



Comhairle Ceantair
**an Iúir, Mhúrn
agus an Dúin**
**Newry, Mourne
and Down**
District Council

HEALTH & SAFETY POLICY

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PART 1 – Statement of Intent and Introduction

1. Statement of Intent

The Council is committed to the implementation of an effective health and safety management system which promotes a holistic culture of risk prevention. Health and safety performance will meet as a minimum the legal requirements and where reasonably practical best practice. To achieve its health and safety aim and objectives the Council will, so far as is reasonably practicable: -

- a) Identify the hazards associated with its work activities, assess the risks and record the management action required to reduce the risk of injury or ill health.
- b) Provide and maintain safe premises, plant and systems of work.
- c) Ensure the safe use, handling, storage and transportation of articles and substances.
- d) Provide suitable and sufficient information, instruction, training and supervision to enable employees to identify hazards and minimise risks
- e) Provide a safe place of work, with safe access and egress.
- f) Provide a healthy working environment, including adequate welfare facilities.
- g) Provide adequate personal protective equipment when required.
- h) Consult with safety representatives/employees on health and safety matters.
- i) Provide the necessary resources to achieve these standards.
- j) Ensure continual improvement of the Council's health and safety management system and performance to ensure it remains effective and relevant.

Employees have a duty to take reasonable care of their health and safety at work and that of others, who may be affected by their acts or omissions. They must also co-operate with their employer, so far as is necessary, to enable any duty or requirement imposed on the employer by any relevant statutory provisions to be performed or complied with. They must not interfere recklessly with or misuse anything that is required by law to be provided for health and safety.

The Chief Executive is responsible for ensuring that all proper steps are undertaken by Council to comply with its legal duties with oversight from the Chairperson and Elected Members.

The policy will be communicated to all employees through the appropriate line management structures and the Council's intranet. A copy of the policy statement will be posted on the notice boards in all Council properties.

The Council Management and staff will implement the policy arrangements as in parts 2 & 3 of the policy. The policy will be reviewed annually or sooner, if necessary.

Signed

Date 01 April 2022



Dorinnia Carville

Deputy Chief Executive, Newry, Mourne and Down District Council

2. Introduction

Newry, Mourne and Down District Council, (hereinafter known as the Council) as an employer, accepts its legal responsibilities to employees and other persons as set out in the Health & Safety at Work (NI) Order 1978 and associated relevant statutory provisions. To this end, the Council will ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees during the course of their working activities.

The Council also accepts responsibility for the health, safety and welfare of all persons contracted to carry out work on the Council premises, authorised visitors and members of the public using our services who may be affected by the Council's activities.

The Council is committed to creating a safe working environment by adopting a common-sense practical approach to health and safety where hazards are identified and the control measure required are proportionate to the risk.

The Council will promote and develop an integral health and safety culture in partnership with all stakeholders. This will assist the Council to meet its legal obligations and strive towards best practice and continual improvement of the health and safety performance.

3. Scope

This policy applies to all employees of the Council, Elected Council Members, contractors, seconded staff, placements, agency staff & customers.

4. Objectives

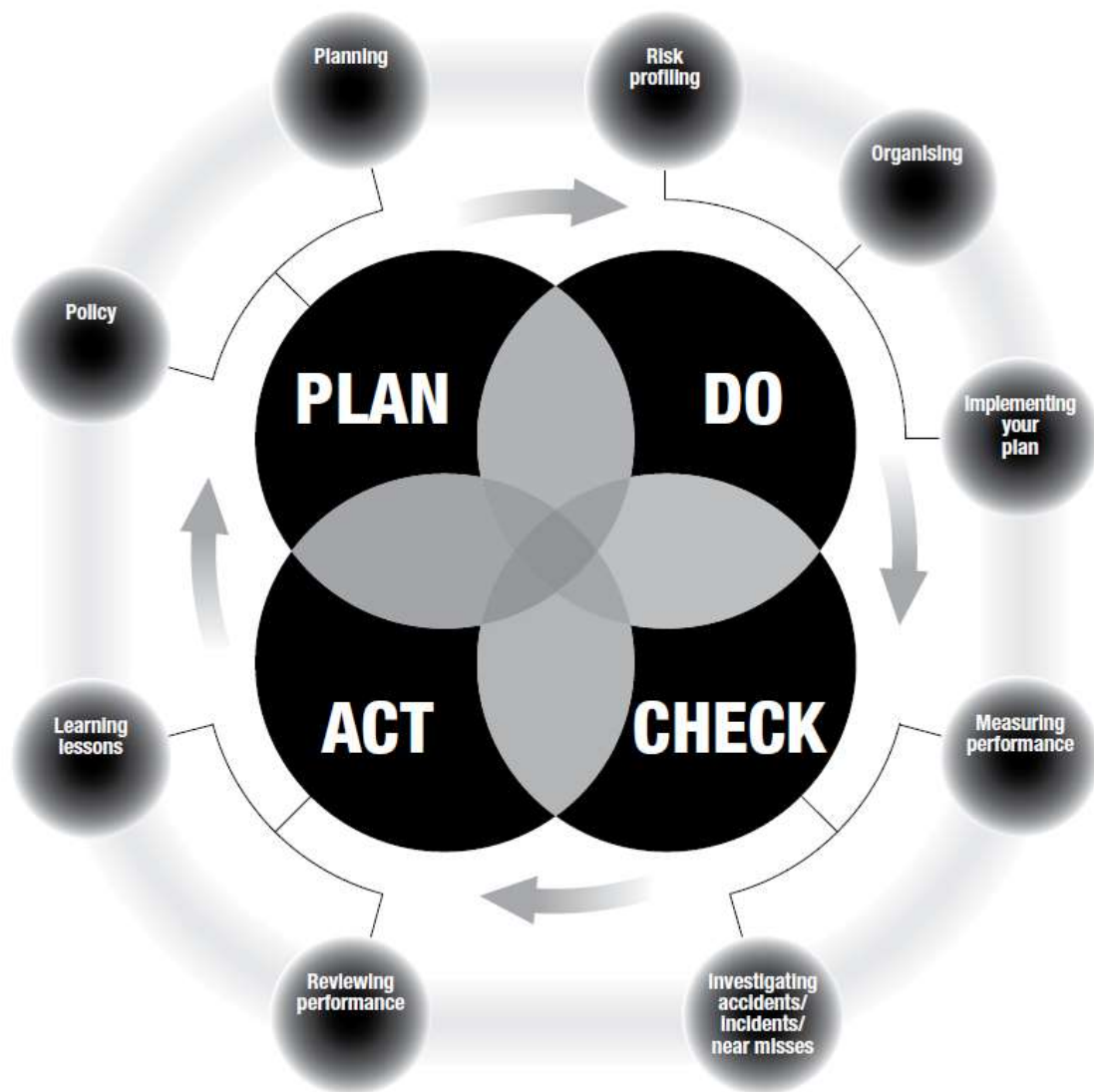
The following objectives underpin the Council's approach to ensuring, in so far as is reasonably practicable, the health safety and welfare of all staff:

- a) A safe and healthy working environment for all, including adequate welfare facilities
- b) A safe means of access and egress from all places of work
- c) All plant and systems of work are safe and without risk to health
- d) Safe procedures for using, handling and transporting articles and substances
- e) Provision of adequate information, instruction, training and supervision
- f) Suitable protective clothing and equipment where necessary
- g) Adequate welfare facilities and first aid provision
- h) Arrangements for covering absence of staff with key safety responsibilities
- i) A system of identifying, assessing and controlling risk potential hazards to mitigate unacceptable risk.

5. Health & Safety Management System – 'Plan, Do, Check, Act'

To effectively deliver the above objectives the Council will adopt and implement a formal health and safety management system.

The 'Plan, Do, Check, Act' model (HSG65) as outlined below is a cycle that will provide a sustained and systematic approach to health, safety and welfare and allow for continual improvement. This model is to be applied to all Council departments and work activities undertaken by the Council.



Source: Plan, Do, Check, Act Cycle, HSG65

PART 2 – Roles, Responsibilities, Authority and Accountability

6. Roles and responsibilities

The following tables outline the roles and responsibilities with respect to health, safety and welfare of all employees and those of specific posts with the Council. It is individual employees' responsibility to make themselves familiar with and ensure they are fully compliant with all applicable responsibilities and note that the list below is not exhaustive, but a minimum requirement.

6.1 ALL EMPLOYEES – applicable to ALL levels as outlined in sections 6.2 – 6.9	
PLAN - Policy - Planning	<ul style="list-style-type: none"> ○ To observe all safe working practices that are contained with this policy, explained during training, as a result of risk assessments, or any other written or verbal instructions issued by their Line Manager.
DO - Risk profiling - Organising - Implementing your plan	<ul style="list-style-type: none"> ○ Follow the training received when using any work items your employer has given you. ○ Take reasonable care of your own and other people's health and safety including those who may be affected by your work. ○ Co-operate with your employer on health and safety matters. ○ Notify your employer, supervisor, or health and safety representative if you think the work or inadequate precautions are putting anyone's health and safety at risk. ○ Being aware of any hazards in their workplace and taking the appropriate precautions including the use of any personal protective equipment that has been issued. ○ Use any equipment, machinery, dangerous substance, transport equipment or safety device in accordance with safe operating procedure, training and instruction received. ○ Acquaint yourself with all relevant first aid arrangements, escape routes and evacuation procedures. ○ Observe all health and safety signs and notices displayed. ○ Co-operate with Council accident reporting and investigation procedures, as required. ○ Know that breaches of this policy may result in disciplinary proceedings or action by the Health and Safety Executive Northern Ireland (HSENI). <p>NOT:</p> <ul style="list-style-type: none"> ✗ use any equipment for which they have not been trained and are not authorised to use or

	<ul style="list-style-type: none"> × willfully damaging, tampering with, or abusing any equipment or clothing provided in the interest of health and safety. × bring any personal equipment to work for use including tools, radios, personal stereos, kettles, other electrical items, etc. × indulge in horseplay or other activities, which could endanger the safety of them or others. × consume or be under the influence of alcohol, illegal and/or legal drugs whilst at work. Legal drugs may influence your ability to carry out work activities safely. Medical advice and instruction must be adhered to at all times. × take a Council vehicle or towed attachment which is in breach of Road Traffic order or Highway Code requirements e.g. 'Penalty Point' attributed defects such as defective brake lights or brakes, 'bald' tyres, overweight payloads or defective mirrors (see legislation for full interpretation of statutory breaches).
CHECK - <i>Measuring performance</i> - <i>Investigating accident/incidents/ near misses</i>	<ul style="list-style-type: none"> ○ Complete relevant visual checks on equipment, vehicles and work areas/ environments to prior to commencing work to ensure they are hazard free. This includes 'grey fleet' drivers to ensure compliance with all statutory requirements and ensure vehicle is kept in a roadworthy condition. ○ Ensure you are competent to undertake your work activities in a safe manner (appropriate knowledge, training, qualifications). Inform your Line Manager of any concerns. ○ Ensure Council assets are inspected and maintained safely in accordance with their contracted duties as outlined within relevant Council arrangements. ○ Complete all relevant record documentation as required (check sheets, inspection reports, etc)
ACT - <i>Reviewing performance</i> - <i>Learning Lessons</i>	<ul style="list-style-type: none"> ○ Conduct all work in accordance with health and safety legislation, rules, safe operating procedures, instruction and arrangements - including written and verbal instructions issued to you. ○ Ensure that working areas remain clean and tidy and assisting to maintain a good standard of hygiene and housekeeping in the workplace. ○ Notify your immediate superior, or any other affected employee, of any situation deemed to represent any serious and or immediate danger to health and safety and take any reasonable interim steps to prevent danger or risk, so far as is reasonably practicable (e.g. isolate, prevent use or safety cordon) and then seek advice from their Line

	<p>Manager regarding further action. This applies to work equipment and vehicles also.</p> <ul style="list-style-type: none"> ○ Notify anyone who may be affected by their work of any potential hazards, i.e. general public (special attention must be given to children and vulnerable adults), other employees and contractors. If a member of the public or employee remains within an unsafe distance to work operations, works should be suspended until an area is secure or the appropriate action is taken. <p>Informing their Line Manager IMMEDIATELY of:</p> <ul style="list-style-type: none"> ○ any pre-existing/ newly diagnosed/ special medical or other conditions which might affect their health and safety at work. Where appropriate, the Council's Occupational Health Advisor will assist to complete relevant risk assessments and/or alterations to work activities (as necessary). ○ any other hazard, defect, unsafe work practice or incident that may result in injury to them or others, including members of the public. ○ any accident, incident or near miss at work immediately in accordance with the Council's accident reporting procedures (whether or not injury has occurred) ○ if you use any item in the First Aid Kit (to ensure first aid kit contents are replaced).
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6.2 Chairperson & Elected Council Members	
PLAN - <i>Policy</i> - <i>Planning</i>	<ul style="list-style-type: none"> ○ Accountable to the electorate to ensure that the Council complies with the Health and Safety at Work (NI) Order 1978 (as amended), and relevant statutory provisions.
DO - <i>Risk profiling</i> - <i>Organising</i> - <i>Implementing your plan</i>	<ul style="list-style-type: none"> ○ Overall responsibility for ensuring sufficient resources and funds are available to permit the Chief Executive and Directors to comply with the council's legal and moral duties.
CHECK - <i>Measuring performance</i> - <i>Investigating accident/incidents/ near misses</i>	<ul style="list-style-type: none"> ○ Liaise with the Chief Executive to establish a strategy to integrate the health and safety management function fully within the Council's management process.
ACT - <i>Reviewing performance</i> - <i>Learning Lessons</i>	<ul style="list-style-type: none"> ○ Delegate the corporate responsibility for health and safety matters to the Chief Executive ○ Provide leadership by example and proactively support, monitor and improve health and safety

6.3 Chief Executive	
PLAN - Policy - Planning	<ul style="list-style-type: none"> ○ Accountable to the Council for the health and safety at Work (NI) Order 1978 (as amended), and relevant statutory provisions.
DO - Risk profiling - Organising - Implementing your plan	<ul style="list-style-type: none"> ○ Delegate responsibility for health and safety matters in particular departments to appropriate Directors ○ Make provision to appoint a competent person(s) to assist and advise the Council on health and safety matters and ensure adequate arrangements for consultation and communication with same. ○ Ensure that through consultation with elected members and that adequate resources are made available to implement the policy and the requirements of the Health and Safety at Work (NI) Order 1978 (as amended), and relevant statutory provisions. ○ Ensure all staff under their direct control are fully aware and competent to fulfil their health and safety responsibilities and support management to illustrate their own leadership ○ Maintain a positive culture towards health and safety in order that it can be engendered at all levels of the workforce.
CHECK - Measuring performance - Investigating accident/incidents/ near misses	<ul style="list-style-type: none"> ○ Assess reports from Directors and competent persons on the planning, monitoring, review, implementation and development of the policy and make recommendations accordingly.
ACT - Reviewing performance - Learning Lessons	<ul style="list-style-type: none"> ○ Ensure they obtain sufficient knowledge and understanding of the statutory health and safety regulations and associated requirements, via formal training ○ Manage an effective means to proactively monitoring, evaluating and improving health and safety throughout the Council (Corporate Risk Register)

6.4 Directors of Service	
PLAN - Policy - Planning	<ul style="list-style-type: none"> ○ Be accountable to the Chief Executive for the detailed aspects of the Council policy particularly in respect of the organisation and arrangements for health and safety within their respective departments.
DO - Risk profiling - Organising - Implementing your plan	<ul style="list-style-type: none"> ○ Ensure that this Policy is effectively implemented, managed and monitored and reviewed in their departments and that any proposed amendments are notified to the Chief Executive. ○ Maintain a positive culture towards health and safety in order that it can be engendered at all levels of the workforce. ○ Chair of the Corporate Health and Safety Committee (Director of Corporate Services) with attendance of other Directors as required. ○ Ensure that adequate arrangements for consultation and communication of health and safety matters are provided within their department (formal and informal). ○ Ensure employees under their direct control are fully aware and competent to fulfil their health and safety responsibilities. <p>Ensuring through their deputies:</p> <ul style="list-style-type: none"> ○ Procedures including the protection of visitors or the public in general and that contractors employed by their departments observe all safety considerations. ○ Management of all council assets (car parks, play parks, pedestrian areas, etc) to ensure they are risk assessed, inspected and maintained in a safe manner and not fall into disrepair or deteriorate. ○ Health and safety risks are proactively identified, controlled and monitored (risk registers, inspections, checklists and corrective action reports). ○ Health and safety training needs are identified, resources to enable staff to perform their duties competently.
CHECK - Measuring performance - Investigating accident/incidents/ near misses	<ul style="list-style-type: none"> ○ Ensure that this Policy is enacted within their departments and that their section Assistant Directors, Heads of Service, Line Managers and staff accept ownership with regards to their appropriate responsibilities in health and safety. ○ Ensure through their deputies that all accidents, incident, near misses and defects are identified, assessed and appropriate remedial actions are implemented in accordance with the relevant statutory provision, and that such matters are addressed within a reasonable time frame appropriate to the seriousness of the risk. ○ Ensure that resources are identified and allocated appropriately in order to ensure risk is adequately controlled.

<p>ACT - <i>Reviewing performance</i> - <i>Learning Lessons</i></p>	<ul style="list-style-type: none"> ○ Ensure that proper account is taken of health and safety factors in all forward planning, lessons learnt and current arrangements, i.e.: <ul style="list-style-type: none"> a) Risk management b) New buildings and projects, c) Planned improvements and maintenance of premises, plant and resources, d) Purchases of equipment and substances, and e) Employment of staff ○ Assess and take appropriate action on reports from their officers and competent person(s) on matters of health and safety. ○ Ensure that prompt action is taken in the event of serious or imminent risk. ○ Ensure they obtain sufficient knowledge and understanding of the statutory health and safety Regulations and associated requirements, via formal training.
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6.5 Assistant Directors and Heads of Service

PLAN - Policy - Planning	<ul style="list-style-type: none"> ○ Understand the aims of this Policy and observing the responsibilities they have been assigned
DO - Risk profiling - Organising - Implementing your plan	<ul style="list-style-type: none"> ○ Establish and complete (with the assistance of their Line Managers) suitable and sufficient risk assessments, written safety instructions for codes of practice, operational procedures and safety systems of work for areas within their responsibility. ○ Provide, monitor and review to ensure an up-to-date risk register for their section/s and ensure through assistance for their Line Managers that no risks are left un-actioned. ○ Outline any potential hazards to their Director and indicating the appropriate control measures that need to be taken. ○ Ensure that all plant, equipment and systems of work within their area are safe and without risk to health. ○ Ensure that contractors carrying out works on Council property, or on behalf of the Council are made aware, and comply with this Policy and that adequate communications take place to ensure that neither party presents undue risk to the other whilst the work is ongoing. ○ Ensure that competent contractors are selected and the working methods do not give rise to danger to Council employees and other persons who may be affected by their working activities. ○ Maintain a positive culture towards health and safety and striving to promote health and safety among the workforce. ○ Actively participate in the Operational and Governance Health and Safety meetings to address health and safety issues, lessons learnt and corrective actions in a timely manner. ○ Ensure that the Safety, Health and Emergency Planning Section are informed of all significant impending changes in methods, processes, substances and equipment, and carry out prior consultation with same and employee representatives (including TUS H&S Reps), as necessary. ○ Set out arrangements to ensure that safety representatives appointed can carry out their functions in accordance with the Statutory Regulations. ○ Ensure that this policy is enacted within their respective areas of responsibility and that their Line Managers accept the day-to-day ownership with regards to their appropriate responsibilities for health and safety.

	<ul style="list-style-type: none"> ○ Assess and taking appropriate action on any health and safety reports from their Line Managers and competent person(s) on matters of health and safety. ○ Make adequate arrangements for, and ensuring, that health and safety training needs are identified which will enable their staff to perform their duties competently. ○ Ensure that appropriate arrangements are in place to allow employees to attend training courses in respect to health and safety. ○ Ensure adequate resources are made available in order to ensure plant and resources are suitable, safe and efficiently maintained. ○ Ensure they obtain sufficient knowledge and understanding of the statutory health and safety regulations and associated requirements, via formal training
CHECK - <i>Measuring performance</i> - <i>Investigating accident/ incidents/ near misses</i>	<ul style="list-style-type: none"> ○ Ensure through their Line Managers/ Supervisors that all accidents, incidents, near misses and deviations from this Policy are recorded and reported to the Safety Health and Emergency Planning section in accordance with the Council's accident reporting procedures and ensure corrective actions are monitored and implemented.
ACT - <i>Reviewing performance</i> - <i>Learning Lessons</i>	<ul style="list-style-type: none"> ○ Transfer all matters identified in risk assessments or highlighted by Line Managers for remedial action onto their 'departmental risk register' and ensure they are implemented within a reasonable time frame and resources available to do so. This includes any hazards, defects or unsafe practices identified or reported to ensure they are actioned promptly (so far as is reasonably practicable). ○ Give serious consideration and assessment of any recommendation provided by the Council's Safety Health and Emergency Planning Manager/ Officer. ○ Implement any recommendations as provided by any duly authorised representative of a Statutory Agency e.g. HSENI.

6.7 Line Managers and Supervisors

PLAN - Policy - Planning	<ul style="list-style-type: none"> ○ The effective implementation of the health and safety policy and procedures within their area of control.
DO - Risk profiling - Organising - Implementing your plan	<ul style="list-style-type: none"> ○ Communicate to Heads of Service all matters identified by a risk assessment for remedial action to be added to their 'departmental risk register' and ensure they are implemented within a reasonable time frame. ○ Ensure hazards, defects or unsafe practices identified or reported should be actioned promptly (so far as is reasonably practicable) and where appropriate added to their departmental risk register if remedial steps are unable to be taken immediately. ○ Record and report to the Safety Health and Emergency Planning section all accidents, incidents and near misses within their respective areas, in accordance with the Council's accident reporting procedures. ○ Conduct a suitable and sufficient investigation of accident and incidents in their area and where necessary assisting the Safety Health and Emergency Planning section and others in any investigations of more serious incidents. ○ In the absence of their Assistant Director or Head of Service, chair the sectional/ team meetings (with health and safety as an agenda item), as required. ○ Draw up operating procedures for their area of control. These should include safe systems of work. ○ Ensure that persons under their control have received an adequate level of health and safety training to allow them to operate any necessary plant or equipment and ensure required competence level of employee(s). ○ Not instructing employees to undertake duties for which they have not been appropriately trained or in which they are not competent. ○ Maintain a positive, proactive culture towards health and safety and promoting health and safety among the workforce. ○ Ensure that all operations under their control are carried out with due regard to the safety of members of the general public, visitors and employees of contractors who may be affected by the activity and the avoidance of damage to plant, equipment, property and the environment. ○ Ensure that any plant or equipment used (including hired plant and equipment) is in a safe condition, with all guards fully intact and secured in position immediately removing any item not complying with this requirement.

	<ul style="list-style-type: none"> ○ Ensure that adequate personal protective equipment (PPE) and clothing is available and used, as necessary. Stop any activity where there is evidence of non-compliance with PPE and ensure that corrective action is taken. ○ Ensure that all appropriate welfare facilities are readily available to all employees including:- first aid, washing facilities, toilet, drinking water, heating, etc. and report any deficiencies to the Assistant Director/ Head of Service. ○ Ensure that all inspections (include statutory inspection) records are complete, kept up to date and available for inspection when required. ○ Ensure that all employees under their control are fully conversant with the applicable safe working practice before the commencement of any task. ○ Ensure that all new employees placed under their control have been given the necessary health and safety information and training before they are put to work on any operation.
CHECK - <i>Measuring performance</i> - <i>Investigating accident/ incidents/ near misses</i>	<ul style="list-style-type: none"> ○ Inspect relevant premises, assets and vehicles under their control on a regular basis to ensure that no foreseeable health and safety risk exists. To include relevant risk assessments, inspection records and remedial actions. ○ Conduct, monitor and review risk assessments for their respective areas of responsibility, and informing employees under their control of any subsequent procedure changes, risks or matters affecting their health and safety. ○ Supervise and monitor the work practices of their employees, (or others under their control eg. contractors), to ensure that safe systems of work are being effectively followed and that equipment is being used and maintained correctly and safely. ○ Formally inspect, on a regular basis, areas and activities under their control to ascertain whether safety measures are being maintained and safe working practices followed. Areas and/or activities to be taken in turn to ensure all aspects of health, safety and welfare are inspected in a timely fashion. These inspections should be recorded and risks identified and actioned accordingly. ○ Monitor housekeeping in the area under their control and ensuring that it remains clean and tidy at all times.
ACT - <i>Reviewing performance</i> - <i>Learning Lessons</i>	<ul style="list-style-type: none"> ○ Initiate corrective action deemed to be necessary as a result of their investigations into accidents or incidents or as a result of their regular formal inspections and amending the relevant risk assessments accordingly.

	<ul style="list-style-type: none"> ○ Ensure that clear and precise health and safety instructions are given to those under their control with regards to both health and safety risks to themselves and others affected by their work to include employee well-being. (e.g. risk assessments, operating procedures). ○ Take immediate appropriate corrective action if they observe unsafe practices, behaviour or defects in respect to matters pertaining to the Council's activities. ○ Inform their Manager, HR Learning & Development Team and/or the Safety Health and Emergency Planning section of any necessary health and safety training needs for those employees under their control. ○ Report to the Assistant Director/ Head of Service any person who is identified as constantly or wilfully failing to adhere to the recommended safe working practices. ○ Undertake and participate in accident investigations procedures as required.
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6.8 Safety, Health and Emergency Planning Section (SHEP)

PLAN - Policy - Planning	<ul style="list-style-type: none"> ○ The development and coordination of the Council's Health and Safety Policy and associated arrangements and procedures. ○ Develop, implement and pro-active management of systems and databases for accidents, incidents, industrial diseases and dangerous occurrences and ensuring these are recorded accurately, evaluated sufficiently and that they appropriate remedial actions are identified, completed by relevant departmental representative within appropriate timescales.
DO - Risk profiling - Organising - Implementing your plan	<ul style="list-style-type: none"> ○ Promote a positive health and safety culture within the Council by instructing, consulting, advising, meeting and encouraging staff at all levels. ○ Interpret and advise management on relevant existing and future health and safety legislation in relation to their application to the Council. ○ Investigation and provision of reports on employee and public liability claims against the Council in liaison Insurance Investigators and legal representative and preparing and presenting evidence for civil, employee and public liability claims and criminal proceedings or enquiries (as required). ○ Co-ordination of Corporate Health and Safety Committee to include the production of accident statistics and other documentation. ○ Chair the Operational and Governance health and safety meetings to discuss and review health and safety issues, lessons learnt and corrective actions with Assistant Directors and Trade Union Safety Representatives. ○ Attend section/team health and safety team meetings as required. ○ Consult with Trade Unions in respect to workplace health, safety and welfare matters through the appropriate structures. ○ Prepare reports and attending meetings of the Council and Committees to advise on matters in relation to health and safety, as required. ○ Ensure the effective co-ordination and management of risk by arranging and chairing meetings with Directors, Managers, Technical Officers, employees, Trade Unions, external statutory and professional bodies, as required. ○ Develop a health and safety training framework to ensure competent training providers are available to deliver training programmes. ○ Review and modify relevant e-learning modules for staff as required.

	<ul style="list-style-type: none"> ○ Lead a formal accident investigation process for all lost time employee accidents in partnership with the relevant Line Manager. Outcome, actions and lessons learnt communicated to the relevant level within Council. ○ Actively monitor and review accident statistics (EL/ PL/ motor) – trends, lessons learnt, etc.
CHECK - <i>Measuring performance</i> - <i>Investigating accident/ incidents/ near misses</i>	<ul style="list-style-type: none"> ○ Periodic monitoring and review of the completion of documentation and survey programs in respect of relevant legislation e.g. risk assessments, maintenance of facilities and equipment logs, asbestos, legionella, etc. ○ Monitor, on behalf of the Council, working practices, etc, of Council departments, contractors, sub-contractors or any other agent carrying out work on behalf of the Council to ensure there is compliance with duties imposed by the Health and Safety at Work (NI) Order 1978 (as amended) and Regulations made there under, as required.
ACT - <i>Reviewing performance</i> - <i>Learning Lessons</i>	<ul style="list-style-type: none"> ○ Conduct investigations and provide reports to senior management for all major accidents and incidents which may occur and to make appropriate health and safety recommendations so as to prevent a recurrence. ○ Act as the Council's formal link with the Health and Safety Executive Northern Ireland and other external agencies as necessary.

6.9 Safety Representatives (Union and Non-Union)	
PLAN - Policy - Planning	<ul style="list-style-type: none"> ○ The functions of the Safety Representative, are outlined in the Safety Representatives and Safety Committee Regulations (NI) 1979, or within the Health and Safety (Consultation with Employees) Regulations (NI) 1996, whichever is applicable. The safety representative role will not be interpreted as imposing a legal responsibility on them.
DO - Risk profiling - Organising - Implementing your plan	<ul style="list-style-type: none"> ○ Represent the workforce in any liaison with the HSENI or other Enforcing Authority and receive information in accordance with the Health and Safety at Work (NI) Order 1978. ○ Represent staff/ member as part of the employee lost-time accident investigation process, as required. ○ Examine the cause(s) of accidents. ○ Investigate complaints relating to health and safety or welfare.
CHECK - Measuring performance - Investigating accident/ incidents/ near misses	<ul style="list-style-type: none"> ○ Carry out formal inspections of the workplace or part of the workplace, as necessary. ○ Investigate potential dangers and hazards.
ACT - Reviewing performance - Learning Lessons	<ul style="list-style-type: none"> ○ Liaise with management, at appropriate level, on health and safety matters raised by employees/members. ○ Inspect, with the Safety Health and Emergency Planning Section, the scene of a notifiable accident, occurrence or disease, as required. ○ Actively participate in the Operational Health & Safety meeting to discuss and review health and safety issues, lessons learnt and corrective actions with Assistant Directors.

6.10 Contactors, Sub-Contractors & Self Employed Persons	
PLAN - Policy - Planning	<ul style="list-style-type: none"> ○ Co-operate in complying and implementing all relevant health and safety regulations and statutory provisions.
DO - Risk profiling - Organising - Implementing your plan	<ul style="list-style-type: none"> ○ They must take into account the nature of the work carried on at the place of work concerned. ○ They must co-ordinate their actions in matters relating to the protection from and prevention of risks to safety, health and welfare at work, and ○ Inform each other and their respective employees and safety representatives (if any) of any risks to their safety, health and welfare arising from the work activity. ○ Develop, maintain and provide copies of risk assessments and method statements for all work activities they are involved in. ○ Ensure that their employees are suitably trained. ○ Provide such training records to NMDDC. ○ Contractors & their employees are to comply with those items as listed under 'Responsibilities of Employees' in this document.
CHECK - Measuring performance - Investigating accident/ incidents/ near misses	<ul style="list-style-type: none"> ○ Ensure that all employees wear the required Personal Protective Equipment. ○ Ensure all equipment used on any works is maintained and only used as intended.
ACT - Reviewing performance - Learning Lessons	<ul style="list-style-type: none"> ○ To obtain a copy of NMDDC Health & Safety Policy ○ Provide their Safety Policy/ Statement when requested to do so. ○ Provide a current copy of relevant insurances to Council. ○ Provide equipment's statutory inspection and maintenance records on request. ○ Report any defects in the plant, place of work or the system of work without reasonable delay.

PART 3 – Arrangements for Consultation and Communication

7. Employee Consultation

Under the Safety Representatives and Safety Committees Regulations (NI) 1979 and Health and Safety (Consultation with Employees) Regulations (NI) 1996 the employer must consult employees in good time on matters that concern their health and safety at work including:

- a) The introduction of any measures in the workplace, which may substantially affect the health and safety of the employees.
- b) The employer's arrangements for appointing or nominating an employee's representative and their responsibilities and any resources that may be required to allow them to carry out their duties.
- c) Any information that the employer is required to provide under the relevant statutory provision.
- d) The planning and organisation of any training requirements with regard to health and safety.
- e) Any new technologies that are brought into the workplace and the training and consequences with regard to health and safety that may arise from the new technology.

The Council actively encourages employee involvement and will enable the free flow of communication relating to health, safety and welfare matters.

7.1 Section/ Site/ Team Meetings (frequency section dependent)

Departmental/ team meetings must occur on a regular basis throughout all departments/ sections of the Council. It is the responsibility of the Director/ Heads of Service/ Line Manager to ensure that they liaise with staff (locally) at all levels on matters pertaining towards health and safety.

The purpose of this meeting is to act as a central resource for Council employees for guidance on risk management, health and safety and related issues and a forum to provide (two-way) communication between staff and management.

Employees within the department must be given the opportunity to put forward items for discussion within a set time period prior to the meeting, allowing sufficient time for Management to prepare a response.

Any areas/ issues of concern must be relayed to the Departmental Assistant Director or Director level as appropriate, to ensure they are dealt with in the correct manner within a timely fashion.

The above meetings must occur Quarterly (at a minimum) with health and safety being a permanent agenda item. Issues to be discussed as part of these meeting are (this list is not exhaustive):

- i. Workplace risks and control measures
- ii. Risk assessments

- iii. Health & safety training requirements
- iv. Accident trends and statistics (Council –wide/ department)
- v. Proposed legislation/ changes
- vi. Procedures to implement same
- vii. Review of Health and Safety Policy and safe system of work
- viii. Accident investigation findings/ lessons learn

7.2 Operational Health & Safety Committee (Quarterly)

The remit of the Operational Health and Safety Committee is to liaise between Assistant Directors, Safety Health and Emergency Planning Section and recognised Trade Union representatives and any other subject matter experts deemed relevant.

Issues that are discussed include:-

- i. To review new health and safety legislation.
- ii. Risk assessment and risk management strategy/ risk registers.
- iii. The introduction of any measures affecting the health and safety of employees.
- iv. Health and safety issues which cannot be resolved at section/ site/ team meeting level.
- v. Health and safety training.
- vi. Health and safety information for employees.
- vii. The selection and/or introduction of significant impending changes, methods, processes, substances, new technologies/ equipment into the workplace (likely to have an impact on health, safety and welfare).
- viii. The review of employee accident statistics/ trends.
- ix. Examination of safety audit reports.
- x. Consideration of reports, etc from Inspectors.

7.3 Governance Health & Safety Meeting (Quarterly)

The remit of the Governance Health & Safety Meeting is to liaise between Assistant Directors and Safety Health and Emergency Planning Section to actively monitor and review the governance arrangements for health and safety and a platform for shared learning across all directorates.

Issues that are discussed include:-

- i. Findings of lost-time employee accident investigations
- ii. Review of current accident claim(s) and outstanding information required
- iii. Lessons learnt from outcome of accident claim proceedings
- iv. Review of risk register and outstanding actions

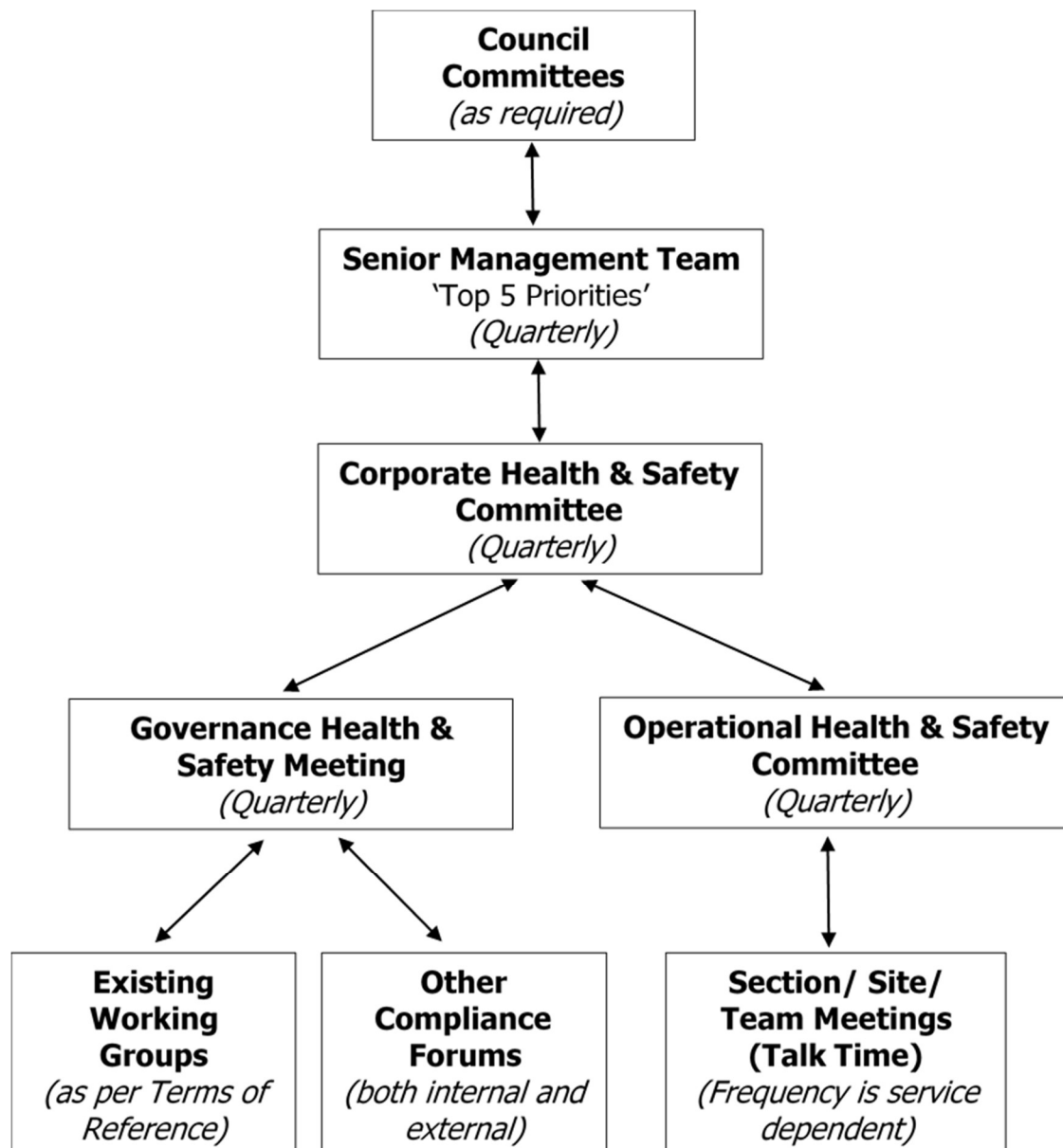
7.4 Corporate Health & Safety Committee (Quarterly)

The remit of the Corporate Health and Safety Committee is to liaise between Senior Management, Assistant Directors, Safety Health & Emergency Planning Section and recognised Trade Union representatives and any other subject matter experts deemed relevant.

The purpose of this committee is to discuss and review overarching health and safety issues and any unresolved matters escalated from the Operational Health & Safety Meeting.

The Committee will meet on a quarterly basis as defined by the terms of reference for same.

8. Health & Safety Information Flow



9. Arrangements to deliver this policy

This policy will be delivered by:

- a) The development of procedures, protocols and guidance that meet the requirements of health and safety and other relevant legislation as applicable to Council which will be made available via the staff intranet, shared drives and hard copy (as required).
- b) Leadership by example and support at all levels to ensure competency in relation to health and safety.
- c) Ensuring management conduct suitable and sufficient risk assessments and implement suitable controls for their areas of responsibility.
- d) The provision of appropriate health and safety training such as Health & Safety Induction, Display Screen Equipment Assessment, Manual Handling etc via various means (Line Manager, SHEP Section, e-learning, external training provider).
- e) Actively promoting health, safety and welfare of staff through team meetings, formal communications and informal discussions.
- f) Actively engaging our recognised trade union representatives in effective consultation and supporting Safety Representatives in the fulfilment of their role.
- g) Means to monitor and review health and safety arrangements to ensure continual improvement including lessons learnt (accident investigation/ audits) at all levels

10. Distribution

Employees will be made aware of this policy via:

- NMDDC intranet – H&S portal
- Staff publications/ team meetings
- Document made available on shared drive
- Hard copy available (as required)

11. Policy Owner

Safety, Health and Emergency Planning Manager

12. Contact details in regards of this policy

Kelly McNiff

Kelly.mcniff@nmandd.org

0300 013 2233 ext 2113

07971 567939

13. Policy Authorisation

	Date Authorised on:
Corporate Health & Safety Committee	Refer to SP&R report
CMT	10 February 2021
SMT	3 March 2021

Strategy, Policy and Resources Committee	11 March 2021
Council	7 April 2021

14. Policy Effective Date

The policy will be reviewed on an annual basis as per current health and safety legislative requirements.

15. Policy Review

The policy will be reviewed on an annual basis to ensure compliance with health and safety legislation.

16. Equality Screening

The policy has been equality screened and the outcome is that it is Not required to be subject to an EQIA (with no mitigating measures required).

17. Rural Needs Impact Assessment

Due regard to rural needs has been considered and a rural needs impact assessment has been completed.

APPENDIX 1 – Related Documentation

This document should be read in conjunction with the following: -

- Job description
- Relevant risk assessments, protocols and safe systems of work
- Health & Safety at Work (NI) Order 1978
- Management of Health & Safety at Work (NI) Regulations 2000
- NMDDC Accident Reporting & Investigation Arrangement
- NMDDC Asbestos Management Policy & Plan
- NMDDC Fire Safety Management Policy
- NMDDC Legionella Management Policy & Plan
- NMDDC Use of Portable Electric Appliances Policy
- NMDDC Policy & Procedure for the Personal Safety of Employees exposed to Workplace Violence and Abuse from the Public
- NMDDC Volunteer Policy & Volunteering Procedures (*pending approvals*)
- Relevant health & safety e-learning modules
 - NMD Introduction to Health & Safety
 - NMD Accident Reporting
 - NMD Manual Handling
 - NMD Fire Safety
 - NMD Remote Worker Essentials
 - NMD Asbestos Awareness
 - NMD Legionella Awareness for Nominated Responsible Persons
 - NMD Evac+ Chair Refresher Training

Updated list as of 11 February 2021