

# Guidance on creating a Site or Section Health and Safety Policy

## Introduction

All sites or sections are required to produce a local Health and Safety Policy. This Policy will be specific to each site or section as it will contain information on who will do things and how. The Local Authority has produced a model policy that each site or section will need to customise to fit their own situation.

A health and safety policy is divided into three parts.

## Part One – Statement of Intent

This is where the site / section makes a declaration of its intent to provide safe and healthy working conditions and to ensure the activities of the site / section do not adversely affect the health, safety and welfare of employees or anybody else who may come onto site or into the section e.g. service users, clients, visitors, members of the public, agency staff, contractors, etc.

The statement must be signed and dated by the most senior line manager on the site or section.

## Part Two – Responsibilities and Organisation

This section must clearly set out the hierarchy of those with responsibility for health and safety and detail each of their responsibilities and explain the allocation of functions and delegation of tasks to individual members of staff.

Should senior management delegate certain tasks and functions to subordinate staff this must be made clear in this section and the task listed against the appropriate job title.

**NOTE!** It should always be remembered that although the task can be delegated the responsibility cannot, this always remains with the appropriate manager.

Please note that health and safety management does not always follow organisational line management and certain individuals may have health and safety duties delegated to them that may require them to work across areas and sections covered by different managers and supervisors other than their own resulting in more than one reporting line.

### **Part Three – Arrangements and procedures for implementing the policy.**

Certain issues can only be effectively developed and managed at a local level and therefore this part of the policy describes how the site / section will meet the standards set out in the Part 1 Statement of Intent and details procedures and arrangements for controlling the risks involved in the site/sections activities.

Therefore the Arrangements part of the policy is where the site/section must detail the operational arrangements it has in place to ensure the health, safety and welfare of employees or anybody else who may come onto site or into the section e.g. service users, clients, visitors, members of the public, agency staff, contractors, etc.

The Arrangements relevant to the site/section must be listed in the Table of Arrangements. The table is split into two parts:

The first part lists mandatory health and safety arrangements that **ALL** sites/section **MUST** have in place.

The second part lists the local health and safety arrangements specific to the particular area of work carried out at the particular site/section.

**NOTE!** These lists are **NOT** exhaustive and additional arrangements must be added as appropriate.

The tables contain the following columns.

- Subject Heading of the Arrangement
- Name and Job Title of the person responsible for the Arrangement
- Location of the Arrangement
- Date of Issue
- Date of Review

The Arrangements will either be located in the site/section health and safety policy itself and if this is the case then the relevant page number must be entered in the Location of Arrangement column.

Where, for operational reasons and ease of use, certain Arrangements e.g. fire safety management etc are contained within other documents then their exact location must be entered in the Location of Arrangement column so that staff are aware they exist and where they can find them.

The manager of the site/section is responsible for ensuring that suitable Arrangements and Procedures are in place and for ensuring the following tables are accurately completed at all times.

## Summary

The Health and Safety Policy can be described as the 'WHAT', 'WHO', and 'HOW' of a site / section's safety management system.

**Part 1** is a general statement of policy, the '**WHAT**'

**Part 2** details who is responsible for what, the '**WHO**'

**Part 3** details the operational arrangements, the '**HOW**'

**NOTE!** The Site/Section **MUST** complete **ALL 3 Parts** for the document to constitute a valid Health and Safety Policy and comply with legislative requirements.

## Next Steps

- 1) Create a Site / Section Health and Safety Policy using this guidance and the model policy. Don't forget to change the headers and footers.
- 2) Ensure that you and your staff are familiar with the policy and the responsibilities it allocates.
- 3) Ensure the LBM Corporate Health, Safety and Welfare Policy is made available to all staff. Display the statutory health and safety law poster where staff can easily see it, e.g. in main entrance area and on notice boards etc.