

Health, Safety & Welfare Policy

Appendix 1

Tree Of Responsibility – June 2019

The Tree of Responsibility sets out a general framework for how health, safety and welfare is organised within the City of Lincoln Council.

The guiding principle in the application of the Tree of Responsibility is to ensure that where a restriction exists, which maybe, for example, a change in service level provision, lack of resources financial or otherwise, which prevents a health and safety action from being implemented, that this restriction is reported through the organisation.

A number of corporate health and safety policies and procedures define and expand on the roles and responsibilities set out in the tree of responsibility, these include:-

- ***Management of Asbestos Policy and procedures***
- ***Unacceptable Behaviour Policy and procedures***
- ***Control of Contractors procedures***
- ***Control of Legionella procedures***
- ***City Hall Emergency Evacuation procedures***

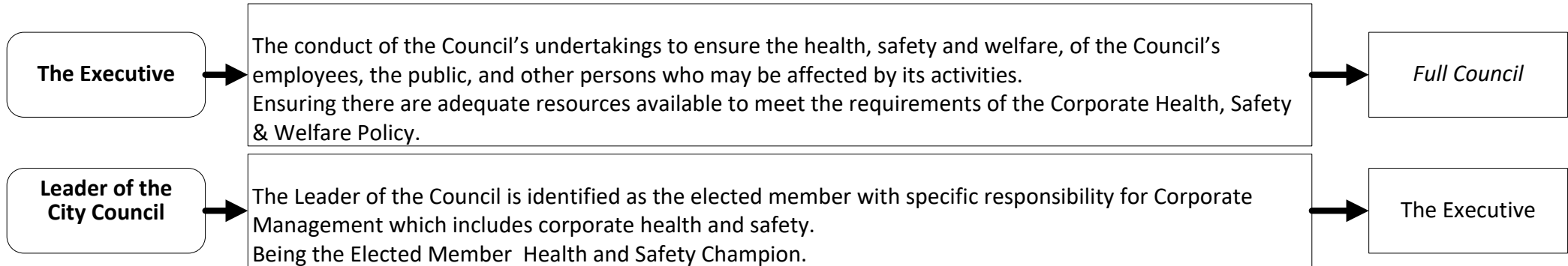
- *Control of Contractors procedures*
- *Control of Legionella procedures*
- *City Hall Emergency Evacuation procedures*
- *Risk Assessment procedures*

APPENDIX 1 – June 2019
City of Lincoln Council – Health, safety and welfare - Tree of Responsibility

Elected Members

Responsible for

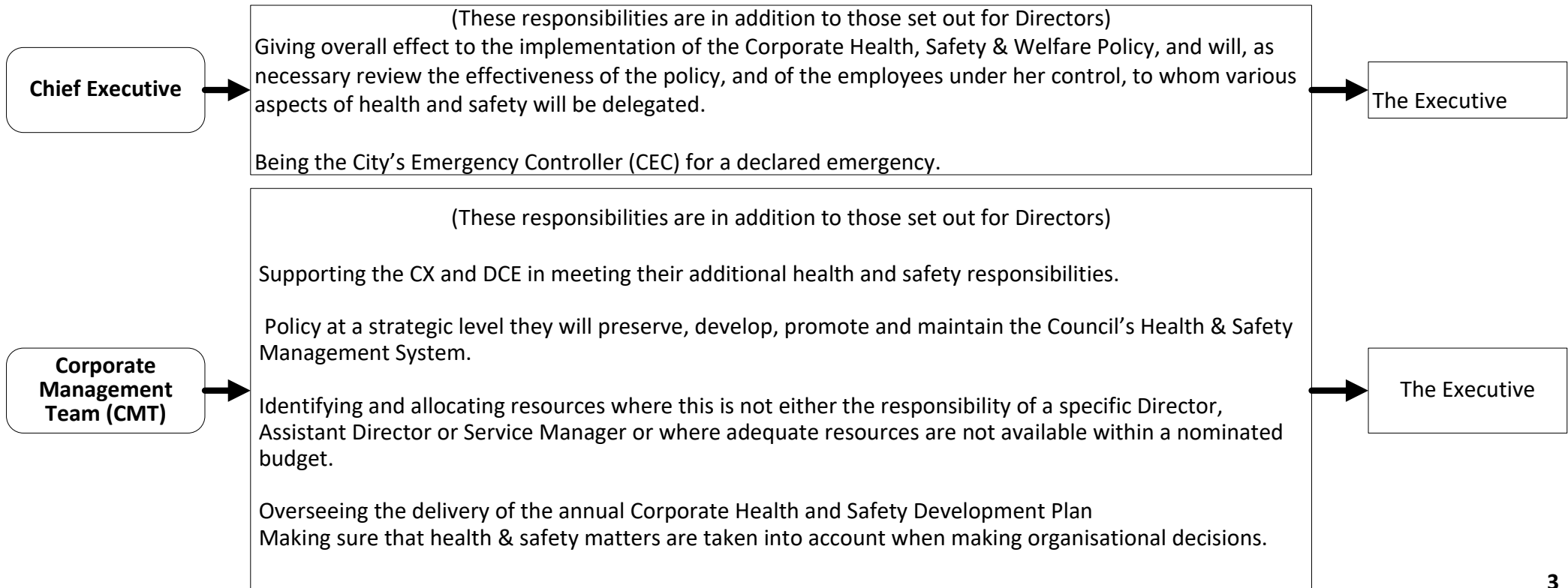
Responsible to



Responsible for

Officers

Responsible to



Responsible for

Responsible to

Directors

Implementing the Corporate Health, Safety & Welfare Policy within the Directorate of their control, ensuring that adequate safety management systems are in place at all levels within their Directorate so as to provide the Council with the assurance that all parts of the organisation is adequately meeting its legal obligations.

Establishing structures and strategies to implement policy and integrating these into service activities.

Making sure to fully consider the resources needed across their directorate for putting an effective health and safety management system into practice.

Ensuring that there is a standing item on the Directorate Management Team meetings to consider health and safety matters of evident concern and incident reports.

In the absence of the CX, being the City's Emergency Controller (CEC) for a declared emergency.

Corporate Management Team (CMT)

Director of Communities & Environment

(These responsibilities are in addition to those set out for Directors)

Being the Director with the role of Health and Safety Champion and as such agreeing the annual Health & Safety Development Plan and ensure that appropriate resources are allocated to deliver plan.

Providing strategic direction for ensuring the effectiveness of the Authority's health and safety organisation and arrangements.

Informing, and alerting CMT to, health and safety matters of evident concern and initiatives that have or may have an impact on the health and safety of employees, contractors or the public.

Being the sponsor of the annual review of health and safety performance.

Being the Event Control Commander for the duration of the Christmas Market (with support from nominated Assistant Directors) for the safe management of the event.

CMT

Responsible for

Responsible to

Assistant Directors

Having overall responsibility for health and safety in their service area.
Ensuring sufficient resources, financial and otherwise, are available to meet health and safety obligations throughout the service and informing the relevant Director as appropriate, when not.
Ensuring that the legal obligation of consulting with staff directly and with Trade Union safety representatives on relevant health and safety matters takes place in good time and that their views are recorded and duly considered.
Ensuring that adequate health and safety management systems are in place within their service area.
Deciding on appropriate action to be taken to protect health, safety and welfare at work in the event of a system failure or the failure to carry out maintenance or repair work.
Ensuring that there are suitable number of risk assessors, authorisers, fire marshals and incident reporters.
Informing the Corporate Health and Safety Service of matters of evident concern that could impact on health, safety and welfare of employees, contractors or the public.

Departmental Director

Assistant Director (Health & Environmental Services)

(These responsibilities are in addition to those set out for Assistant Directors)
To ensure through effective management the provision of a corporate resource for all issues affecting health & safety across the organisation.
To manage staff and resources in relation to Emergency Planning and to support the Chief Executive (or Directors as nominated officers) in the role of City's Emergency Controller Planning Officer and deputy Emergency Planning Officer .

Director of Communities & Environment

Assistant Director (Growth and Development)

(These responsibilities are in addition to those set out for Assistant Directors)
To share event commander duties as and when required to support delivery of corporate events such as the Christmas market.

Director of major developments

Assistant Director (Housing & Investment)

(These responsibilities are in addition to those set out for Assistant Directors)
Taking responsibility for the Council's housing landlord function ensuring it is effectively managed and actively promotes risk management in relation to all aspects of the housing maintenance, investment & tenancy service delivery.
To share event commander duties as and when required to support delivery of corporate events such as the Christmas market.

Director of Housing & Investment

Responsible for

Responsible to

Chief Finance Officer

(These responsibilities are in addition to those set out for Assistant Directors)

Holding the budget for repair and maintenance of the Council's Corporate Assets i.e. Council buildings and is responsible for ensuring that repair or maintenance work necessary to address health and safety issues are carried out.

Ensuring the effective asset management and maintenance of the Council's property portfolio as the lead policy advisor on all property related matters.

Ensuring the delivery of the corporate asset management plan.

Director of Housing & Regeneration

Strategic Property Services Manager

(These responsibilities are in addition to those set out for Service Managers)

Implementing the Council's Asset Management Plan.

Managing the budgets for planned and responsive repair and maintenance of Corporate Assets.

Implementing the repair and maintenance strategy of the Council's Assets (land and property) and prioritising resource, having regard to health and safety priority matters, across the authority and coordinating respective bids.

Managing the Service Level Agreement for responsive repairs.

Reporting to Assistant Director (Chief Finance Officer) where adequate resource is not available to address a health and safety priority matters.

Ensuring co ordination between the council policies in respect of land and property.

Overseeing the role of the Facilities Management Officer.

Chief Finance Officer . CX

**Facilities Manager
(Corporate
Property)**

(These responsibilities are in addition to those set out for Service Managers)

Engaging in the processes of maintaining property standards and safety for the Councils corporate land and premises (other than that managed as Council housing) and ensuring a positive culture and practice of Health and Safety, Risks and Standards (H&S, R&S) Management in relation to that property

Informing, supporting and monitoring service areas, Responsible Officers and Responsible Support Officers to ensure that necessary actions and works are identified and undertaken to ensure compliance with statutory obligations in respect to property and to ensure that land and premises are generally safe for their designated use. To organise and implement, within corporate budget provision, responsive, planned and preventative maintenance programmes

Consult with Service Managers and Responsible Officers to ensure that necessary actions are taken and that works of responsive repair and maintenance are identified and ordered and cyclical contract maintenance works are carried out.

Oversee, support and monitor the performance of health and safety, risks and standards management of property by service areas and 'responsible officers' and to ensure that the responsibilities and tasks relating to this are detailed in guidance notes issued to Responsible Officers.

In conjunction with the Corporate Health and Safety Team to monitor contractors to ensure that principles are carried forward into a regime of working practices and procedures on-site including suitable and sufficient compliance audits and inspections.

To monitor that appropriate records are kept including incident reports, inspection and maintenance logs and risk assessment papers, method statements, health and safety files and building and service plans etc and that relevant H&S information is passed to contractors, emergency personnel and other relevant persons involved in carrying out works, inspections or the like.

To maintain relevant records in a central electronic property database and ensure access to such records by relevant personnel of the Council.

**Strategic Property
Services Manager**

Responsible for

Responsible to

The following responsibilities are in relation to Council's function as a council housing landlord. (These responsibilities are in addition to those set out for Service Managers)

Assessing and reviewing changes to government policy, legislation and regulation to identify implications for policy and procedure. Reporting any failings and non compliance within the service areas.

Managing the control of asbestos for the Council Housing ensuring full compliance with current regulatory and other such requirements that impact on Health and Safety in relation to asbestos and property improvements.

Investigating and monitoring incidents of unplanned disturbances of asbestos containing materials (ACM) in conjunction with the service management.

Managing and monitoring of Council employees and contractors in particular those involved with asbestos surveying, sampling and asbestos removal/encapsulation and to ensure the safe disposal of ACM waste.

Ensuring the Council's Health, Safety & Welfare Policy and all other policies and procedures are embedded within the Maintenance and Investment Teams.

Providing assistance and guidance in the development of risk assessments to other housing services.

Ensuring compliance of the Maintenance and Investment Teams in following the Council's control of contractors procedures and develop assurance processes.

Ensuring that all teams are aware of their obligations under the CDM Regulations.

Ensuring property requirements as to general standards comply with the Council's insurance requirements.

Managing and monitoring the delivery of fire risk assessments and associated action plans to ensure compliance with recommendations.

Liaising with Responsible Officers, to produce a Fire Safety and Emergency Plan and associated written procedures for each property clearly identifying fire hazards and precautionary measures required.

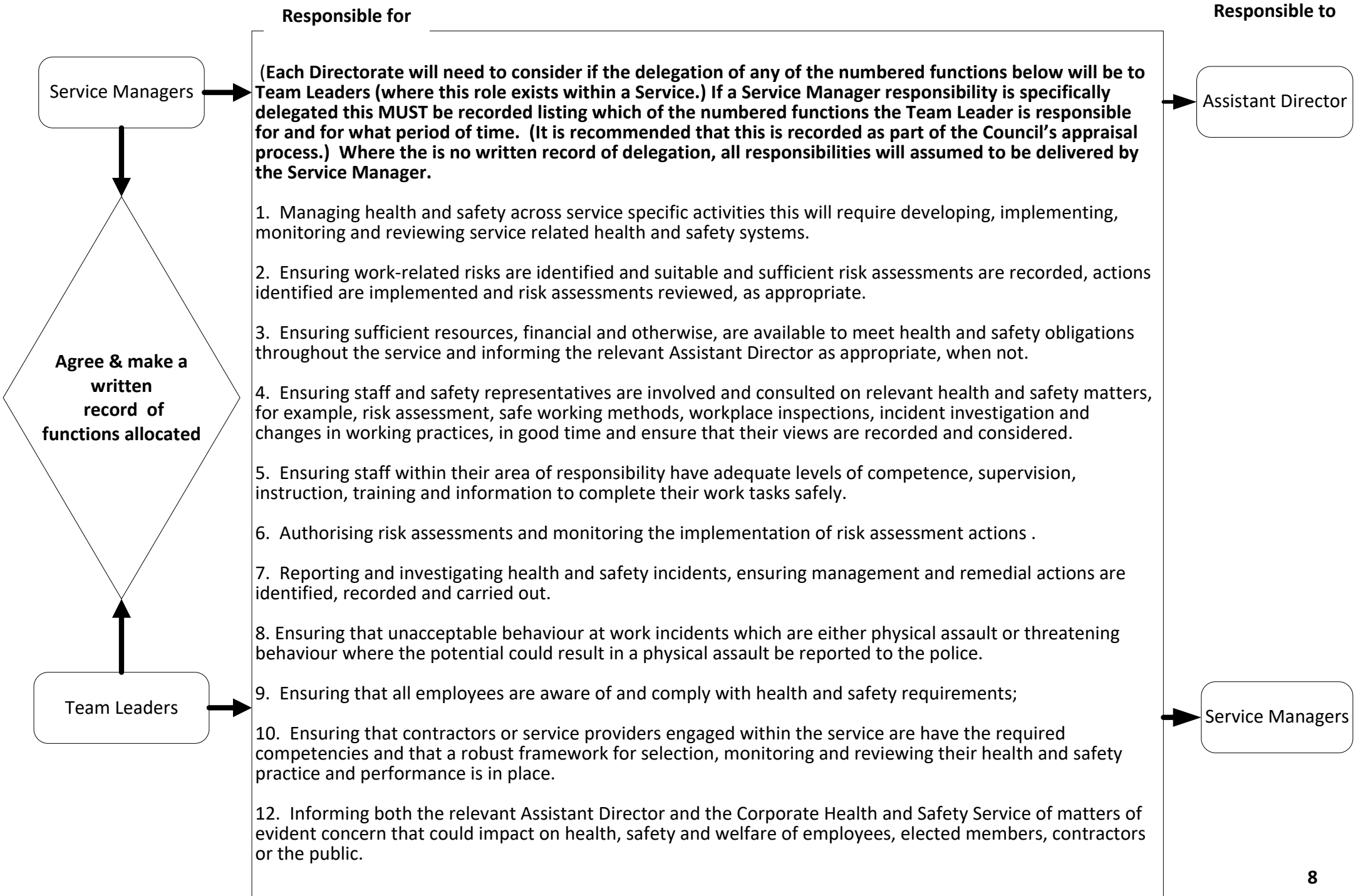
Identifying any training, particularly in relation to health and safety and construction required for the council housing service areas and ensure that training is monitored and training records are kept up to date.

Safety Assurance
Manager (Housing)



Assistant Director
Housing
Investment
Strategy





Responsible for

Responsible to

Responsible Officers

(These responsibilities are in addition to those set within the tree of responsibility and determined by each Departmental Structure Chart. The responsibilities and tasks *relating to corporate properties* are detailed in the Guidance Notes for Responsible Officers.)

Having responsibility for the day-to-day management and safety of designated properties and (or) land.

Ensuring that inspection, sampling and monitoring work is carried out at the designated premises, and that the necessary paperwork is completed and certification obtained, where required. Where appropriate, reporting to the Assistant Director any failure to carry out any of the above

Assistant Director,
Service Manager or
Team Leader

Responsible Officer
Support Staff

Supporting the designated Responsible Officer in the day to day safety, management and maintenance of operational properties and/or land.

Nominated
Responsible Officer

Responsible for

Responsible to

Individuals

Work with due regard to the health and safety of themselves and others.
To understand and follow all health and safety rules and procedures.
Co-operate with and support managers in meeting their health and safety responsibilities.
To use any protective clothing and safety equipment provided by the Council for their personal protection.
Inform their line manager if the working conditions are considered to be unhealthy and/or unsafe and of the existence of any hazards or defects to plant, equipment, machinery or building.
Not misuse or interfere with any means or appliance provided for their Health and Safety.
Attend all Health and Safety training sessions arranged on their behalf.
Report any accident or near miss incident involving themselves to their line manager as soon as it happens, and ensure that any absence from work as a consequence of a work-related injury or disease is reported to the Nominated Person on the first day of absence.

Service Manager or Team Leader

Health & Safety Assistance

Environmental Health & Corporate Safety Manager

(These responsibilities are in addition to those set out for Service Managers)
Planning, overseeing and monitoring the work of the Council's Health and Safety Service-
Assisting in the development and application of policies, procedures and protocols that, in turn, enable the Council to discharge its responsibilities under the provisions of the Health and Safety at Work Act and subordinate legislation.
Drafting the annual Health and Safety Development plan, overseeing and reporting progress on the delivery of actions.
Informing, and alerting Corporate Health & Safety Champion – Director Communities & Environment (or other CMT member), to health and safety matters of evident concern and initiatives that have or may have an impact on the health and safety performance of the Council or on the health and safety of employees, contractors or the public.

Corporate Health & Safety Champions & Assistant Director (Health & Environment)

Responsible for

Responsible to

Fulfilling the role of 'competent person' as required by Regulation 7 of the Management of health & Safety at Work Regulations 1999 across all Directorates of the Council.

Provide clear, consistent, proportionate and timely expert health & safety technical advice, support, guidance and information on which the Corporate Health & Safety Champions, Directors, Assistant Directors and Managers thereunder, can rely upon to make decisions regarding service delivery arrangements and all work activities.

Promoting, developing and co-coordinating the Council's Health and Safety Policy.

Determining in conjunction with Management, the appropriate action for implementation to provide a safe and healthy working environment for City Council employees, and non-employees, who may be affected by the Council's work activities.

Being the Council's point of contact with Health & Safety Executive, with responsibility for recording, distributing and responding to Prohibition and Improvement Notices from the HSE; advising both the Corporate Health & Safety Champion (DCE) and the Director with responsibility for the work activity area to which the notice relates and determining in conjunction with Management the appropriate course of action to remove or mitigate the risk.

Undertaking high level health and safety audits and monitoring progress against audit recommendations, and reporting on failure to make satisfactory progress to the relevant Service Manager, Assistant Director or Director.

Producing an annual health and safety training plan to identify training needs and facilitate the training delivery.

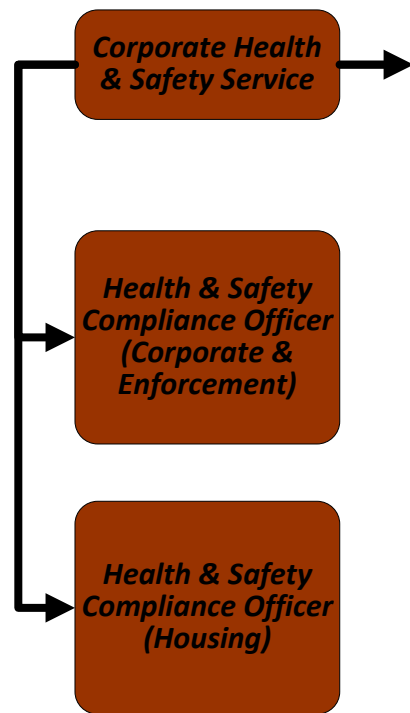
Investigating certain accidents and incidents, this does not detract from the responsibility of Service Managers to investigate all accidents and incidents.

Reporting incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995.

Monitoring the Council's risk assessment database and reporting on as to whether recorded task or area risk assessments are 'suitable and sufficient', any risk gaps identified, unauthorised risk assessments, outstanding remedial actions.

Taking the lead in developing the annual corporate health and safety development plan and be responsible, as directed, for the delivering and updating plan against agreed timescales.

Managing and monitoring internally reported health & safety related incidents to ensure that the management actions have been identified are proportionate.



Responsible for

Responsible to

Health & Safety
Representatives

(Functions of Safety Representatives - Regulation 4 Safety Representatives & Safety Committees Regulations 1977 - 'no function given to a Safety Representative shall be construed as imposing any duty on him')

Representing employees in consultation with Directors, Assistant Directors, Service Managers and Team Leaders, as appropriate on matters affecting their health, safety and welfare at work.

Attending meetings of JCC (Health, Safety & Welfare) committee.

Carrying out inspections of the workplace.

Investigating complaints relating to health safety and welfare at work.

Examining the causes of accidents in the workplace.

Informing the Corporate Health and Safety Service of matters of evident concern that could impact on health, safety and welfare of employees, contractors or the public

JCC (Health, Safety
& Welfare)
committee