



**IPSWICH**  
BOROUGH COUNCIL

**HEALTH,  
SAFETY &  
WELFARE  
POLICY**

**This Policy is dated 6<sup>th</sup> August 2019**

## **POLICY REVIEW RECORD**

<b><u>DATE</u></b>	<b><u>ACTION</u></b>
20 <sup>th</sup> June 2012	Approved by Council
20 <sup>th</sup> June 2012	Issued
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6 <sup>th</sup> August 2019	Amended

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## IPSWICH BOROUGH COUNCIL HEALTH, SAFETY AND WELFARE POLICY STATEMENT

Ipswich Borough Council is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees and others that may be affected by its activities.

The Council recognises that strong leadership and a positive approach to health and safety is a fundamental part of effective and efficient safety management. The Corporate Management Team are therefore committed to its responsibilities to assess and manage risks in the workplace and the potential effects on our employees and the community in which we operate. This responsibility is firmly established as a priority by the Chief Executive and throughout all lines of IBC management.

This Health, Safety and Welfare Policy Statement should be read in conjunction with other documents in Ipswich Borough Council's Health and Safety Management System, which clearly lay out the responsibilities of all Ipswich Borough Council's employees and confirms the Organisation and Arrangements for implementing this Policy.

### **Responsibility**

The Chief Executive has the responsibility for ensuring that there is a planned and systematic approach to implement effective health and safety management across all Service Areas. The Chief Executive is accountable to the Executive for the performance of health and safety and also responsible to ensure that the Council meets all its statutory duties in the management of health and safety.

The Chief Operating Officer and Heads of Service have responsibility for ensuring that effective health and safety arrangements are developed, responsibilities allocated and effectively implemented and maintained for their respective Service Area(s).

### **Health and Safety Management**

The Council's Health and Safety Management System is based on a process of continuous improvement establishing core arrangements and effective communications acknowledging relevant legislation and sector best practice.

At all levels of Management within the Council effective health and safety management will take place to meet the following objectives:

- To conduct business and business relationships in a manner that ensures risks associated with managing a modern Council are being assessed and effectively managed.
- To ensure all employees possess the necessary skills achieved through experience, education, training and instruction to identify and manage the risks in their normal working environment.
- To establish, maintain and develop arrangements for effective consultation with employees on health, safety and welfare.

Heads of Service and Operations Managers will include health and safety improvement actions within their Operations Plans where appropriate and periodically report progress on improvements to their manager.

Heads of Service and Operations Managers will ensure appropriate Service Area Local Health and Safety Arrangements are produced together with assigning responsibility to Managers and Supervisors to ensure the effective implementation of both corporate and local health and safety arrangements.

All Service Areas will conduct suitable and sufficient risk assessments, record the significant findings, and implement safe systems of work relevant to the scope of the Service Area's activities. Where necessary Service Areas shall establish contingency arrangements and procedures to address foreseeable emergencies.

Managers are responsible for ensuring that employees are made aware (through the process of risk assessment) of occupational health and safety risks associated with their work, together with the risk control systems and monitoring arrangements required for their protection. Managers are also responsible for ensuring new employees attend relevant health and safety induction and training appropriate to their work.

All Service Areas will have in place effective active monitoring arrangements to identify potential hazards and risks within the workplace, this process will be achieved by regular workplace inspections by Managers.

The Council's aim is for zero accidents. However, should accidents or incidents with potential to have caused harm/loss occur in the workplace the relevant manager will be responsible for reporting in accordance with Ipswich Borough Council arrangements and for the instigation of a comprehensive accident investigation for the purpose of ensuring that a similar incident does not re-occur.

### **Continuous Improvement and Communication**

Heads of Service will ensure the active participation of Managers, employees and nominated Safety Representatives in the continuous improvement of health, safety and welfare, including the effective communication of health and safety matters across Service Areas. Managers should utilise the established Corporate Health and Safety Group, the Health and Safety Committee and local Health and Safety forums to help achieve successful health and safety management and effective communications.

### **Health and Safety Assistance**

The Council will appoint a sufficient number of competent health and safety professionals to assist and advise on the management of health and safety.

## Employee Responsibility

Every employee is required to co-operate in implementing this Policy by:

- acting with due care for the health, safety and welfare of themselves, their colleagues and other persons who might be affected by their acts and or omissions;
- complying with the instructions and procedures issued for safe working and making proper use of personal protective equipment and other safety equipment provided by Ipswich Borough Council;
- reporting to their Manager any health, safety and welfare concerns, hazards, risks or defects in plant and structure, equipment or safety procedures which come to their notice;
- reporting to their Manager any accidents, dangerous occurrences and near misses (including verbal abuse) and co-operating with any resulting investigations;
- using any plant, equipment or substances in accordance with any information, instruction or training provided by Ipswich Borough Council.

No employee of the Council is authorised to initiate, or continue any process, operation or activity, which, reasonably foreseeably, places themselves, employees or others in danger without steps being taken to reduce the relevant risk, so far as is reasonably practicable. No employee of the Council is authorised to initiate, or continue any process, operation or activity, which is in breach of statutory requirements with respect to health, safety and welfare. Failure to comply may result in disciplinary action.

This Health, Safety and Welfare Policy will be reviewed annually or when circumstances otherwise dictate.

Signed:

Councillor David Ellesmere



Leader of the Council

Russell Williams



Chief Executive

6<sup>th</sup> August 2019

## Definitions

**Hazard** - A hazard is anything that may cause harm, eg chemicals, electricity, working from ladders, noise etc.

**Risk** – Risk is the chance, high or low, of somebody being harmed by the hazard, and how serious the harm could be.

## Reasonable Practicability and Risk Management

Health and Safety duties placed on Ipswich Borough Council by the Health and Safety at Work etc. Act 1974 and associated Regulations are typically qualified duties (there are a small number of absolute duties). The legal qualification for these duties is 'so far as reasonably practicable'.

The term 'so far as reasonably practicable' is defined in case law. The definition set out by the Court of Appeal (in its judgment in *Edwards v. National Coal Board*, [1949] 1 All ER 743) is:

*'Reasonably practicable' is a narrower term than 'physically possible' ... a computation must be made by the owner in which the quantum of risk is placed on one scale and the sacrifice involved in the measures necessary for averting the risk (whether in money, time or trouble) is placed in the other, and that, if it be shown that there is a gross disproportion between them – the risk being insignificant in relation to the sacrifice – the defendants discharge the onus on them.*

Reasonable practicability is used in Health and Safety law as a goal setting mechanism, as an alternative to setting prescriptive standards. This allows Ipswich Borough Council to choose methods that are best for the Council and so it supports innovation, but it has its drawbacks, too. Deciding whether a risk is as low as reasonably practicable can be challenging because it requires the Council's decision makers to exercise judgement which may be subject to external challenge. In practical terms it is expected that risk control measures will be determined following consideration of specific legal requirements, relevant authoritative published standards, competent advice, knowledge and experience of relevant persons, information and instruction from suppliers/manufacturers etc.

The Health and Safety Executive define sensible risk management as about:

- ensuring that workers and the public are properly protected
- enabling innovation and learning not stifling them
- ensuring that those who create risks manage them responsibly and understand that failure to manage significant risks responsibly is likely to lead to robust action
- providing overall benefit to society by balancing benefits and risks, with a focus on reducing significant risks - both those which arise more often and those with serious consequences
- enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

It is not about:

- reducing protection of people from risks that cause real harm
- scaring people by exaggerating or publicising trivial risks

- stopping important recreational and learning activities for individuals where the risks are managed
- creating a totally risk-free society
- generating useless paperwork mountains

**Acceptable Levels** – In the context of this policy and associated documentation, a risk that is at an acceptable level is one that has been controlled ‘as low as reasonably practicable’.

**Unacceptable Risk** – In the context of this policy and associated documentation, a risk that cannot be tolerated and must be further controlled or eliminated using ‘as low as reasonably practicable’ principles.

## **Corporate Responsibilities**

### **Council**

Ipswich Borough Council as an employer has overall responsibility for health, safety and welfare, including all aspects of this Policy. Specific responsibility regarding health, safety and welfare for employees has been adopted as an Executive function.

The Council will ensure that adequate funds and facilities are provided through the Executive, so that the Health, Safety and Welfare policy can achieve its aims.

### **Executive**

The Executive has responsibility to ensure that the Chief Executive has in place an effective Health and Safety Management System, which will ensure that all reasonably foreseeable health and safety hazards and risks within the Council are adequately controlled. The Executive will require the Chief Executive to be able to confirm:

- The nature and extent of the Health and Safety hazards and risks facing the Council.
- The extent and categories of Health and Safety hazards and risk, which are regarded as acceptable.
- The likelihood of those risks concerned materialising.
- The Council's ability to reduce the incidence and impact on the Council of risks that may materialise.
- Any major incidents or failure in the health and safety management system that has occurred during the reporting period.
- Accident history for the reporting period.
- Key improvements to health and safety that have been implemented during the reporting period.

This assurance is provided through the Health and Safety Management Systems (i.e. the relevant health and safety management processes) adopted by Ipswich Borough Council.

The Executive is also responsible for giving due regard to requests from the Chief Executive for resources to meet the Council's statutory duties and other obligations regarding the management of health, safety and welfare.



## **Chief Executive**

The Chief Executive has the following responsibilities:

1. Overall responsibility for health and safety within Ipswich Borough Council and is accountable to the Executive.
2. Ensuring the preparation of an effective Health, Safety and Welfare Policy statement, the organisation for carrying out that policy, and measures for ensuring that it is implemented.
3. Ensuring that this Policy is reviewed annually by the Corporate Health and Safety Manager and considered by the Ipswich Borough Council Health and Safety Committee for confirmation that it remains suitable and sufficient or if it should be referred to the Executive for further consideration.
4. To ensure that health and safety is given an appropriately high priority and is not compromised, so putting employees or other persons at risk to their health and safety.
5. To ensure that the Chief Operating Officer and Heads of Service are aware of the Council's Health, Safety and Welfare Policy Statement and Health and Safety Management System and that they understand their responsibilities for effective health and safety management.
6. Ensuring that the Chief Operating Officer and Heads of Service implement the policy; that local arrangements are established; and that suitable monitoring arrangements are maintained.
7. Ensuring that adequate financial and other resources are available to meet the Council's statutory duties and other obligations regarding the management of health, safety and welfare.
8. To ensure that the Council has appointed a competent Corporate Health and Safety Manager for the purpose of meeting its statutory duties and for advising and monitoring on health, safety and welfare.
9. To fulfil the role specified overleaf for the Chief Operating Officer for service groups under their responsibility.

## **Chief Operating Officer**

The Chief Operating Officer is responsible for all service groupings except those under responsibility of the Chief Executive and has the following responsibilities:

1. Is accountable to the Chief Executive for health and safety within their Service Groups.
2. To ensure that their Heads of Service are aware of the Council's Health, Safety and Welfare Policy Statement and Health and Safety Management System and that they understand their responsibilities for effective health and safety management.
3. To provide leadership on health and safety and support continuous improvement programmes.
4. To undertake an annual performance review with their Heads of Service for the purpose of ensuring that performance objectives for health and safety have been met. This will be accomplished by: the monitoring of accident and sickness statistics of employees: improved Health and Safety awareness through training; review of health and safety audit recommendations and the monitoring of enforcement actions and civil claims.
5. To monitor health and safety performance at Corporate Management Team (CMT) through quarterly health and safety updates from the Corporate Health and Safety Manager.
6. To review minutes, recommendations and actions arising from the Health and Safety Committee and the Corporate Health and Safety Group, including a review of performance reports on health and safety for each Service Group.
7. To identify any short falls in financial or other resource requirements that may impact on health and safety and bring this to the attention of the Chief Executive, and to support their Heads of Service in any request for appropriate resources necessary to discharge their duties.
8. To ensure that if any serious health and safety occurrence or failure in the Health and Safety Management System occurs in their Service Group, the relevant Head of Service will be held accountable for any deficiency in the discharge of their responsibilities under this policy and will be required to demonstrate to the Chief Operating Officer the remedial actions that have been implemented to prevent a similar reoccurrence.

## Heads of Service

Heads of Service have the following responsibilities:

1. To ensure, and be accountable to the Chief Executive / Chief Operating Officer as appropriate for effective management of Health and Safety in their Service Group.
2. To provide support to the CMT on health and safety issues and instigate continuous improvement programmes in consultation with the Corporate Health and Safety Manager.
3. To ensure that the Council's Health, Safety and Welfare Policy Statement and Health and Safety Management System are communicated to Operations Managers for the purpose of ensuring that they understand their responsibilities for effective health and safety management.
4. To ensure local processes comply with the Council's Health and Safety Management System.
5. To regularly review health and safety processes and performance in their Service Group, and to include appropriate health and safety actions within relevant strategies and the annual business plan.
6. To identify any potential shortfalls in financial or resource requirements that may impact on health and safety and bring this to the attention of the Chief Executive / Chief Operating Officer as appropriate.
7. To ensure that relevant Operations Managers comply with the Council's requirements for reporting and monitoring accidents and incidents.
8. To ensure relevant Operations Managers have in place suitable and sufficient risk assessments to eliminate or control and reduce risks to acceptable levels including those required under relevant statutory provisions and ensure these are supported by safe systems of work.
9. To ensure that, for any premises under their direct control and management, adequate arrangements are in place for fire safety management to be supported by a suitable and sufficient fire risk assessment carried out by a competent person.
10. To ensure Local Safety Arrangements are produced, assigning specific responsibilities to relevant competent personnel as required.
11. To identify health and safety training needs for their Service Group in conjunction with Operations Managers. To make recommendations to the Corporate Health and Safety Manager for such necessary training that their Operations Managers may need to discharge their responsibilities.
12. To ensure that the relevant Operations Managers have plans in place and instigate periodic audits and inspections of their Service Area and report back

to their Head of Service on the outcome of any audits or inspections they have carried out.

13. To ensure that if any serious health and safety event or serious failure in the Health and Safety Management System occurs the relevant Operations Manager will be required to demonstrate to their Head of Service the remedial actions that have been implemented to prevent a similar reoccurrence.
14. Where there has been contact with enforcement authorities on health and safety matters within their service area, the Chief Executive / Chief Operating Officer are to be informed immediately.

## Operations Managers

All Operations Managers have the following responsibilities:

1. Accountable to their Head of Service or member of the Senior Management Team fulfilling this role to effectively manage health and safety in accordance with the operational responsibilities assigned to them and Ipswich Borough Council's Health and Safety Management System.
2. To ensure that the Council's Health, Safety and Welfare Policy Statement, Health and Safety Management System and local arrangements are communicated to all members of their teams for the purpose of ensuring that they understand their responsibilities for effective health and safety management.
3. To ensure that Local Health and Safety Arrangements are produced together with assigning appropriate levels of responsibility to relevant competent personnel as required.
4. To advise and support employees with management responsibilities in the relevant health and safety aspects of those responsibilities.
5. To identify health and safety risks and hazards in order to eliminate them, or through control measures reduce risks to acceptable levels. It is also a requirement to ensure control measures are supported by safe systems of work. These must also include those control measures required under relevant statutory provisions.
6. To ensure that if any accident, incident or serious failure in the Health and Safety Management System occurs that:
  - the Council's Accident / Incident form is completed and forwarded to Corporate Health and Safety within appropriate timescales. Corporate Health and Safety have responsibility for reporting qualifying incidents to the Health and Safety Executive when required by the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). RIDDOR reports should only be submitted by Corporate Health and Safety.
  - a thorough investigation takes place promptly and remedial actions are implemented to prevent a similar reoccurrence.
7. To ensure that all employees in the relevant area have adequate information, instruction and training to maintain their health and safety and to ensure that health and safety training records are kept.
8. To ensure that all relevant employees have been assessed in relation to their respective Display Screen Equipment (DSE) for reasons of health and safety and DSE users in the relevant area have received adequate information and instruction to safeguard their health and safety.
9. To ensure that active health and safety monitoring takes place in the relevant part of the workplace through periodic Department, site and premises safety tours / inspections.

10. Where there has been contact with enforcement authorities on health and safety matters, the Corporate Health and Safety Manager and Head of Service must be informed at once. To liaise with enforcing authorities during visits and inspections by them and to inform the Head of Service and Corporate Health and Safety Manager as soon as possible of the outcome of any inspection, meeting, statutory notice etc.

The following may also apply to Operations Managers, depending on their specific responsibilities:

11. To ensure that, for premises under their direct control;
  - adequate fire safety arrangements are in place to be supported by a suitable and sufficient fire risk assessment carried out by a competent person.
  - plant, vehicles, machinery, hazardous substances and associated use comply with the relevant statutory requirements.
  - welfare, housekeeping and general safety requirements are effectively managed and documented through Local Health and Safety Arrangements.
12. Where applicable, to ensure that all equipment and plant are adequately maintained, and are subjected to statutory examinations where appropriate and relevant documentation is available for inspection.
13. Where required, to ensure that procedures are in place for implementing health and safety requirements in design, material specification and procurement of goods and services.
14. Where appropriate, to ensure that employees within the area of operation are provided with the correct specification of personal protective equipment as determined by risk assessments.
15. If applicable, to ensure that, arrangements are implemented in respect of the requirements of the Construction (Design and Management) Regulations 2015.
16. To ensure arrangements are in place which require that health and safety aspects are specifically included and considered in contracts and that all contractors employed by the Council are competent to discharge their general health and safety duties - such competence to be assessed prior to them being engaged. To instigate a review and monitoring strategy of Contractors performance in respect to health and safety.

## Managers

Employees with responsibility for the management of other employees have the following health and safety responsibilities:

1. To read, understand and implement the requirements of Ipswich Borough Council's Health, Safety and Welfare Policy, Health and Safety Management System and service group Local Health and Safety Arrangements.
2. To co-operate with other Managers (if applicable) on all aspects of health and safety to enable him or her to discharge their assigned responsibilities.
3. To ensure all employees within their area of responsibility have been issued with relevant documented information on health and safety, records of issue kept and periodic checks made to ensure documentation is current.
4. In the course of supervising any works to proactively encourage health and safety on all sites and places of work and effectively communicate with employees on a routine basis on issues of health and safety.
5. To monitor on a routine basis the health and safety requirements of departments, working sites and premises within their area of supervising in accordance with the requirements of their Operations Manager.
6. To ensure that the requirements of all relevant risk assessments and safe systems of work are implemented, together with the effective communication of such to employees.
7. Not to put any person at an unacceptable risk during the course of work and to stop work where any new hazard is identified until the risk has been considered (and controlled as appropriate).
8. To ensure that all necessary precautions are in place during and after completion of work in the area supervised that will safeguard members of the public or others who may be put at risk.
9. To ensure when applicable that all plant and equipment within their area are maintained safe for use, used within established safety limits and to withdraw any defective plant from service immediately.
10. To ensure that all employees under their supervision have suitable personal protective equipment as required by risk assessment and that it is used, maintained or replaced as applicable when defective or lost.
11. To receive, review and remedy any valid complaints received in respect to health and safety and welfare in relation to the area supervised. When complaints cannot be resolved by the supervisor they shall be referred to the relevant Operations Manager for resolution and if still unresolved to Corporate Health and Safety.

## **Corporate Health and Safety Manager**

The Corporate Health and Safety Manager has the following responsibilities:

1. With the Head of Service responsible for health and safety and the Corporate Management Team: to review the performance of health and safety within the Organisation as a whole.
2. To undertake a review of the Health, Safety and Welfare Policy and the Health and Safety Management System with the Head of Service responsible for health and safety in conjunction with the Corporate Management Team and to provide feedback through Heads of Service to Operations Managers.
3. To provide a health and safety advisory, standards and monitoring service for the implementation and maintenance of high standards of health and safety within the Council.
4. To advise on the impact and practical implementation of health and safety legislation.
5. To review, develop and communicate the Corporate Health and Safety Management System to all employees.
6. To ensure there is a continuous improvement program for effective health and safety management in conjunction with the Head of Service with responsibility for health and safety.
7. To identify key health and safety training needs and advise on the methods of implementation and delivery.
8. To facilitate periodic health and safety audits of Service Areas, departments and premises.
9. To produce corporate safety initiatives and promotional schemes for health and safety and advise on their implementation.
10. To support Operations Managers with enforcement authority requests for information, visits and inspections and if required to be the primary point of communication with health and safety enforcement authorities.
11. To ensure all Accident / Incident forms are recorded, reviewed and where appropriate provide support in the investigation of lost time accidents and dangerous occurrences. To determine whether incidents are reportable under RIDDOR and to make any qualifying reports. To provide statistical information to Heads of Service, the Corporate Health and Safety Group, and the Health and Safety Committee.
12. To communicate with and provide direction to appointed Health and Safety Co-ordinators and to ensure they provide support on health and safety matters to Management in accordance with their roles and responsibilities.



13. Attendance at the Corporate Health and Safety Group and the Health and Safety Committee as an ex officio member.

## **Health and Safety Co-ordinators / Compliance Managers (Where Appointed)**

Health and Safety Co-ordinators / Compliance managers who may be appointed in service areas with specific health and safety requirements have the following responsibilities:

1. Ensuring that they are familiar with Council's Health, Safety and Welfare Policy, Health and Safety Management System and service area Local Health and Safety Arrangements and the application of such in the workplace.
2. Be the focal point for health and safety within their service group.
3. Responsible to the relevant Operations Managers for raising matters relating to health and safety and to assist them in the implementation of safe systems of work.
4. To assist in the implementation of corporate health and safety initiatives and promotional schemes for health and safety.
5. To assist in the development of risk assessments and safe systems of work.
6. Participation in Service area, site and office health and safety inspections and audits.
7. Maintain good communications with Corporate Health and Safety.

## **Employees**

Every employee has the duty to co-operate in implementing this Policy by:

1. Acting with due care for the health, safety and welfare of themselves, their colleagues and other persons.
2. Complying with the instructions and procedures issued for safe working and making proper use of protective clothing and health and safety equipment provided.
3. Reporting to their Operations Manager and or other Manager any health and safety concerns, hazards, risks or defects in plant and structure, equipment or health and safety procedures which come to their notice.
4. Reporting to their Operations Manager, or other relevant Manager, any accidents, dangerous occurrences and near misses and co-operating with any resulting investigations and reporting requirements required by the Health and Safety Management System or relevant regulations.
5. Using any Council plant, equipment or hazardous substances in accordance with any information, instruction or training provided.

## **Corporate Health & Safety Group**

The main aim of Corporate Health & Safety Group (CHSG) is to provide direction and support, ensuring that an effective and consistent Health and Safety Management System is developed and maintained. CHSG will meet Quarterly prior to the Corporate Health and Safety Committee and shall: -

1. Formulate and review the corporate Health, Safety and Welfare Policy. Review Policy arrangements and implementation, throughout the Council.
2. Review the Annual Corporate health and safety Action Plan, and the findings of health and safety audits.
3. Communicate the vision, values and beliefs of the Council, actively encouraging staff involvement in improving health and safety. Seek to improve communication, consultation and the provision of information on health and safety matters.
4. Make recommendations (incl. requests for resources) to the Health & Safety Committee, Corporate Management Team and Executive, when appropriate. Discuss / action issues forwarded via any other forum.
5. Consider reports by the Corporate Health and Safety Manager and CHSG representatives on the impact of issues, including new legislation.
6. Action and review health and safety training programmes for employees and Councillors.
7. Discuss reports of accident / incidents, monitor trends and review statistical information provided by Corporate Health and Safety. Promote / review reporting of accidents/incidents/near misses.
8. Consider reports by the Corporate Health and Safety Manager and CHSG representatives on any enforcement authority communications including all RIDDOR reports.

## Health & Safety Committee

The Health and Safety Committee is established under the Safety Representatives and Safety Committee Regulations 1977 and meets 4 times a year and will be considered a quorum where as a minimum two union representatives and two Management representatives and the Corporate Health and Safety Manager or Corporate Health and Safety Officer are present. It is also considered that whenever possible there should also be as a minimum a Councillor present. Full membership consists of:

- **Three Councillors:** (where possible *1 from each main political party*)
- **Six Union Representatives:**  
*Where possible at least 1 from each of the recognised unions (UNISON and UNITE)*
- **Three Management Representatives:**  
*3 Operations Managers or above*
- **In addition competent advice from:**
  - **Corporate Health and Safety Manager or Deputy-** *Ex officio member*
  - **Legal** –*Ex officio member (as required)*
  - **Secretary** – *provided by Democratic Services*

A Chair and 2 Vice-Chairs will be appointed annually (one each from councillors, unions and management). There will be an annual change of Chair, which will generally rotate between a Councillor, a Union representative and a Management representative unless agreed by all 3 representative categories at a Committee meeting. The Chair will consult with the Vice Chairs and agree an agenda for each meeting and agree Minutes, prior to circulation.

The main aim of the Health & Safety Committee (HSC) is to monitor measures taken to ensure the health, safety and welfare at work of employees and others who may be affected by the Councils operations. The HSC will meet every 3 months and shall: -

1. Monitor the working and effectiveness of the CHSG.
2. Monitor the arrangements and the implementation of the corporate Health, Safety and Welfare Policy and corporate Health and Safety Action Plan.
3. Monitor the encouragement of staff involvement in all aspects of improving health and safety, including communication, consultation and the provision of information.
4. Discuss and respond to significant issues brought to the HSC.
5. Monitor health and safety training programmes for employees and Councillors.
6. Monitor accident / incident and sickness trends and statistics.
7. Monitor annual health and safety audits.
8. Recommend to the relevant Portfolio holder to report matters to Executive Committee.

Ipswich Borough Council recognises and values the functions and entitlements of Union Health and Safety Representatives as provided for by the Safety Representatives and Safety Committees Regulations 1977 (as amended) and the corresponding duties on the Council as an employer.

## **MEMBERSHIP / FREQUENCY OF IBC SAFETY FORUMS**

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**CORPORATE HEALTH & SAFETY GROUP (CHSG) meeting quarterly consisting of:**

- Representative of CMT
- Corporate H&S Manager or Advisor
- Legal Representative
- Trade Union Representative (where possible)
- Representatives from each Service area

Representatives from higher risk Operations areas (identified by Corporate Health & Safety)

- Representative for Human Resources
- Note taker from Corporate Support

**Where appropriate LOCAL HEALTH, SAFETY & WELFARE MEETINGS meeting at a frequency determined following consideration of operational health and safety needs.**

**(Currently applicable to Maintenance & Contracts, Waste & Cleansing, Commercial Development, Parks & Cemeteries and Sports & Leisure)**

- Service Manager and/or Supervisor – or substitute
- Union Safety Representative(s)
- Employee(s)
- Contractor(s) when appropriate
- Corporate Health and Safety (when required)