**Chichester District Council – Health and Safety Policy**

**Statement of Intent**

On behalf of Chichester District Council, the Chief Executive accepts responsibility as an employer to pursue a policy which ensures, so far as reasonably practicable, the health, safety and welfare of its employees and others who may be affected by the Council’s undertaking and declares its intention to satisfy the requirements of the Health and Safety at Work etc. Act 1974 and any other related Acts or Regulations.

# Objectives

The Council’s objectives to meet its responsibilities are to:

* Ensure the Council’s Health and Safety Policy statement is reviewed at least annually. The wider Policy, procedures and guidance will also be reviewed at least annually and in response to legislative and/or organisational changes.

* Ensure that all employees have access to and are aware of the Health and Safety Policy, procedures and guidance.

* Establish an organisation with the responsibility for making this policy effective.

* Undertake suitable and sufficient risk assessment of Council activities and implement appropriate risk control measures.

* Inform employees of the risk associated with their work activities and clearly describe the work methods necessary to minimise the likelihood of injury or harmful effects to health.

* Provide and maintain a safe and healthy workplace for employees and visitors to Council premises.

* Provide and maintain safe plant, tools and equipment.

* Ensure safe use, handling, storage and transport of articles and substances used or associated in the provision of Council services or activities.

* Provide suitable and sufficient information, instruction, training and supervision of employees in matters of health and safety to enable them to eliminate or control hazards and contribute positively to their own health and safety at work.

* Provide and maintain, where appropriate, personal protective equipment and ensure that employees are informed of their obligations in respect of its use, maintenance and storage.

* Provide adequate emergency provision as necessary to ensure the health, safety and welfare of all employees.

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* Implement a procedure for the recording and reporting of all accidents, incidents, near misses and instances of ill health occurring as a result of Council work activities.

* Advise all employees of their H&S obligations and the need to co-operate with the Council to enable it to carry out its own responsibilities. Employees will be encouraged to participate in health and safety matters by promoting a positive health and safety culture throughout the Council.

* Set up appropriate and effective consultation systems to review the measures being taken and used by managers to ensure that the required standards of health, safety and welfare are being met. This includes encouraging employees to participate in consultation forums and the Health and Safety Committee.

* Ensure the proper direction and control of all persons other than employees allowed access to Council premises and also ensure they are not put at risk by Council work activities

* Control the use of contracted works on Council premises or on the Council’s behalf and ensure that contractors work to the required safety standards, at least the same as those in this policy statement.

* Ensure that Directorates continue to make progressive improvements towards implementing the Council’s Health and Safety Policy so the management of safety becomes fully integrated into their work activities.

* Ensure that a programme of H&S audits is undertaken annually and the findings reported to the Senior Leadership Team.

* Approve an annual report on the Council’s health and safety performance and ensure that the proposals for improved management of health and safety are implemented, as appropriate.

This statement should be read in conjunction with the more detailed subject-specific arrangements documents, i.e. Policies, procedures and guidance. These arrangements provide staff at all levels with information relating to the Council’s commitment to health, safety and welfare provision and their individual roles and responsibilities. They also state how the safety management processes are integrated within Service team activities.

**Signed:**  **Date: 27/09/2022**

**Chief Executive**

**Chichester District Council**

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