

# HEALTH AND SAFETY POLICY

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### 1. Aim

Cambridgeshire and Peterborough Combined Authority is dedicated to adhering to its responsibilities under the Health and Safety at Work, Act 1974 and The Management of Health and Safety at Work Regulations 1999 (and as amended).

The combined Authority places significant importance on the health, safety and welfare of its employees and all others in the course of their work and the public, who may be affected by its activities. CPCA seeks to provide the safest working conditions possible and requires the commitment of all employees in this effort.

We are committed to keeping risk assessments and welfare procedures under constant review; to liaise with the Health and Safety Executive or other enforcing authorities where necessary and to keep the organisation well-informed of new changes and advancement in Health and Safety.

The Policy is aimed to give guidance to all employees, outside contractors and visitors about health and safety matters and to delegate responsibility to ensure the Policy is implemented in a structured and effective manner.

### 2. Scope

This policy applies to all CPCA employees, contractors, consultants and Agency Workers.

### 3. Vision and Values

Our vision is for a prosperous and sustainable Cambridgeshire and Peterborough. Driven by our values and using our collective voice and strengths, we seek inclusive good growth for an equitable resilient, healthier and connected region.

Our values define what is important in the way we deliver this vision. At Cambridgeshire and Peterborough Combined Authority our core values are Collaboration, Integrity, Vision,

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Innovation and Leadership. We are committed to ensuring our culture enables our employees to display these values regardless of their roles within the organisation. Managers and employees alike must ensure our core values are upheld when implementing this policy.

## 4. Organisation and Responsibilities

### **Chief Executive and the Executive Management Team**

The Chief Executive has ultimate responsibility for all health and safety matters affecting the organisation and is supported in this role by Directors, Heads of Service, Line Managers, Employees and Occupational Health Services. The Chief Executive is responsible for:

- The development and continual improvement of the health and safety performance by ensuring that an effective health and safety management system is implemented, maintained and are legally and statutory compliant.
- Approval and signing the organisation's health and safety statement of purpose.
- Ensuring that the health and safety policy and related procedures are effectively implemented, providing the necessary physical, financial and human resources required.
- Approving new and revised health and safety policy, procedure, and guidance.
- Assigning responsibilities for the effective planning, organisation, control, measuring, monitoring, reviewing, and auditing of the health and safety management system and its related policies and procedures.
- Appointing themselves or a director as the health and safety advocate within the organisation.

### **Directors and Heads of Service**

As part of their roles as Directors and Heads of Service are responsible for health and safety individually and, as members of the Corporate Leadership Team. They are mainly responsible for:

- The effective monitoring, review, development and continual improvement of health and safety performance within their directorate/service.
- Ensuring that the health and safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required.
- Preparing, delivering, and executing service area health and safety action plans, ensuring that health and safety is fully integrated into business activities.
- Producing an annual report, detailing health, and safety performance against set objectives.
- Ensuring they consider and address any potential health and safety implications of all their decisions before they are taken.
- Ensuring that the health and safety policy and associated procedures are brought to the attention of all employees and others as appropriate.

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- Keeping up to date with changes to health and safety legislation, standards and good practice relevant to their service area's activities.
- Ensuring that all accidents and incidents are reported, documented, appropriately investigated and preventative measures put in place to avoid reoccurrences.

## Line Managers

For the purposes of the health and safety policy and associated procedures the reference to the term Line Manager refers to any employee who manages or supervises others. All levels of Line Managers are responsible for:

- The measurement, monitoring, review, development and continual improvement of health and safety performance.
- Ensuring familiarity with the health and safety policy and associated procedures and effectively implementing them, providing the necessary physical, financial and human resources required to do so and informing their line manager of any resource requirements or associated risks.
- Ensuring that health and safety is appropriately considered at the planning and design stages (for example in the development or introduction of new methods of work, equipment, buildings etc).
- Ensuring that health and safety objectives are an integral part of their team delivery plans.
- Undertaking risk assessments, identifying and implementing control measures, communicating the outcomes to employees and others as appropriate.
- Ensuring they are informed of all accidents and incidents that occur (ensuring that they are reported and documented), undertaking appropriate levels of investigation and implementing preventative measures to avoid a reoccurrence.
- Ensuring that transferred and new employees are informed of the hazards and risk control measures involved with the service areas activities.
- Ensuring that all employees have the appropriate level of competency in health and safety to enable them to effectively undertake their role.
- The identification and provision of employees' personal protective equipment requirements, ensuring training for its correct use.
- Ensuring all equipment and systems are tested in accordance with relevant statutory requirements and best practices.
- Providing arrangements to ensure employees and others (for example visitors, members of the public, contractors etc) have safe access and always exits whilst on the premises considering any persons who may have additional requirements.
- Ensuring that first aiders and first aid equipment are present in sufficient numbers and their locations are known to employees.

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## All Employees

The reference made to employees is a reference to all employed individuals who access CPCA's premises. Therefore, in addition to the responsibilities specified in other policies it is the responsibility of every employee to:

- Fully familiarise themselves with the health and safety policies and associated procedures, seeking clarification from line managers where necessary.
- Wear protective clothing and safety equipment as required reporting any defect to their line management.
- Take reasonable care for the health and safety of themselves and other persons (i.e. members of the public, contractors, customers etc) who may be affected by their acts or omissions at work.
- Report any defects in any equipment to their line manager.
- Report all accidents and incidents and near misses to their line manager as soon as possible, whether the accident or incident involved personal injury.
- Use machinery, equipment, substances, transport equipment or other means of safety device in conformity with relevant training / instruction.

## Occupational Health

Occupational Health supports CPCA and all its employees in their roles by providing professional, and impartial advice and assistance on matters relating to occupational health and safety. They are responsible for:

- The maintenance of adequate information systems on legislation, law and management practices relevant to occupational health and safety.
- Advising on all aspects of health and safety management systems including policy, organising, planning, implementation, performance measuring, monitoring, review and audit.
- Presenting advice impartially and effectively.
- The interpretation of existing and proposed legislation and law relevant to occupational health and safety and the identification of any potential.
- Performing pre-employment health screening on all prospective employees.
- Conducting appropriate health investigation for employees identified as being at risk due to their occupation or location.
- Establishing professional relationships at all levels within CPCA and, as appropriate, with external organisations i.e. Health and Safety Executive, Fire services etc.
- Advising on issues of medical capability and issues where there is a relationship between health and work.
- Advising on the risk assessment process including the identification of hazards, the assessment of associated risk and the identification of suitable risk control measures.
- Assisting managers in the investigation of serious incidents, accidents, and ill health as appropriate.

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## 5. Risk Assessment

In agreement with the Management of Health and Safety at Work Regulations 1999, managers will identify hazards and undertake assessments of the associated risks for all work activities (whether regular or occasional) using the risk assessment process provided by the organisation.

The assessments will consist of the hazards and risks that may arise out of activities undertaken and assess their potential to cause injury to people, damage the environment, cause reputational damage etc.

When completing the assessment, managers will rank the risks in accordance with the organisations risk assessment process, and devise action plans that identify the necessary actions to either eliminate or control exposure to the risks. Copies of risk assessments must be sent to the HR Manager.

The outcomes of risk assessments and action plans will be discussed with all relevant parties to ensure actions are being taken. Managers will regularly monitor and review the risk assessments to ensure proactive action is being taken.

## 6. Incident Reporting

Incident and risk records are essential to the successful monitoring of health and safety performance and revision of policy and must therefore be accurate and comprehensive. All incidents causing injury and property damage and hazards must be reported promptly on the appropriate form and submitted to the appropriate team. All adverse incidents and near misses must also be reported as they may be indicators of potential more serious incidents.

It is a line manager's responsibility to ensure that all incidents and hazards are properly investigated. The underlying causes must be identified and recorded, and appropriate action and lessons learnt relating to health and safety must be identified and implemented.

Incident statistics and trend analysis reports will be produced for the chief executive, heads of service, and health and safety review board on an annual basis (or on request) with recommendations on the appropriate actions to be taken for matters of concern.

Where the involvement in an incident identified as malicious, criminal, fraudulent or constitute gross professional misconduct, the matter will be investigated and may lead to disciplinary process.

Fatal, major injury accidents (over seven-day injuries), diseases and dangerous occurrences are covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and must be reported by the Health and Safety gatekeeper. This is a **legal** requirement.

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## 7. Training and Information

General aspects of health and safety training is incorporated into all employees induction programme. However, it is the responsibility of all line managers to ensure specific training required for their team to carry out their roles effectively are completed within the required time frame. Any employee who fails to carry out their role specific Health and Safety training may be subject to disciplinary process.

All documents regarding the employees' health and safety training should be saved on their employee file as well as the line manager's local file.

## 8. Data Retention

Every Service area must have their service team risk assessment, written safe systems work and protective equipment issues documents, recorded and maintained by the Head of Service.

Evidence of any Health and Safety training undertaken or display screen equipment assessment must be sent to the HR team for central record keeping.

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## GOVERNANCE

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### References:

Health and Safety at Work, Act 1974 and The Management of Health and Safety at Work Regulations 1999.

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### Document control sheet

<b>Purpose of document</b>	This document provides useful information on the Health and Safety
<b>Type of document</b>	Policy
<b>Document checked by Legal</b>	No
<b>If applicable, has an initial Equality Impact assessment (EIA) been completed?</b>	Yes
<b>Document Lead and Author</b>	HR Team
<b>Dissemination</b>	
<b>What other documents should be read in conjunction with</b>	Document listed in this guidance
<b>Who will review the document (job title)</b>	HR Team
<b>Why is this document being reviewed</b>	As part of an annual review

### Revisions

None.