortcomings identified
- Receive and review specific reports on accidents, incidents, near misses and work-related ill health.
- Provide a mechanism for communicating with employees on the implementation of Telford & Wrekin Councils health and safety management processes, including the planning, organising, monitoring and reviewing of the Councils measures to ensure the health and safety and welfare of its employees.
- Promote a positive safety culture that engenders trust and positive values and beliefs in the Council's commitment to the health safety and welfare of its employees.
- Play a key role in motivating and engaging with employees and actively monitoring and driving improvements in the health and safety performance of the organisation.

The committee meets up to three times per year and is attended by representatives from the executive director areas (or nominated deputy representative) and key service areas, trades union health and safety representatives, and the Council's health and safety advisors. Other parties may be invited to attend on an ad hoc basis where appropriate for the matters to be discussed.

Meetings are chaired by the Chief Executive. Following each meeting, the Chair briefs SMT on matters arising from the Committee.

Governance and the Corporate Health and Safety Committee

The Chief Executive, the Executive Director and Director responsible for Health and Safety and the Service Delivery Manager for health and safety will meet for regular updates on health & safety performance, to determine if the Council's health and safety strategy and action plans are being achieved and if necessary ensure that the outstanding issues are being prioritised and addressed via a risk-based approach.

Service Areas to submit progress reports on the achievements and outcomes of their respective health and safety action plans to the SDM (Service Delivery Manager) health and safety. These reports together with Managers' self-audits and the audits completed by the Internal Health and Safety Team to assess how specific Service Areas, Directorates and the Council as a whole are meeting their health and safety action plans and general obligations and will be reported with the Annual health and safety report

Service specific Health and Safety Committees / Working Groups

Specific service areas or departments may require the setting up of a specific (service or department) health and safety committee or working group involving management and trade union health and safety representatives. Any matters that cannot be resolved within the service specific groups can be brought to the attention of the health and safety advisors or raised at the corporate health and safety committee.

Management team meetings

All service / group management teams must create the opportunity for employees to raise health and safety matters to ensure that health and safety is being managed and monitored effectively. Health and safety should be a standing agenda item for all meetings that have a formal agenda.

Team/staff meetings

Local team meetings must create the opportunity to discuss health and safety issues. These give everyone the chance to raise health and safety concerns that apply to the team and discuss proposed improvements.

School Governors' meetings

School governors should ensure that health and safety is a standing agenda item at formal meetings and will usually set up a separate health and safety committee that takes responsibility for monitoring and promoting good health and safety standards within the school.

The degree of control that Telford & Wrekin Council can exercise over health and safety within each specific school will depend upon the parameters laid out in page 6, above.

Accident & Incident Reporting and Recording

All accidents, incidents (including near-miss, violence and/or abuse related) which occur on Council premises or arising from our activities must be reported, using the correct reporting process. Such incidents must be reported by the employee on MyView so that details can be retained for future reference.
A range of manual forms (for accident, violent incident, near miss etc.) will be made available for the use of personnel who, for whatever reason do not have access to a computer. The line manager of such individuals must upload the manual form to MyView, once the incident is notified to them.

Line managers will receive email notifications whenever an incident is entered onto MyView and are responsible for reviewing and authorising such reports, as necessary.

Where such an incident results in a 'specified injury, incident or occurrence' as described in the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR), the Council's line managers hold the responsibility for reporting such incidents or occurrences to the relevant authorities.

All RIDDOR reportable incidents involving the Council's employees or others affected by the Council's work activities, must be reported to the Health & Safety Executive within a proscribed timescale.

Line Managers must notify the Internal Health and Safety Team, whenever an incident is deemed to be reportable under RIDDOR so they can support the process. This must happen prior to reporting to the HSE.

Managers or their nominated representative, have a responsibility to carry out a robust investigation following an incident and where appropriate to take reasonable action to prevent reoccurrence.

Employees are actively encouraged to report all safety concerns to their line manager and anyone can report a Health & Safety concern via the "Report it Button" on the council's health and safety SharePoint site.

Fire Prevention and Control
Service delivery managers, group managers, head teachers, team leaders, and anyone else with line management responsibilities, are responsible for ensuring the suitability of all fire safety arrangements relating to the premises in which they operate and/or which affect the employees that they manage.

Building managers and those with a building management responsibility are required to ensure that a "responsible person" is nominated to manage fire safety issues within every Council owned / operational building/location and unoccupied commercial building. The 'responsible person' may be the line manager themselves, or another suitably competent

individual. In Council operational buildings it is usually the Facilities Management Team who will fulfil this 'responsible person' role, but it is the line / building manager's responsibility to confirm this is the case and nominate an alternative responsible person wherever the FM Team do not fulfil the role.
In premises not owned by the Council, the occupier, owner or landlord will be the responsible person.

The Building Manager and Responsible Person are jointly responsible for implementing suitable fire safety arrangements, which will include;

- Fire / smoke detection
- Means for raising the alarm
- Evacuation, including *'personal emergency evacuation plans'* for those staff that may need assistance
- Firefighting appliances
- Providing fire safety instruction and information to employees
- Putting in place a regular inspection regime of their buildings / equipment
- Ensuring that a **Fire Risk Assessment** is carried out.

Building Innovation Telford (biT) will arrange the fire risk assessments for Council owned / operational properties. Managers of Council service areas that are not supported by biT's services must ensure that all of the above measures, including the risk assessments are in place and are effective.

Issues arising from the fire risk assessment must be acted upon as appropriate, including ensuring that effective communication takes place with employees, building tenants and users on fire safety matters.
The assessment must be kept readily available for inspection by auditors and enforcement agencies.
The Shropshire Fire and Rescue Service will audit fire risk assessments and emergency arrangements as required and have enforcement powers should they feel it necessary to use them.

Employee's responsibilities for fire safety

- To learn the emergency evacuation procedure on the employees first day, during induction
- Talk to their line manager if they feel they need assistance to safely evacuate a building
- Discuss with their line manager whether they are responsible for evacuating others in an emergency
- Find out where their nearest fire alarm call point is and where the fire extinguishers are
- Employees that are hybrid working must make themselves familiar with the fire safety arrangements for the building they are working in.
- Where Fire Marshals are appointed, find out who they are and where they are located
- Complete the online Fire Awareness training module on the Ollie training management system
- Understand the role of an Emergency Evacuation assistant during an evacuation

Comprehensive information on how Telford & Wrekin council manages its fire safety arrangements are contained in the council's *Fire Safety Policy* and *Fire Safety Guidance* documents on the Intranet.

Building Management and Safety
If you have been nominated as a Building Manager for a Telford & Wrekin Council building you may hold duties as a responsible person that may include: the co-ordination of fire safety management, general building safety, security, and maintenance and infrastructure issues within a building on behalf of all the building occupants. Where the duties are shared between users' communication and co-operation on any safety matters is essential.

A building Safety audit will be carried out by the Building Manager with liaison with other occupants in a multi-occupancy building, the Health and Safety Team and when necessary, the local Fire Service to ensure a safe working environment. They will also be required to maintain the buildings emergency folder and Health & Safety (building related) records, ensure that adequate numbers of First Aiders and fire marshals are appointed within the building, investigate incidents, accidents & work related ill health (where related to the building), co-ordinate the preparation of risk assessments for building related issues and common areas and ensure that PAT (Portable Appliance Testing) testing is undertaken within the building

Medical Emergencies

If urgent medical aid is needed an ambulance should be called immediately by dialling 999. Provide details of the exact location and send someone to direct the paramedics to the casualty if necessary.
First aid treatment should be provided to the casualty whist waiting for the paramedics to arrive.

First Aid

- The Council will provide first aid services and facilities to the standards required by legislation.
- Employees will be advised of the first aid arrangements and who the first aiders are.
- These details are provided in key locations such as adjacent to first aid boxes, in our large council buildings there is a dedicated site that details who is available to provide first aid.
- The contents of first aid boxes or first aid rooms will be checked regularly, and any deficiencies made good without delay.
- Managers will ensure first aiders attend the appropriate approved first aid training courses.
- If employees have a particular medical problem, they should contact their first aiders so that they can be certain of providing the right treatment and assistance if the need arises.

Health and Safety Training

Providing relevant health and safety training as is necessary to protect the health and safety of our employees is a key policy commitment of Telford & Wrekin Council. All employees regardless of their status, must be provided with sufficient training, knowledge and skills to enable them to carry out their work safely and with the minimum of risk to themselves and / or anyone else.

The Director of each Service Area, along with the Managers and of that Service Area will attend a health and safety training day, which will be presented by the Lead Health and Safety advisor every 3 years as a minimum. This will help ensure that each specific management team is kept abreast of their safety obligations and how to implement them.

It is particularly important that managers ensure new employees are given an induction, ideally within the first week of their employment or as soon as is reasonably practicable. This induction must include essential health and safety related matters, including their responsibilities as identified in this policy; other basic information such as first aid, fire safety and the reporting of hazards and incidents. The council has comprehensive Induction training program that includes health and safety and fire safety.

Job specific training should follow which introduces local policies, processes and procedures.
Further specialist training should take place where additional skills are required; this will include refresher training where these skills are not frequently used or where the risks have potential to change.

Training and development within Telford & Wrekin Council is co-ordinated through the Organisational Delivery & Development Team, who will liaise with the Internal Health and Safety Team to ensure that health and safety training is provided covering relevant health and safety subject areas in good time and on an on-going basis. Training courses will take account of the Council's health and safety priorities, risk factors, legal requirements and other specific training needs identified.

The health and safety training needs of employees, managers and directors will be the subject of periodic reviews, with all teams and service areas contributing their own training plans to ODD on, at least an annual basis.
Attendance on all health and safety courses must be recorded on the Ollie training management system.

Wellbeing of Employees

Many of us spend a great deal of our time at work, therefore our health and wellbeing in the workplace is as important as it is outside of the workplace, after all, how you are feeling does not automatically stop the moment you step foot into work! The Council’s Health and Well-Being Service engages and inspires individuals to improve their physical,

mental and social wellbeing. The tools included in our support employees in maintaining good wellbeing at work, with a proactive and preventative approach to wellbeing including self-care, support, developing resilience and therapy."

Employee Assistance Programme

The Council's Employee Assistance Programme (EAP) provides employees with access to a dedicated online health hub to support their health and wellbeing. The Hub Wellbeing (sharepoint.com) contains a wealth of information and resources including webinars, wellbeing fact sheets, videos, articles, self-help programmes, interactive tools and educational resources to help with life's challenges.

The service operates a 24 hour, 7 days a week confidential telephone support line too and this can be used for advice or to access **counselling support 0800 783 2808**. Counselling support is also available for all adult family members living in the household. As part of this programme employees are entitled to up to 6 sessions of counselling to provide immediate support until other counselling support is available if required through the NHS (National Health Service) for example.

The health hub can be accessed by visiting healthassuredeap. Or by downloading the 'My Healthy Advantage' app on Google Play/the App Store

We will apply our legal duty to protect employees' health, safety and welfare by understanding the signs of drug and alcohol misuse (or abuse). A policy is in place to deal with drug and alcohol-related problems, manage the health and safety risks in the workplace and support our employees.

Sources of support, information and guidance on Health and Safety

Telford & Wrekin Council employees are encouraged to try and resolve health and / or safety issues for themselves in the first instance, providing it is safe to do so; **Sort it or report it!** Anyone can report a Health & Safety concern via the "Report it Button" on the council's health and safety SharePoint site. This function can also be used to report a Near miss too. Report Health and Safety Concern

Where employees are unable to deal with a problem directly, they are encouraged to contact the person responsible for the issue and / or that has the necessary authority to resolve it. Often this will be the employee's line manager or head teacher and, in any case, should the employee be uncertain of whom to go to, they should always report the matter to their line manager in the first instance.

If the line manager is unable to answer the query or the employee would feel more comfortable talking to someone independently, they should contact:
The Internal health and safety team H&S_Helpdesk@telford.gov.uk and/ or their trade union health and safety representative.

List of associated policies, procedures and guidance documents

Detailed guidance and policies can be found in the Health and Safety pages of the intranet.
Schools' specific guidance and policies can be found on the Education Health and Safety SharePoint site.

The subject areas that are covered by policies, procedures and guidance documents contained on the health, safety pages of the intranet, will include, but are not limited to;

Accident and incident reporting System Asbestos Building Management and Safety Checklists CDM (Construction, Design and Management) Policy Consultation with Employees Contractor Management Display Screen Equipment (DSE) and Workstations Driving for Work Electrical safety including portable and fixed equipment Event Safety Fire Precautions and other evacuation procedures First Aid and Medical Attention Hazardous Substances (COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)) Health and Safety Law Health and Safety Strategy Hybrid working Legionella Bacteria and Water Safety Lone Working and Lone Workers Management Competence Checklist	Manual Handling Manual Handling of People Medical Device Alerts New and expectant mothers Noise at Work Personal Safety Policy Personal Emergency Evacuation Plan Play Equipment Protective Clothing and Equipment Personal Safety Risk Register (PSP) Risk Assessments Safety Representatives and Safety Committees Safety Training Smoking Staysafe – lone worker system Stress Management Thermal Comfort Training Work Equipment Working at Height Young Persons

Further useful information and advice can be found on the HSE website https://www.hse.gov.uk and the web sites of the recognised trade unions.

Policy Review

The effectiveness of the Health and Safety at Work Policy will be subject to a management review by the Internal Health and Safety Team.
This policy will be reviewed at least annually and updated, modified or amended as necessary to ensure the ongoing health and safety and welfare of Council employees and visitors.