



Organisational Arrangements for the Management of the Health and Safety Management System (HSMS)

STANDARD OPERATING PROCEDURE

Health and Safety

Doc Reference: HS-01	Rev: 0	The logo for Rotherham Metropolitan Borough Council, featuring the text "Rotherham Metropolitan Borough Council" in a blue sans-serif font, with a stylized blue "R" icon to the right.
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HS-01 Organisational Arrangements for the Management of the Health and Safety Management System (HSMS)

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1 Introduction

1.1 Background

Rotherham Metropolitan Borough Council (RMBC) employs staff across a range of locations in the borough within the following Directorates:

- Children and Young People's Services
- Adult Care, Housing and Public Health
- Regeneration and Environment
- Corporate Services
- Policy, Strategy and Engagement.

Our guiding purpose, as set out in our Council Plan, is to put Rotherham first; to support its residents, communities and businesses to thrive; to deliver the best public services we can; and to lead alongside borough partners, with ambition, openness and purpose, towards a bright future for our borough.

Further information regarding how the Council has set out our ambition and why it's important, how we are going to achieve it and the steps we need to take, and the things we need to focus on, working with our partners and communities, to bring about real positive change is in line with Corporate Planning.

The Council has a Health and Safety Policy, supplemented by a suite of Health and Safety Standard Operating Procedures (SOP) and supporting documents, which determines the intended outcomes of the Health and Safety Management System (HSMS).

The HSMS contains several separate elements and this SOP details how these are organised and managed within the organisation.


The HSMS has been established in line with the requirements of ISO 45001:2018 Occupational Health and Safety Management Systems. Supporting documents such as the SOP expand on the requirements and ensure that the standards for ISO 45001 are met throughout all Council activities

1.2 Scope

The scope of this HSMS includes all roles and sites of the Council. This means the services provided by Children and Young People's Services; Adult Care, Housing and Public Health; Regeneration and Environment; Corporate Services and Policy, Strategy and Engagement are included within the scope.

The organisational units and physical boundaries of the HSMS are aligned to the Council sites which are spread throughout Rotherham. The Council currently has:

- Work locations including Rotherham Town Hall, Riverside house, Civic Theatre, Clifton Park Museum, Eric Manns Building, Bailey House, Centenary Market, Schools, Libraries, satellite offices and buildings. This list is not exhaustive.
- Outdoor Education Facility.
- Parks and Gardens.

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Schools and education establishments where the Local Authority is the employer includes:

- Maintained community schools.
- Maintained community special schools.
- Voluntary controlled schools.
- Federation schools.
- Maintained nursery schools.
- Pupil referral units/Alternative Provision

The success of the HSMS depends on effective partnership involving the commitment of interested parties, such as:

- Elected Members.
- Managers throughout the organisation.
- Specialist employees with Health and Safety competencies.
- Employees, service users, visitors, and public exercising personal care and co-operating with managers.
- Workforce and employee representatives.
- Contractors and visitors operating safely and liaising as necessary with the Council's client representatives.
- External and regulatory bodies such as HSE, OFSTED, CQC, external auditors etc.
- Tenants and residents.
- Insurers and Landlords.
- Emergency Services and Utility Providers

An 'Interested Party' can be defined as, for the purposes of the Health and Safety Management System, as someone who is/could be/feels they are affected by a Health and Safety related decision or activity by the Council, for example:

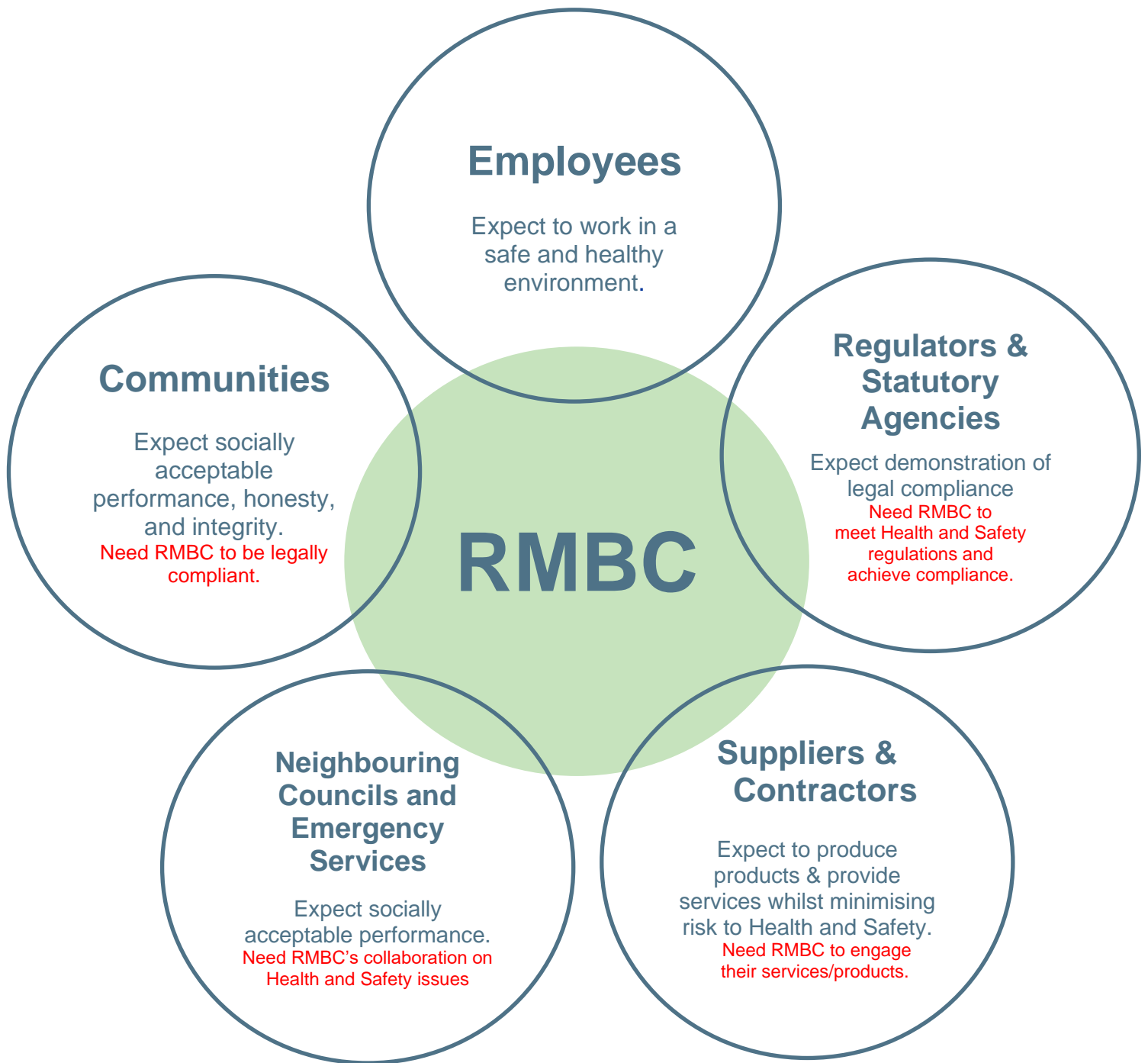
- Employees.
- Communities that we serve.
- Regulators and Statutory Agencies.
- Contractors and Suppliers.
- Neighbouring Councils and Emergency Services.

The diagram below at Fig 1, illustrates how each of our Health and Safety interested parties interacts with the Council, with a brief outline of their key needs and expectations.

The HSMS will adequately manage compliance obligations, through the legal compliance framework which considers the implications which arise from:

- Legislative requirements.
- Regulatory Guidance.
- Sector Specific Guidance.
- International & British Standards.

Fig 1. Health and Safety Interested Parties



1.3 Policy

The Health and Safety (HS) Policy is contained within Section 1 of the HSMS. This is the Statement of Intent which is signed and agreed by the Chief Executive. The Policy details:

- A statement detailing the framework for setting objectives & targets.
- Commitment to the prevention of injury and physical/mental ill-health.
- Commitment to provide and maintain facility and workplace standards.
- A statement of commitment to comply with legal requirements.
- Commitment to continual improvement is included in the policy statement.

The HS Policy statement is managed on behalf of the Council by the Chief Executive and Service Director of Human Resources & Organisational Development supported by specialist employees in the Corporate HS Team.

The HS Policy contains a review date and is communicated to employees and made available on the intranet. The policy will be displayed on all Council premises. It will be available and communicated to workers within the organisation and available to interested parties, as appropriate. All new starters receive a copy of the HS Policy as part of the contractual arrangements.

2 Responsibilities

This Section details the Health and Safety roles and responsibilities assigned to specific posts and functions within the Council.

2.1 Elected Members

2.1.1 Leader of the Council

The Leader of the Council ensures that the work of the Executive and Council is conducted in accordance with the Council's policy and procedures for Health and Safety with due regard for relevant statutory provisions.


2.1.2 Cabinet

The Cabinet scrutinises the Council's Health and Safety performance when appropriate, in accordance with the Council's framework for corporate governance. This is undertaken through Staffing Committee and the Health, Safety and Wellbeing Panel.

2.1.3 All Elected Members

To comply with the statutory duties imposed under the Health and Safety at Work etc Act 1974. This includes all duties imposed by regulations made under the act and obligations under the general duty of care. The main duties of Elected Members are to ensure:

- Elected Members, under the Leader and Cabinet, have collective responsibility for ensuring health and safety.
- The Council will ensure that health and safety is given proper and sufficient consideration in the development of policy and services.
- The Council will allocate sufficient funds to implement this policy and will monitor health and safety performance through the Cabinet Members.

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- The Council will appoint a Lead Cabinet Member with special responsibility for Health and Safety to ensure that these responsibilities are met and to support collective leadership.
- The Council has ultimate responsibility for health and safety in terms of statutory requirements and the general duty of care. These duties are delegated to the Chief Executive.

2.2 Council Role and Functions

2.2.1 Chief Executive

The Chief Executive has overall responsibility for the implementation of this policy and associated guidance and ensuring that all operations and undertakings of the Council are carried out with due regard to the health, safety and welfare of all people.

The Chief Executive will ensure that:

- A positive Health and Safety management culture is embedded.
- Health and safety will be viewed as a management responsibility and an essential part of professional management.
- Health and safety responsibilities are assigned, appropriately delegated, and accepted at all levels.
- Adequate resources are provided for services and facilities, which may affect health, safety, and welfare.
- Policy, business, and operational decisions made by the Strategic Leadership Team reflect the intentions of this policy.
- Effective communication and consultation is maintained with employees so that this policy and the arrangements for carrying it out are understood at all levels.
- Competent persons are appointed to assist in meeting statutory health and safety requirements who will support services to have robust health and safety management arrangements in place.
- A Lead Strategic Director is appointed with responsibility for health and safety this policy is regularly reviewed and revised as necessary and is circulated accordingly.
- The Health, Safety and Welfare governance group consider and review all significant issues and developments at frequent intervals.


2.2.2 Strategic Leadership Team

- Devising policies and establishing strategies to ensure compliance with statutory Health and Safety duties and integrating these into the core business activities within the Council.
- Specifying a structure for planning, measuring, reviewing and auditing the HSMS.
- Specifying a structure for implementing policy and agreeing plans for improvement to develop the HSMS.
- Setting Health and Safety objectives.

2.2.3 Executive Directors and Service Directors

All Executive Directors and Service Directors are responsible for the effective leadership of Health and Safety within their Directorates and/or sphere of influence. The duties include:

- Ensuring that the Health and Safety Policy and management system is an integral part of the Directorate’s culture, including its values and performance standards.

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- Ensuring that the Directorate has a clear management structure, and that Health and Safety responsibilities are effectively communicated and discussed, where appropriate, for example, Health and Safety meetings, job descriptions, etc.
- Ensuring that there are adequate and appropriate arrangements to encourage the trust, participation and involvement of all employees on Health and Safety issues.
- Ensuring there are adequate arrangements so that the required Health and Safety information is shared between those that need it.
- Ensuring that there are systems and arrangements to secure the competence and capability on Health and Safety related matters, of all employees and others who are part of the conduct of the Directorate's undertakings.
- Providing visible leadership on Health and Safety to senior managers through developments of plans and setting and reviewing targets for achieving improvements in Health and Safety performance.
- Ensuring that adequate resources are made available to achieve required standards of Health and Safety performance.
- Monitoring Health and Safety performance by receiving both specific and routine reports.
- Keeping Health and Safety performance under review at Directorate Leadership Management Team meetings.
- Consulting the Corporate HS Team and others to monitor the need for further Health and Safety measures as required.


All managers (Heads of Service and M3 as minimum) receive training with appropriate updates to the IOSH accredited standard, Managing Safely (or professional equivalent)

2.2.4 Service Director, Human Resources & Organisational Development

In addition to the responsibilities outlined above, the Service Director of Human Resources and Organisational Development is also appointed as the 'Health and Safety Director', to ensure that Health and Safety risk management issues are properly addressed by the Strategic Leadership Team and more widely in the Council. This role includes maintaining an adequately resourced Health and Safety Team. However, this role does not detract from the responsibilities of the Chief Executive and of other Executive Directors / Directors for implementing the HS policy.

The Service Director of Human Resources & Organisational Development has responsibility to act on behalf of the Chief Executive to:

- Establish, implement, maintain and continually improve the HSMS.
- Manage and embed the plan, do, check, act model to ensure a successful HSMS.
- Ensure the development, co-ordination, maintenance and monitoring of an efficient corporate Health and Safety function throughout the Council's various Directorates, and services is undertaken via the Health, Safety and Welfare Panel.
- Ensure effective consultation arrangements are in place with the recognised Trade Unions on matters relating to Health and Safety at work. The Service Director of Human Resources and Organisational Development will ensure the Council has arrangements in place to enable Safety Representatives to discharge their responsibilities under the

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Safety Representatives and Safety Committee Regulations 1977 as amended / Health and Safety (Consultation with Employees) Regulations 1996.

- Ensure that adequate resources are made available to facilitate appropriate Health and Safety working conditions and that efficient and effective use is made of the Council's resources in achieving the aims and objectives of the Health and Safety Policy.
- Ensure that Health and Safety messages are communicated effectively and efficiently throughout the Council and to interested parties as appropriate.
- For employees who require statutory health surveillance ensure there is appropriate occupational health and health surveillance programme is in place.
- Directing the Workforce and Organisational Development Plans.

2.2.5 Health, Safety and Welfare Panel

Health and Safety commitment is a key factor in the successful implementation of the HSMS. Health, Safety and Welfare Panel has been established to provide a forum where management can bring together their knowledge, skills and experience in pursuit of Health and Safety excellence.


Health, Safety & Welfare (HSW) Panel will consider Health and Safety issues relevant to the Council and any items from services which cannot be resolved at local level.

Functions of the HSW Panel:

- Advise on matters of policy, risk, implementation of the HSMS and performance.
- Monitor the implementation of Health and Safety legislation.
- Monitor and review the effectiveness of the HSMS.
- Monitor the Health and Safety performance including accident and near miss reports, outcomes of audits & inspections, occupational health reports, etc.
- Examine internal and external audit reports, Government and HSE circulars and guidance and any other guidance published in relation to Health and Safety to ensure continuous improvement.
- Monitor the effectiveness of employee training to ensure legislative compliance.
- Monitor the effectiveness of the wellbeing programme.
- Monitor the introduction of new equipment and vehicles and the management of buildings.
- Receive and action relevant items from other Directorate/service meetings as appropriate.
- Promote a coherent and co-ordinated approach to matters of Health and Safety.
- Promote an open and responsive risk aware rather than risk adverse culture in pursuit of Health and Safety improvements.
- Communicate consistent messages relating to Health and Safety.

Members of the Panel:

- Service Director of Human Resources and Organisational Development.
- Service Director of Property and Facilities Services.
- Head of Health and Safety.
- Principal Health and Safety Advisor.
- Head of Facilities Management and Compliance.
- Elected Members.
- Trade Unions.

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2.2.6 Directorate Leadership Team

Health and Safety commitment is a key factor in the successful implementation of the HSMS Directorate Leadership Team (DLT) Meeting has been established to provide a forum where management can bring together their knowledge, skills and experience in pursuit of Health and Safety excellence.

- Policy, Strategic and Engagement.
- Children and Young Peoples Services.
- Regeneration and Environment.
- Corporate Services.
- Adult Care Housing and Public Health.

2.2.7 Heads of Service


Heads of Service are responsible for the effective implementation of this policy in their areas of responsibility. They will carry out the following duties with assistance, where required, from the Corporate Health and Safety Team, and other appropriate officers:

- Providing effective leadership on Health and Safety their managers by setting and reviewing targets for achieving improvements in Health and Safety performance.
- Implementing the HS Policy and HSMS arrangements in their service area and monitor its performance.
- Ensuring that Health and Safety issues are considered in all service performance plans and at the design stage of new initiatives.
- Satisfy themselves that suitable Health and Safety standards are maintained and arrange for any shortcomings in safety standards, inspections, training and instruction, to be rectified where practicable.
- Ensuring that arrangements are in place, so they are advised of any accidents, incidents and Health and Safety issues occurring in their area of responsibility.
- Monitoring the need for any further Health and Safety measures, instruction, training and competence.
- Ensuring that suitable and sufficient risk assessments are carried out in their area of responsibility. These should be recorded, communicated to the relevant employees and reviewed at least 2-yearly (or sooner if there is an accident, near miss or a significant change to the activities assessed) and amended if necessary.
- Ensure that all employees in their area of responsibility have been informed of any significant risks to their Health and Safety, and any control measures, workplace precautions, safe systems of work, etc. that must be taken to minimise these risks.

2.2.8 Property and Facilities Services

Managers nominated to fulfil a premises management role (usually a nominated service manager for the premises, or a function taken on by Property and Facilities Services) are responsible for overseeing building related Health and Safety issues in their designated premises. They carry out the following duties in consultation, where appropriate, with Property and Properties and Facilities Services, the Corporate Health and Safety Team, and other appropriate Officers:

- Ensuring that contracts are in place for building maintenance including the inspection and testing of equipment in the premises e.g., boilers, electrical, fire equipment, gas, lifts, etc.
- Ensuring suitable arrangements are in place at the premises for the management of contractors and construction projects on site.

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- Maintaining suitable arrangements in the premises to manage any asbestos present in the building.
- Maintaining suitable arrangements in the premises to manage any legionella risk in the building.
- Ensuring that there is a fire risk assessment for the premises and that this is acted upon and regularly reviewed.
- Ensuring appropriate Health and Safety signs and information is displayed.
- Ensuring suitable first aid arrangements are maintained at the premises.
- Ensuring Health and Safety standards, including those necessary to manage the health risks, including infection control, in the premises are monitored through workplace inspections and ensure action is taken to improve Health and Safety as necessary.
- Ensuring emergency procedures are developed and periodically tested for the premises.
- On multi-occupancy sites ensure that, there is co-operation and co-ordination of Health and Safety arrangements between all parties.

Property and Facilities Services provide advice and guidance across all Directorates in relation to the development of new buildings and the refurbishment and maintenance of existing ones. The Service liaises with Directorates, Services, and Contractors to ensure that suitable arrangements are in place for maintaining buildings, plant, equipment, and services. In addition, Property and Facilities Services holds responsibility for contractor management and compliance, ensuring that all contracted works and Property and Facilities Services' activities are planned, monitored, and delivered safely, effectively, and in accordance with statutory and organisational requirements.

2.2.9 Other Officers with Management/Supervisory Responsibility

Employees who manage, supervise or have responsibility for employees, trainees or members of the public are responsible for Health and Safety within their management control. They carry out the following duties:

- Providing effective leadership on Health and Safety to their employees and support improvements in Health and Safety.
- Ensuring that Health and Safety issues are considered at the design stage of any new initiatives and projects.
- Take reasonably practicable steps to ensure the Health and Safety of all employees, trainees, temporary workers, volunteers and other persons who may be affected by work activities (e.g., visitors, pupils, service users, members of the public, contractors).
- Arrange for regular Health and Safety inspections to be carried out in their area of responsibility and ensure that any identified remedial actions are completed.
- Ensure Health and Safety risks are assessed in their area of responsibility and ensure that all significant risks are adequately controlled. Record the significant findings of risk assessments and bring these to the attention of those affected where appropriate. This may include safe systems of work, are implemented and maintained.
- Ensure that accidents and incidents or medically diagnosed work related ill health in their area of responsibility are reported promptly, as required by the accident/incident reporting procedure. Ensure that accidents, incidents (including near misses) and work-related ill health are investigated and where reasonably practicable, effective action is taken to prevent a reoccurrence.
- Ensure that all employees in their area of responsibility receive appropriate Health and Safety training and they have sufficient knowledge, skills, competence and information

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to carry out their work safely. Ensure that new employees are given a workplace Health and Safety induction during their first week at work.

- Ensure that they and their employees are kept up to date with all relevant Health and Safety information.
- Ensuring that this policy is brought to the attention of all new employees and interested parties.
- Ensure that all employees, trainees, temporary and agency workers and volunteers (where they are under the direct control of the Council) are supplied with appropriate personal protective equipment and clothing that is fit for purpose and used correctly. Where it is required, provide suitable information, training and instruction on its use, maintenance, and storage.
- Ensuring that all new employees receive the appropriate pre-employment medical examination and screening relevant to their role, and that any statutory health surveillance, medical assessments, and ongoing health monitoring arrangements are identified, implemented, and maintained throughout their employment

2.2.10 Corporate Health and Safety Team


The Council has appointed a Head of Health and Safety as the competent person in accordance with the Management of Health and Safety at Work Regulations 1999. The Head of Health and Safety is a standing member of the Health, Safety and Welfare Panel.

All employees within the Corporate Health and Safety Team provides strategic Health and Safety advice and support to the Council, elected Members, managers and employees.

Where specific skills, knowledge and experience e.g., construction, adult or children's services are required a member of the team may be assigned to a specific directorate or service. However, neither under the terms of the HS Policy, or under Health and Safety statutory requirements, can the Corporate Health and Safety Team relieve either managers or supervisors of their operational Health and Safety responsibilities.

The Corporate Health and Safety Team carries out the following duties:

- To be a member of the Directorate/Service Health and Safety meetings where these are established.
- Work in partnership with Directors/Heads of Service to develop plans for the management and performance of Health and Safety to ensure continual improvement.
- To contribute to, and engage in, the development of policies and standard operating procedures relating to Health and Safety.
- Ensure effective consultation takes place on any proposals, new procedures or policy.
- Develop, advise, and communicate on the implementation of the Health and Safety and policy, standard operating procedures and local safe systems of work and arrangements for existing and new activities.
- Support and empower managers to develop and implement effective Health and Safety risk management in their service areas.
- Promote a positive Health and Safety culture, based on sensible risk management, to secure high standards of Health and Safety.
- Advise on the development of Health and Safety & safety action plans, including the setting of realistic short-term and long-term objectives.
- Advise and inform on all aspects of Health and Safety, including new legislation, affecting the work of the Council.

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- Advise on the implementation of risk assessments and prioritisation of control measures.
- Advise on Health and Safety training for employees and ensure it is appropriate for their duties and responsibilities.
- Monitor Health and Safety through inspection and audit.
- Co-ordinate the accident/incident reporting, recording and investigation system.
- Report to management on Health and Safety performance and standards.
- Provide the main point of contact and maintain professional working relationships with Health and Safety enforcing authorities.
- Exercise the authority to stop work in cases where there is an intolerable risk of serious injury or likelihood of fatality.

2.2.11 Occupational Health (OH) Provisions (Contracted Service)

The OH Service is a contracted service. The service is responsible for assessing health risks posed to employees because of their employment, advising management on occupational health and fitness issues, and organising and monitoring medical and health surveillance programmes where appropriate. The Occupational Health Service provides the following services across the Council (except schools who arrange their own provision):

- Provide advice on employee fitness for work and on adjustments and restrictions for existing and potential employments.
- Provide medical advice to inform individual risk assessments on employees who have underlying medical conditions.
- Provide medical advice on rehabilitation programmes to assist individuals to return to work from sickness absence.
- Provide advice to managers on medical/health issues to prevent potential work-related ill health.
- Provide appropriate health surveillance and advice to individuals and their managers on any work-related risks to their health and the necessary measures to prevent the development of disease and ill-health.
- Provide support via the Employee Assistance Programme to all employees experiencing personal and workplace difficulties.

2.2.12 Trade Union/Convenors


Trade Union Safety Representatives are consulted where appropriate on matters affecting the Health and Safety of employees they represent, in compliance with relevant statutory requirements. Formal consultation with Trade Unions on Health and Safety takes place at the Health, Safety and Welfare Panel.

2.2.13 All Employees, Trainees, Temporary, Agency Workers and Volunteers

Although the principal burden of responsibility for Health and Safety rests with the employer, the development of arrangements for the well-being of employee's rests on their co-operation and support. It is a legal obligation, and everyone is therefore expected to play a full part in making this policy work.

All employees, trainees, workers, volunteers, and contractors have an important part to play in protecting themselves and others. Health and Safety responsibilities are based on legal obligations and are subject to the Council's disciplinary procedures (where appropriate). All employees, trainees, temporary workers, volunteers and contractors are required to:

- Take reasonable care for the Health and Safety of themselves and others, who may be affected by what they do or fail to do at work.

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- Co-operate on Health and Safety matters.
- Familiarise themselves with, and to act in accordance with, any Health and Safety procedures that have been issued to them or otherwise brought to their attention.
- Act in accordance with any Health and Safety training, or any verbal safety instructions that has been provided to them.
- Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received. Report any loss of, or obvious defect in such PPE to their supervisor or manager.
- Adopt safe behaviour and avoid interfering with or misusing anything provided in the interest of Health and Safety.
- Report any accident/incident or near miss to their supervisor or manager on the day of the incident (in the case of medically diagnosed work related ill health as soon as possible thereafter). This includes reporting any accident/incident involving a non-employee while on Council premises, sites or affected by Council activities, which comes to their attention.
- Report to their supervisor or manager any work situation they consider representing a serious and immediate danger to Health and Safety, or any other relevant matter that they consider a shortcoming in current arrangements for Health and Safety.
- Follow any emergency procedures in the event of serious imminent danger, such as emergency evacuations.
- Attend Health Surveillance appointments with Occupational Health if required within the job role.

2.3 Responsibilities Regarding Schools

The Health and Safety at Work etc. Act 1974 places overall responsibility for Health and Safety with the employer. The employer in a school must take reasonable steps to ensure that employees, pupils and visitors are not exposed to risks to their Health and Safety. This also applies to activities on or off school premises.

Who the employer is will vary with the type of school:


- For community schools, community special schools, voluntary controlled schools, federation schools, maintained nursery schools and pupil referral units the employer is the Local Authority.
- For foundation schools, foundation special schools and voluntary aided schools, the employer is the Governing Body.
- For academies and free schools, the employer is usually the Academy Trust.
- For Private Finance Initiative (PFI) schools, teachers and administrative employees are generally employed by the local authorities, however other employees in ancillary services i.e., cleaning and catering employees may be employed by the organisation contracted to provide these ancillary services.

This document can be used as information and guidance for the governing bodies of such schools where the local authority is not the employer.

2.3.1 Responsibilities of School Governors

It is the responsibility of the Governing Bodies to adopt a detailed policy on Health and Safety for the school.

As the management body, the governors should ensure that school management and employees comply with the Councils Health and Safety Policy and Rotherham Metropolitan

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Borough Councils Education and Skills directorate guidance. The governing body, having control of premises, must take reasonable steps to ensure that buildings, equipment and materials are safe and do not put persons at risk whilst they are on the premises.

Specific responsibilities of governors are to:

- Take all measures within their power, as a body, to ensure the establishment premises are safe and not hazardous to the Health and Safety of employees, pupils, service users or visitors.
- Carry out monitoring, including consideration of inspection reports.
- Prioritise actions where resources are required.
- Monitor the effectiveness of remedial actions taken.
- Include Health and Safety on the agenda of governors' meetings.
- Review Health and Safety performance.

2.3.2 Responsibility of Headteachers

The Headteacher is responsible for all Health and Safety matters affecting the school. In the Headteacher's absence, the teacher with deputising responsibility will fulfil this role. The Headteacher's main duties are to:

- Be responsible for the day-to-day operational Health and Safety management within the school and activities outside school, (e.g., educational visits).
- Assume the role of 'controller of premises' when dealing with visitors, contractors and others, including other organisations that may share the same site.
- Organise, control, monitor and review the Health and Safety arrangements within the school to ensure the Health and Safety of employees, pupils and others, as far as is reasonably practicable.
- Ensure the school complies with the Health and Safety at Work, etc. Act 1974 and other relevant Health and Safety legislation.
- Work with the governing body and senior management team to implement an effective Health and Safety policy for their school.
- Apply and support the policies of the Council and the school.
- Ensure that risk assessments are carried out for all appropriate activities and that the actions and preventative measures that are identified by these assessments are implemented and adhered to by everyone concerned. The significant findings of the risk assessments must be communicated as appropriate to all those concerned, e.g., employees, pupils, visitors and contractors.
- Ensure effective monitoring of Health and Safety e.g., including consideration of safety inspection reports and the recording of all accidents and incidents (including near miss reports).
- Prioritise actions where resources are concerned and ensure their implementation.
- Ensure Health and Safety is considered, where appropriate, at employees and management team meetings.
- Ensure approval of educational visits in consultation with the governors and Education and Skills directorate, as appropriate.
- Comply with the duties that are applicable to all other employees in relation to Health and Safety.

2.4 Health and Safety Management

2.4.1 Health and Safety Arrangements

The Council develops arrangements for the management of Health and Safety, which are systematically applied in all activities and services throughout the Council. In addition to these arrangements, supplementary working practices, guidance and other systems are developed at service, premises and/or local level. Where such arrangements are in place, Council arrangements will take precedence, unless an appropriate risk assessment has been carried out to justify any such deviation.

The detailed Health and Safety arrangements are available on the Council's intranet as part of the HSMS. This enables document control, the sharing of best practice and promoting transparency. Schools without access to the Council's intranet can obtain access to the appropriate arrangements on the school point 365 document library. Schools that subscribe to the Traded Service (Health and Safety) can access Health and Safety information from the Corporate Health and Safety Team / school point 365.

2.4.2 Components of the Health and Safety Management System

The components of the Health and Safety management system are:

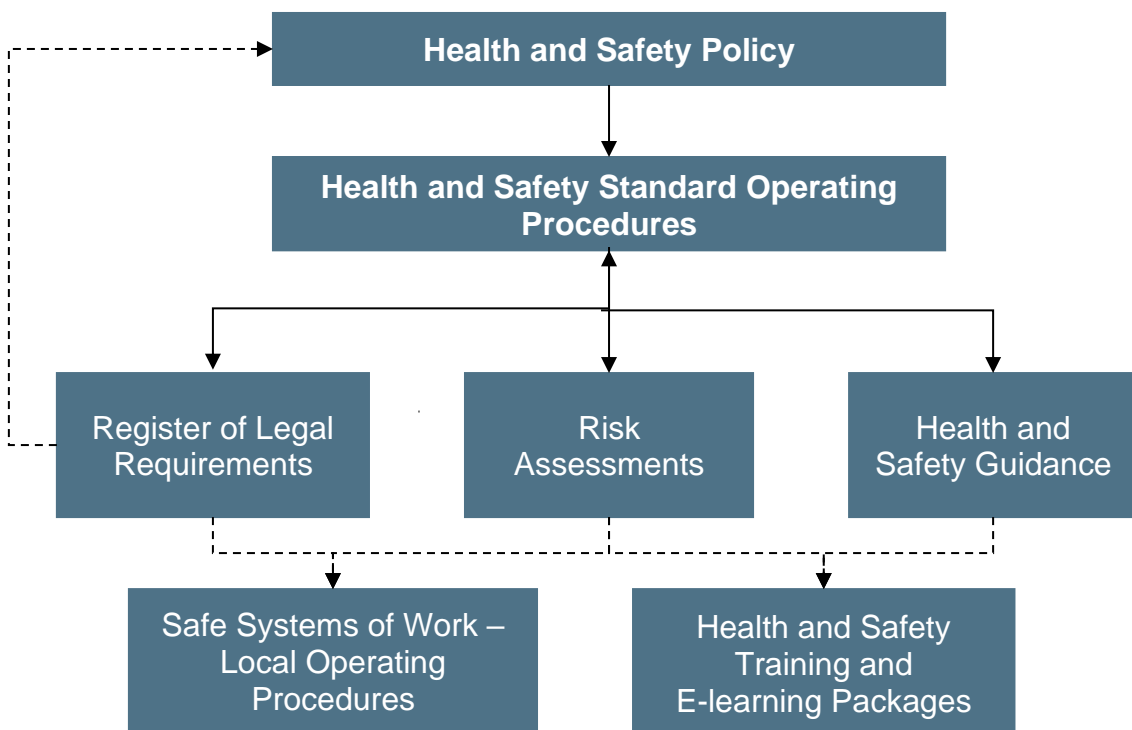


Figure 2: Components of the Council Health and Safety Management System

2.4.3 Health and Safety Structure

The Council's current Health and Safety structure setting out roles and key tasks for policy makers, planners and implementers for dealing with Health and Safety matters is set out within this Section.

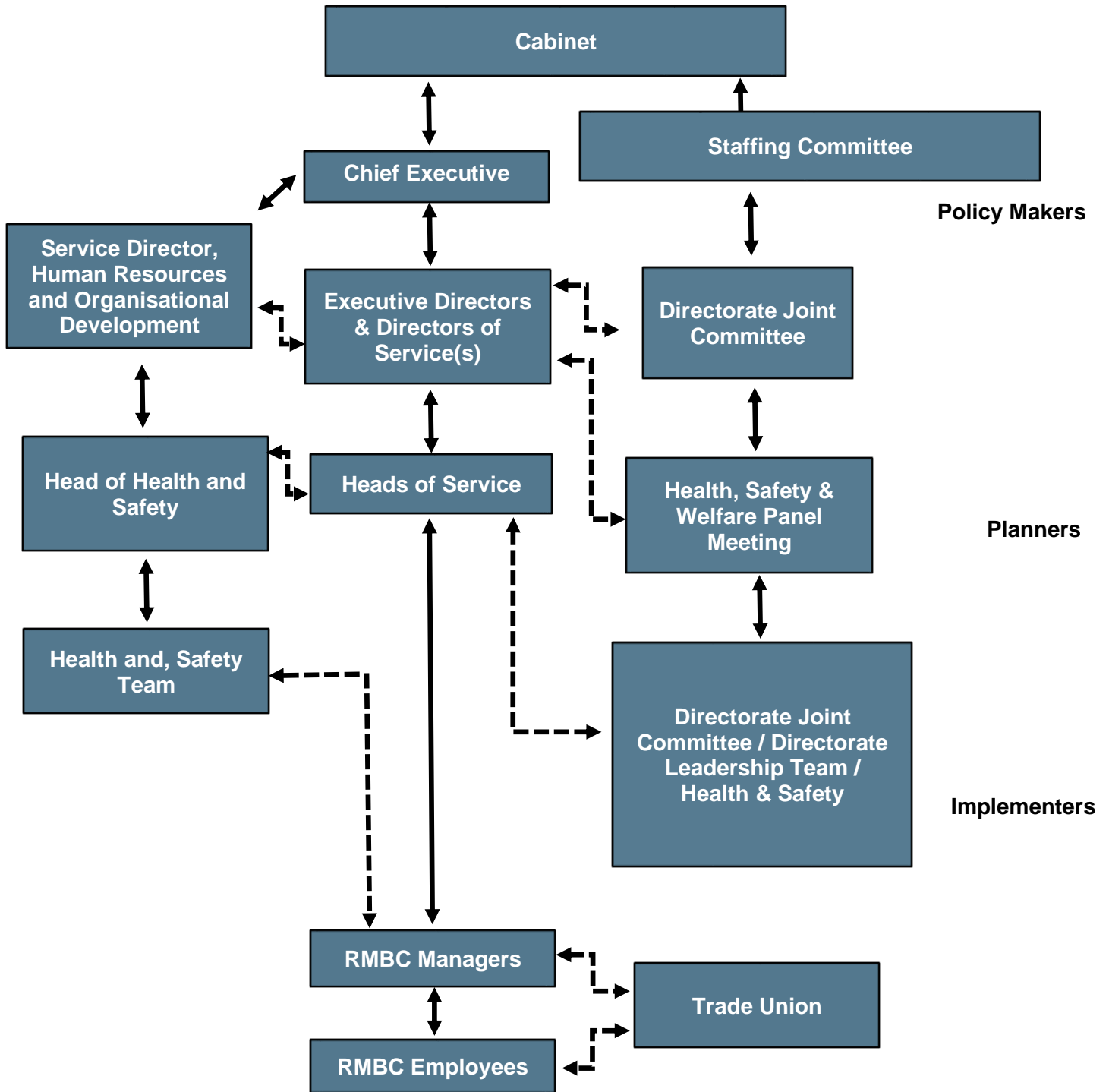


Figure 3: Health and Safety Structure

2.4.4 Safety Representatives and Consultation Arrangements

A key aspect of ensuring Health and Safety within the Council is effective consultation with employees, and their representatives on Health and Safety matters. The Council will undertake consultation with representative bodies on the development of the HSMS, encompassing aspects including:

- Revisions to the HS Policy Statement.
- Health and Safety Guidance documents and other related resources produced by the Service.
- Introduction of new or revised Health and Safety legislation and related specific guidance, and measures for ensuring compliance.
- Introduction of new/revised equipment and safe systems of work.
- Investigations following safety events.

Safety Representatives will carry out their functions in accordance with the guidance given in the Safety Representatives and Safety Committee Regulations 1977 as amended.

Full co-operation will be given to support safety representatives by the Council with regards to consultation, the provision of information, facilities and time to carry out their role.

Under the Health and Safety (Consultation with Employees) Regulations 1996, employees not in groups covered by trade union safety representatives will be consulted directly or through elected representatives.

Details of the current the Council Health and Safety consultation arrangements are outlined below.

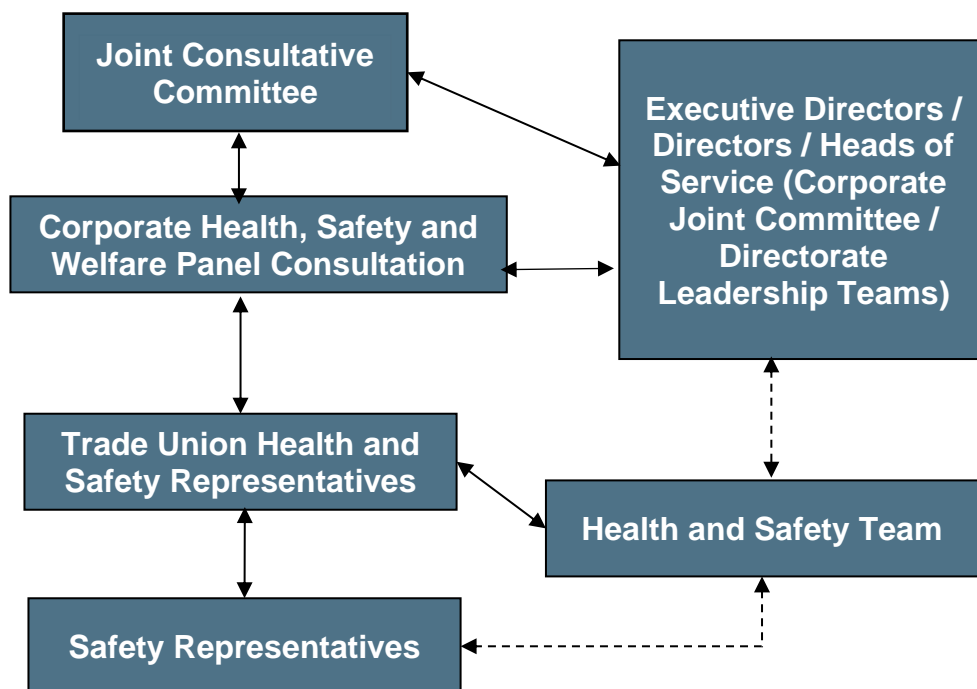


Figure 4: The Council Consultation Arrangements

Trade Union Safety Representatives should, as far as possible, seek to carry out their functions by:

1. Keeping up to date with current legal standards and requirements on Health and Safety in Council workplaces.
2. Keeping up to date with union policy and guidance and Council policy and guidance.
3. Planning and carrying out safety inspections in services in conjunction with Council managers.
4. Investigating complaints about Health and Safety made by members within the services.
5. Writing reports as required following inspections or investigations.
6. Checking that action has been taken to resolve problems with Health and Safety reported to the employer.
7. Representing members in consultation on Health and Safety with the employer.

3 Health and Safety Management System (HSMS)

The implementation of this policy will be based on the standard ISO 45001 and the model laid down in the HSE publication HSG65 – Successful Health and Safety Management. The HSE has moved away from the policy, organising, planning, measuring performance, auditing and review (POPMAR) model of managing Health and Safety to a 'Plan, Do, Check, Act' (PDCA) approach. The Council has moved to the PDCA framework, which achieves a balance between the systems and behavioural aspects of management. It treats Health and Safety management as an integral part of good management generally, rather than as a stand-alone system.

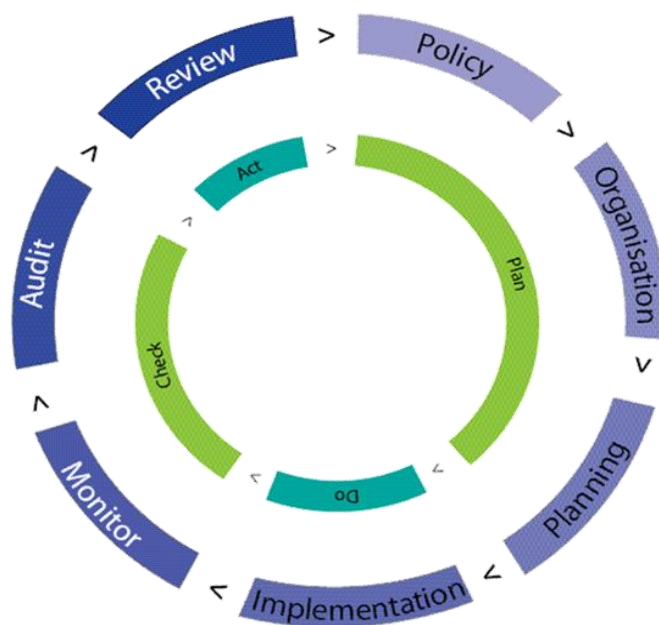



Figure 5: How the Plan, Do, Check, Act approach correlates with the POPMAR model

3.1 Plan, Do, Check, Act Framework

The key actions covered in the framework are:

Plan

This is about the Council identifying where we are now and where we need to be to achieve the organisational aims and objectives in a safe and effective manner.

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Through the HS Policy and Standard Operating Procedures, the Chief Executive outlines the commitments, aims and objectives, how we will achieve our aims and objectives and how success will be measured.

Do

Delivery depends on an effective management system to ensure, so far as is reasonably practicable, the Health and Safety of employees and other people affected by our work. Organisations should aim to protect people by introducing management systems and practices that ensure risks are dealt with sensibly, responsibly, and proportionately.

Within the Council risks are assessed by identifying what could cause harm in the workplace, who it could harm and how, and what control measures are required to manage the risk.

How we organise for Health and Safety is detailed in this Standard Operating Procedure. The HSMS is detailed within the full set of Standard Operating Procedures available on the intranet. It aims to involve workers and their representatives and communicate, so that everyone is clear on what is needed to develop positive attitudes and behaviours. Adequate resources and competent advice are key to the successful delivery of the HSMS.

'Organising for Health and Safety' is the collective label given to activities in four key areas that together promote positive Health and Safety outcomes:

- **Controls within the organisation:** the role of supervisors - leadership, management, supervision, performance standards, instruction, motivation, accountability, rewards and sanctions.
- **Co-operation** – between workers, their representatives and managers through active consultation and involvement.
- **Communication** – across the whole organisation, through visible behaviour, written material, and face-to-face discussion.
- **Competence** – of individuals through recruitment, selection, training, coaching. Specialist advice and avoiding complacency.

In addition to ensuring everyone is competent to carry out their work safely and that there is adequate supervision to make sure arrangements are followed, workplace precautions will be easier to implement if:

- Risk control systems and management arrangements have been well designed.
- Those systems and arrangements recognise existing practice and human capabilities and limitations.


The key steps are:

- Deciding on the preventative and protective measures needed and put in place.
- Providing the right tools and equipment to do the job and keep them maintained.
- Train and instruct, to ensure effective role competency.
- Supervise to make sure that arrangements are followed.

Check

Monitoring and reporting are important parts of the Health and Safety arrangements. Within the Council there are several ways that arrangements are checked. These include:

- Checking that plans are being implemented.
- Assessing how well the risks are being controlled and opportunities taken to check they are achieving aims and objectives through audits, reviews and trend analysis.
- Carrying out active and reactive monitoring.

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- Investigating accidents and incidents and learning from significant events.
- Carrying out debriefs, performance reviews.

Act

It is important that organisations review their Health and Safety performance and learn lessons. Carrying out reviews will confirm that the Health and Safety arrangements still make sense, are still valid and are managing Health and Safety effectively. Plans, policies, processes, risk assessments and safe systems of work can be revisited to see if they need updating. Within the Council the HSMS is reviewed against ISO 45001:2018 and against HS(G)65: Successful Health and Safety Management Model.

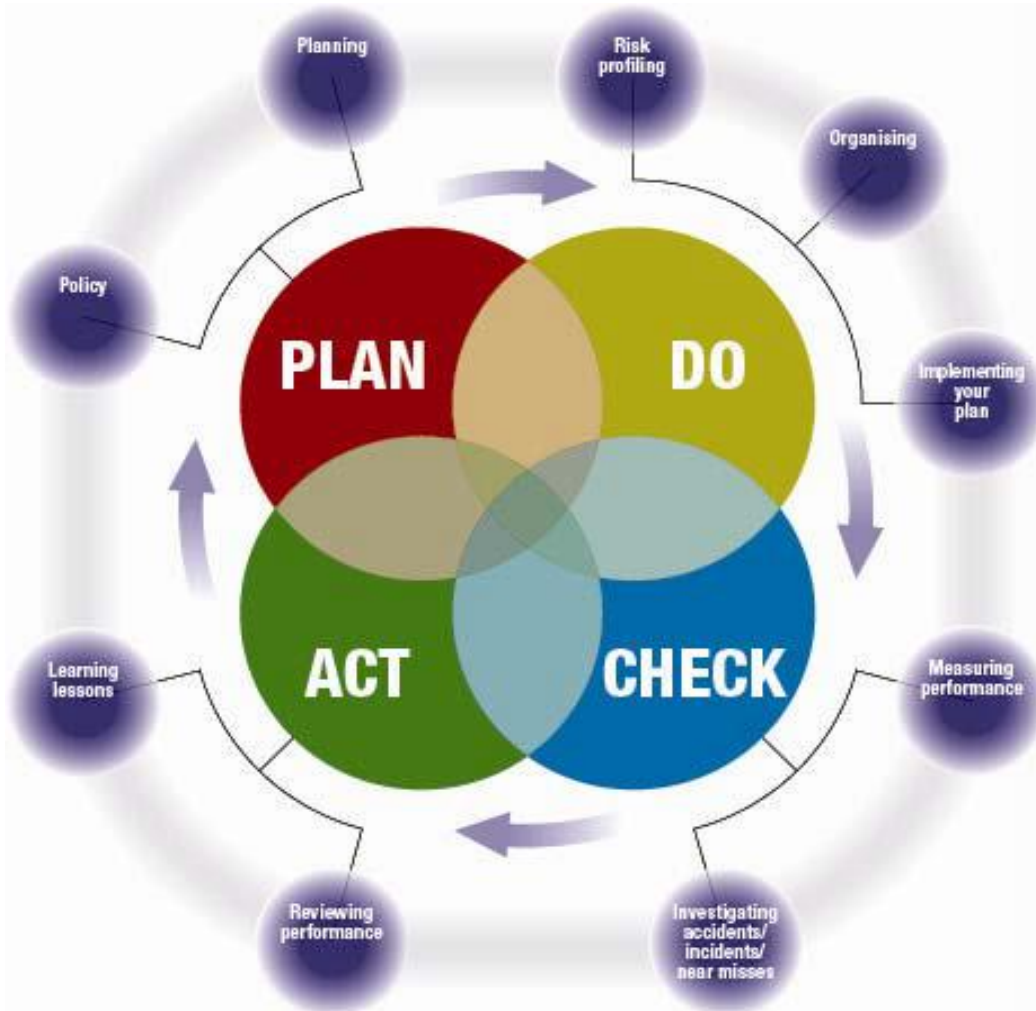


Figure 6: Plan, Do, Check, Act Framework

3.2 Sections of the Health and Safety Management System

All components of the Health and Safety Management System (HSMS) are available on the Health and Safety pages of the intranet. The Corporate HSMS, along with the Corporate Standard Operating Procedures and associated guidance, will be reviewed and updated to create a single, easy-to-use repository. This will ensure employees have quick and convenient access to all Health and Safety information in one place. See section 4.3.1 for additional details.

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4 Legal Compliance

A key requirement of an HSMS is to establish, implement and maintain a procedure to identify applicable Health and Safety legislation and other requirements to which the Council must comply. The Council meets this requirement through the maintenance of a Health and Safety Management System Register of Legal Compliance. This section details the procedures for implementing and maintaining the Register to ensure that documented information of compliance obligations is maintained.

4.1 Policy

The Council aims to comply with all legislation and associated codes of practice and guidance and where possible improve on their requirements. The register details all legislation and other requirements which relate to the Health and Safety aspects of the Council's activities. It also provides information on how the Council meets these legislative requirements and who, within the Council, has responsibility for this.

To meet our requirements under a formal HSMS, the Council will:

- Ensure that the Register is up to date and comprehensive.
- Include details of how the Council meets the requirements of each piece of legislation.
- At least annually review the Council compliance with the legislation.
- Ensure that all those responsible for compliance are aware of their duties within the law.

4.2 Legislative Updates


It is the responsibility of the Corporate Health and Safety Team to determine which legislation relates to the Council activities in conjunction with Directors / Heads of Service. Additionally, the Health and Safety team will monitor updates on existing legislation and informs of amendments and new legislation. The Health and Safety Team will determine if new / amended legislation impacts on the Council activities.

Heads of Services / Workplace Managers will inform the Health and Safety Team of any agreements that they enter, which relate to the Council Health and Safety performance or activities. Directors / Heads of Service / Workplace Managers should also inform the Health and Safety Team if they are aware of any Health and Safety legislation which applies to the Council and is not already included in the register, or if compliance procedures change before the next formal review of the register.

4.3 Update of the Legal Register

Once relevant legislation has been determined, it is transposed into the register. The register includes a description of the duty imposed by the legislation, information regarding the Council compliance, the Regulator and names the role responsible for ensuring compliance. Compliance and responsibility are reviewed at least annually. As and when new or amended legislation is implemented, the determination of compliance and responsibility will be agreed by the 'responsible person' before being added to the register.

The register will be presented annually to the Health, Safety and Welfare Panel, and legislative updates and associated guidance will be discussed at the quarterly meetings. These meetings will allow for all areas of the Council to assess potential impacts to their operations imposed by Health and Safety legislation and associated guidance.

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4.3.1 Document Control

The master register is held within the Corporate Health and Safety Team, and a copy placed onto the intranet. This online version is 'read only'. Changes can only be made by the Health and Safety Team.

5 Induction

All new employees will receive appropriate induction and follow a relevant programme that has been developed for them by their line manager.

From a Health and Safety perspective this will include:

- Health Safety Policy.
- Risk assessments and safe systems of work relevant to the role.
- Accident and near miss reporting procedure.
- Fire Precautions and emergency evacuation drill.
- First Aid.
- Maintenance of access and egress.
- Importance of good housekeeping.
- Legal responsibilities.
- Workplace hazards.
- Health and Safety training and competence relevant to role.
- Personal safety (protective clothing, DSE etc.).
- Layout of the workplace (toilet, washing, eating, resting facilities).
- Base line Health Surveillance

6 Risk Assessment and Monitoring

The underlying process, which secures the Health & Safety Policy, is risk assessment. This involves:

- Identifying hazards (looking out for anything which has the potential to cause harm).
- Assessing risk (judging the practical likelihood of injury or damage occurring)
- Introducing control measures (implementing affordable, practical measures to minimise the risks).


Assessments of significant risks will be recorded in writing and made in conjunction with those affected.

It will be the responsibility of Director / Head of Service to ensure that relevant risk assessments are maintained within their area of responsibility.

See *HS-05 Risk Assessment and Safe Systems of Work* for additional information on risk assessments.

7 Communication and Consultation for Health and Safety

Communication and dissemination of Health and Safety information is an important aspect of the HSMS. Within the Councils Health and Safety information is communicated using a range of methods.

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A Health and Safety communication plan for the Council is detailed below. This contains information regarding:

- Formal Consultation meetings.
- Methods of communication for routine dissemination of Health and Safety information.
- Safety Critical Information Dissemination.
- Communication of Health and Safety Information outside of the Council.

7.1 Formal Consultation Meetings


Formal health and safety consultation will take place through the Council's existing meeting structure, including the Health, Safety & Welfare Panel and the Directorate Leadership Team (DLT) meetings. A Health and Safety Advisor will attend these meetings as a regular agenda item.

Additional information can be found in 2.2.6.

7.2 Methods of Communication

Communication and dissemination of Health and Safety information is an important aspect of the HSMS. Health and Safety information will be communicated using a range of methods. These include:

- The Cabinet and Senior Leadership Team (SLT)
The Cabinet and SLT will receive an annual report relating to health and safety to ensure the effectiveness of the Council's processes and practices governing its responsibilities.
- Health, Safety and Welfare Panel
This Panel provides the means by which the Council monitors and reviews the effectiveness of the HS Policy and the arrangements for carrying it into effect. The Panel will review Health and Safety performance across the Council.
- Standard Operating Procedures (SOP) and Guidance
The Council's HSMS is documented and available via the Council's in alternative formats and mediums of communication to ensure visibility. Any amendments or additions to a SOP will be disseminated to relevant individuals via briefings, bulletins and intranet articles.
- Intranet
The HS Team provides guidance on a variety of Health and Safety topics which is made available on the intranet.
- Performance Reports / Manager Bulletins
On a quarterly basis, the HS Team will produce Corporate and Directorate Health & Safety reports.
- Noticeboards & Posters
The mandatory HSE Health and Safety law poster 'What You Should Know' is displayed alongside a copy of the HS Policy on all Council Health and Safety notice boards. This poster details the name, address and telephone number of the HSE, and Health and Safety contacts within the Council.

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The HS Team produce a range of safety posters covering different Health and Safety and topics, which are made available to services for them to display.

7.2.1 Contractors

Contractors operating on behalf of the Council will be informed of the requirements of the Council's HS Policy and any specific local arrangements for their Health and Safety. In turn, they will be expected to assess the risks to anyone who might be affected as a result of the contract undertaking.

7.2.2 Visitors

Any visitors to Council sites will receive information regarding health, safety and welfare. This will be disseminated in a range of methods, appropriate to the nature of business on the Council site, such methods will include:

- Posters/Notices
- Signing In arrangements & Visitors Badges

7.2.3 Communication of Health and Safety

In addition to internal Health and Safety communications, there are also requirements to receive and share information outside of the organisation, for example:

- Consultations on Health and Safety Issues.
- Details of our Health and Safety performance.
- Government returns, media or Freedom of Information requests (FOI).
- Liability Claims Processing.
- Outcomes of safety event investigations.

The Health and Safety Team contributes to the collating of Health and Safety information that can be communicated externally to ensure the Council obligations under the Freedom of Information regime are met

7.3 Training and Information

It is essential that employees are competent to undertake their Health and Safety responsibilities. Training and development requirements will be evaluated, and appropriate briefing, training and development provided through the Councils Learning and Development plans, performance management and audit process.


Information relating to "best practice" will be circulated by means of Standard Operating Procedures, Policies and Procedures. These assist managers and employees in establishing and maintaining practical standards for Health and Safety.

The Council has a Corporate Health and Safety Training Programme which is updated on a regular basis and provides additional information on training provided. This can be accessed via the intranet, schools portal or line management routes.

7.4 Accident/Incident Reporting

It is essential that prescribed procedures are followed for reporting accidents/ incidents.

See *HS-02 Accident, Near Miss and Violence and Aggression Reporting and Investigation for additional information.*

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Any injury sustained at work or a near miss must be reported and managers are required to ensure that it is recorded and investigated in accordance with the Council Policy.

Employees must be able to report unsafe workplace conditions or hazards, risks and opportunities to a manager without fear of reprisal.

7.5 Performance Review

Measuring Health and Safety performance is an essential part of the Council's HSMS.

Key areas to measure are:

- Determining if Health and Safety objectives have been implemented and achieved.
- Checking that risk control measures which have been identified, are implemented and effective.
- Learning from the outcomes of accidents, incidents and near misses.

For all employees of the Council who have a management or supervisory role, one of their specific Health and Safety responsibilities is the implementation of monitoring procedures to ensure employees and others are meeting their requirements with regards to Health and Safety. Monitoring is not only about observing that safety standards are being met but should also comment upon instances of good practice as well as correcting any failures as appropriate.

Health and Safety performance will be measured using several methods, examples of which are detailed below: (Other methods may also be introduced to ensure the HSMS is dynamic in response to changing risks.)

Within the Council, the monitoring and reviewing of Health and Safety performance will encompass both active and reactive aspects:

- Pro-active – this is concerned with examining Health and Safety performance before a safety event occurs.
- Reactive – this monitoring is concerned with examining failures within the HSMS which have resulted in some form of safety event.

7.5.1 Key Performance Indicators/Objectives and Targets


Key performance indicators (KPI) will be used to review and measure Health and Safety performance. A range of performance information will be collated to measure performance against the KPI's agreed by Corporate Health and Safety.

Corporate Health and Safety will agree Specific, Measurable, Achievable, Realistic, Time-Based (SMART) Health and Safety objectives and targets to be measured and monitored reporting performance to each meeting.

7.5.2 Workplace Inspections and Audits

Managers will arrange for workplace inspections to be carried out on a programmed basis to ensure that control measures remain suitable and sufficient.

The Corporate Health and Safety Team will carry out a programme of internal audits of the sections of the HSMS over a 3-year programme.

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7.5.3 Health and Safety Annual Review

On a yearly basis, the Head of Health and Safety will prepare an Annual Health and Safety Report for the Strategic Leadership Team which summarises the arrangements in place to deliver the Council's Health and Safety Policy and provides a summary of Health and Safety performance data. It will include the reporting on occupational safety and health issues that have arisen during the reporting period. The annual report will be presented to the Cabinet to provide assurance on the effectiveness of the Council's Health and Safety arrangements and transparency of performance.

8 Management Review

To meet the requirements of its HSMS and to better manage its Health and Safety performance, the Council will regularly review the HSMS to ensure its continuing suitability, adequacy and effectiveness. The review will cover all aspects of the HSMS and will set Health and Safety objectives and targets.

As part of its HSMS, the Council regularly reviews the Register of Legal Compliance. During this review, Directorate representatives discuss objectives and targets that will assist the Council to reduce the severity of its Health and Safety impacts and ensure legislative compliance. The Management Review will discuss and sign off amendments to the Register of Legal Compliance and then set appropriate objectives and targets.

Internal audits are also carried out as part of the HSMS. The Management Review will be advised of the status of corrective and preventative actions and set appropriate objectives and targets, if necessary.

8.1 Policy

The Council has policies and procedures in place to ensure a management review is regularly held, to support the establishment, implementation, maintenance, and improvement of its HSMS.

To meet our requirements within a formal HSMS, the Council will:

- The corporate Health and Safety team will hold a Management Review, at least annually.
- Ensure that this review evaluates legislative compliance, review of the Council Health and Safety performance and the status of corrective and preventative actions.
- Set appropriate objectives and targets, guided by these evaluations.
- Ensure that all the Council employees have access to the minutes of the Management Review.
- Consider the needs & expectations of interested parties.

8.2 Roles and Responsibilities

Corporate Health and Safety Team	The Corporate Health and Safety Team will ensure that the Council has arrangements in place to ensure a management review is regularly held, to support the ongoing implementation and maintenance of its HSMS.
Health, Safety and Welfare Panel	Service Director for Human Resources and Organisational Development is responsible for overseeing the annual management review and will report to the Health, Safety and Welfare Panel.

8.3 Procedures

The Council has procedures in place to effectively audit the Health and Safety performance of its sites.

Issues arising from these internal audits are discussed in the following sections of the Management Review:

- Assess opportunities for improvement.
- Results from internal & external audits.
- Status of corrective and preventative action.

The final areas to be covered by the Management Review involve reviewing the actual HSMS itself. This includes:

- Assess the continuing suitability, adequacy, and effectiveness of HSMS.
- Address possible changes to the policy, objectives and targets, and other elements of the HSMS considering changing circumstances.
- Extent to which objectives and targets have been met.

8.4 Format of Management Review


The Management Review is to be held annually and is chaired by the Service Director of Human Resources and Organisational Development. The outcome of the review will be reported to the Health, Safety and Welfare Panel.

The Principal Health and Safety Advisor will prepare a background information paper for the Management Review which is circulated to the attendees prior to the meeting. This paper contains information to inform discussion against ISO 45001 standard.

Following the meeting, the minutes of the Management Review will be communicated and together with the approved objectives and targets to the directorates. These outputs from the management review will document the following:

- Conclusions on the continuing suitability, adequacy and effectiveness of the management systems.
- Continual improvement opportunities.
- Any need for changes to the HSMS, including resources.
- Actions, if needed, when Health and Safety objectives have not been achieved.
- Opportunities to improve integration of the HSMS with other business processes, if needed.
- Any implications for the strategic direction within the Council.

Any emerging issues which could impact on the HSMS will be raised through the quarterly HSWP meetings. This will ensure that the HSMS remains current and up to date throughout the year.

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HEALTH AND SAFETY MANAGEMENT REVIEW

A standard agenda template includes the following aspects to meet the requirements of ISO 45001.

H&S Management Review Agenda Items

Status of actions from previous management reviews.

Changes from the previous management review including:

- External and internal issues that are relevant to the HSMS.
- The needs and expectations of interested parties.
- Legal requirements and other requirements.
- The significant Health and Safety aspects and risks and opportunities.

The extent to which the Health and Safety Policy and H&S objectives have been achieved.

Information on organisational performance, including trends analysis of:

- Non-conformities and corrective actions.
- Monitoring and measurement results including HSMS reviews.
- Fulfilment of compliance obligations.
- External and internal audit results.
- Consultation and participation of workers.
- Risks and opportunities.

Adequacy of resources for maintaining an effective HSMS.

Communication(s) from interested parties, including complaints.

Opportunities for continual improvement.

Date of Next Management Review.

8.5 Improvement to HSMS

To determine opportunities for improvement the Council will consider the results from the analysis and evaluation of Health and Safety Performance Reports, internal and external audits and the Management Review to implement any actions necessary to achieve the intended outcomes of the HSMS.

8.6 Incident, Non-conformity and Corrective Action

The ISO 45001 standards for HSMS require that organisations have arrangements in place, to record instances of a 'non-conformance'. For example, when there has been non-compliance, accident and other incident.

The technical definition of non-conformity, from ISO is:

“Non-fulfilment of a requirement. Further guidance provided states that a non-conformity can be any deviation from:

- *Relevant work standards, practices, procedures, legal requirements, etc.*
- *OH&S management system requirements”.*

A non-conformance for the purposes of the Council HSMS is defined as:

- A non-fulfilment of a requirement in relation to compliance with the Council HSMS arrangements or legislative compliance, which is identified outside of usual review and audit processes and will require close-out verification by the HS Team.

8.6.1 Addressing Non-Conformities for Continual Improvement

Opportunities for improvement are identified from non-conformity actions, arising out of various HSMS review processes: -

- Management Review
- Annual H&S Report
- HS Audit and Development Plan
- Internal/external audits
- Workplace Inspections
- Accidents/Violent Incident/Near Miss Events
- Directorate/sector audits

The outcomes of the following H&S review processes provide opportunities for continual improvement of the HSMS and the Council, enabling actions to be identified to achieve the intended outcomes of the HSMS.

8.6.2 Management Review

A Management Review is undertaken annually, with agreed actions and a summary of the Council Health and Safety management performance.

8.6.3 Annual Health and Safety Report

A summary of the Health and Safety Performance data, which includes a section summarising improvement opportunities undertaken over the previous 12 months to ensure continuous improvement in the HSMS is reported to the HSWP.

8.6.4 Internal Audits and Non-conformance Reports


The Corporate Health and Safety Team will maintain a HS Audit Plan of the HSMS. The aim of this plan is to ensure ongoing management and review of the HSMS but also identify new areas of risk and opportunities which need to be added into the HSMS.

8.6.5 Other Directorates/Sector Audits

Any non-conformances identified through health and safety audits are reported as required to HSWP.

8.6.6 Workplace Inspections

Workplace Managers undertake regular Workplace Safety Inspections for all the Council owned/operated premises. This ensures a robust system for the HSMS to be continually reviewed and improved where appropriate.

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8.6.7 Accidents/Violent Incidents/Near Miss Events

Accidents, violent incidents and near misses are recorded via the accident, violent incident and near miss reporting procedures. Such events are reported to HSWP via the quarterly H&S Performance Report, with any opportunities for improvement identified and actions agreed.

9 Auditing the HSMS

The purpose of auditing the HSMS is to:

- Ensure the Council is meeting the Health and Safety performance goals and objectives set.
- Ensure that the Council is fulfilling its legal and moral obligations regarding Health and Safety in the workplace.
- Identify strengths and weaknesses of the Council HSMS to ensure continual improvement.

Health and Safety audits will be undertaken by internal and external groups using various tools and techniques. These will include:

- Health and Safety Service led audits.
- Workplace Safety Inspections
- ISO 45001:2018 A compliance audit is carried out against the requirements of the standard to ensure that the HSMS has been properly implemented within the service. This will ensure that the HSMS is effective in meeting the Council's HS Policy and aims and objectives.
- CQC
- OFSTED

The HS Team develop an annual HS Audit and Development programme which is based on:


- Results of risk assessments.
- Organisational activities.
- Results of previous internal and external audits.
- Organisational learning and outcomes of safety events.
- 3-yearly review of the HSMS.

The programme is agreed by the HSWP. Outcomes and results of reviews and audits are highlighted to management through the HSWP when organisational wide deficiencies and good practice are identified.

10 Document Control Process

To ensure control and ongoing suitability of documents relating to the HSMS, the Council will:

- Regularly review and amend HSMS documentation, ensuring that necessary amendments are implemented, and the Council employees is informed of these changes.
- Ensure that all HSMS documentation is adequate, legible, and available to employees, as necessary. The documents will be readily identifiable and easily accessible.

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- Ensure that current and up-to-date documents are not amended by anyone without authorisation and that obsolete documents are removed from circulation and archived.
- Integrate HSMS documents with other systems managed within the Council, where practical.

The documents that make up the HSMS fall within the HS SOPs. All SOPs contain a 'Review By' date and it is the responsibility of the HS Team to complete reviews within the timescales set out.

SOP reviews are included in the HS Team Audit Work Plan. Notwithstanding the review date, the HS Team must amend any documentation if it is known to be incorrect or out of date.

The HS Team will discuss the aims and outcomes of any amendments before proceeding and then consult with any services or interested parties who may be affected and produce a draft document. This will be clearly marked 'draft' and forwarded to interested parties for consultation, if necessary.

Once agreed, the document will be published on the intranet and employees notified of the changes.


Under most circumstances, when any HSMS documents have been amended or developed, they should be taken to the following HSWP meeting. This will give the HS Team opportunity to further explain the aims and outcomes of the document.

Monitoring and Review of the Health and Safety Policy

This Health and Safety Policy & Statement of Intent will be reviewed and revised as necessary in 2 years or earlier if directed by the Chief Executive and may be supplemented in appropriate cases by further statements relating to the work of functions or groups.

11 Audit and Review

As part of the audit and review process of the HSMS, the HS Team will carry out a programme of health and safety audits and reviews to ensure the SOP is continually developed and improved.

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12 Document Control

Contact

Service	Title	Contact by Email
HR - H&S		HealthandSafety@rotherham.gov.uk

Amendment History

Version	Date	Reasons for Change	Amended by
0		New SOP	

Review Date

Consultation (If Applicable)

Consultative Body	Date	Outcome