

Pembrokeshire County Council Cyngor Sir Penfro



Health, Safety and Wellbeing Policy

Revised October 2021

“Working Together to Improve Lives In Pembrokeshire”

Pembrokeshire County Council Cyngor Sir Penfro

Health, Safety and Wellbeing Policy

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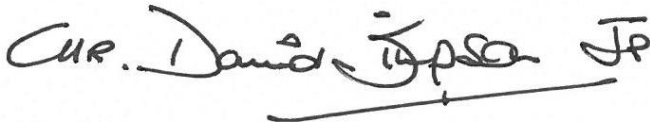
Pembrokeshire County Council Cyngor Sir Penfro

Health, Safety and Wellbeing Policy

A Message from the Leader of the Council

Health and safety is one of our highest priorities. Our objective is to ensure, as far as is reasonably practicable, the health, safety and welfare of our employees, customers and other stakeholders. Above all, we want Pembrokeshire to remain a safe place to live, work and visit.

All Councillors have a role to play in helping to ensure appropriate health and safety standards are maintained, and I endorse this revised statement on the Council's general policy on health and safety on their behalf.

A handwritten signature in black ink that reads "Cllr. David Simpson JP". The signature is written in a cursive style and is underlined with a single horizontal line.

David Simpson
Leader of the Council

Pembrokeshire County Council Cyngor Sir Penfro

Health, Safety and Wellbeing Policy

A Message from the Chief Executive

The health and safety of our employees and all other stakeholders remains our highest priority and is a key business objective.

As Chief Executive, I endorse this statement of Pembrokeshire County Council's general policy on health and safety, which provides a framework through which we can continue to demonstrate our commitment. It specifies responsibilities, and establishes a standard to give effect to the arrangements necessary to reduce risks in accordance with best practice.

The policy will help all staff understand their responsibilities, and how these relate to their work. I expect all staff to familiarise themselves with the policy and to continue to work together in partnership with the Council to achieve continuing improvements in health and safety.

This Policy will be kept under review.

A handwritten signature in black ink, appearing to read 'William Bramble', written over a horizontal line.

William Bramble
Chief Executive

1. STATEMENT OF INTENTION

This policy sets a clear direction for the organisation to follow.

1.1 This corporate policy applies to all directorates and divisions of the Council and provides an explanation of what is expected from all managers and employees.

1.2 Pembrokeshire County Council fully supports the aims of the Health and Safety at Work etc Act 1974, and all other relevant health and safety law. As a minimum standard the Council will achieve full compliance with all appropriate legislation.

1.3 The Council, together with the Health & Safety Executive (HSE), provides a health and safety enforcement role for businesses within Pembrokeshire and also sets the standard for all contractors who undertake work and services for the Council, therefore acting as the exemplar within Pembrokeshire.

1.4 The Council fully supports the HSE's strategy "Helping Great Britain Work Well" and its six themes: Acting together; Tackling ill health; Managing risk well; Supporting small employers; Keeping pace with change; Sharing our success.

1.5 The Council is committed to achieve on-going, continuous improvement in its health and safety performance and the elimination, or reduction, of risk, so far as is reasonably practicable. This will be underpinned by undertaking risk assessments for all significant hazards, with adequate monitoring to ensure that suitable and sufficient controls are in place and maintained appropriately.

1.6 The Council follows a risk/benefit approach to health and safety, particularly in children's play, as recommended by the HSE by aiming to manage risk not eliminate it.

1.7 The Council promotes a positive culture to encourage staff to report safety concerns without fear of blame, confidentiality will be maintained and the information they submit will be acted upon. We will deal with those concerns in a consistent manner to maintain a healthy and safe environment at all times.

1.8 The Council will follow the principles set out in the Health & Safety Executive's publication, Managing for Health and Safety (HS(G)65) which advocates a **Plan, Do, Check, Act** model approach to health and safety management.

1.9 Directors and Heads of Services will ensure that a suitably resourced management system and organisational structure are put in place to support the Council's commitments and facilitate the integration of good health and safety practice into core management activity. This will include the provision of suitable training and effective communications.

1.10 The Corporate Health Safety and Wellbeing Team will provide assistance, where necessary, to managers in devising and implementing protective and preventative measures within the Council.

1.11 The Council recognises that it has a responsibility to ensure the health, safety and welfare of all its employees and is committed to supporting continuous and sustainable improvement in the health and wellbeing of its employees.

1.12 The Council is committed to the prevention of accidents and ill health and actively monitors this with a view to establishing root causes and implementing suitable remedial actions.

1.13 Our aim is to ensure that no employees, customers, contractors or members of the public are injured or have their health damaged as a result of our business activity.

2. PLAN

We will plan for an effective management structure and arrangements for delivering the policy effectively.

The Council will ensure that there are suitable systems in place, including a centralised Occupational Health, Safety and Wellbeing Team, to give effect to the Health and Safety Policy. Directorates will have in place effective structures to support the business. It is important to emphasise that responsibility for the management of health and safety and wellbeing issues lies with line managers within the system already in place – **IT CANNOT IN ANY WAY BE REGARDED AS THE RESPONSIBILITY OF SOMEONE ELSE.**

Key responsibilities for managers and staff are summarised in the matrix below:

Key Health and Safety Responsibilities Matrix

Carry out	Ensure carried out	Assist with	N/A
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Key Responsibilities	Director	Head of Service	Head Teacher	Line Manager	Team Leader	Supervisor	All Employees
Take reasonable care of own health, safety and wellbeing	Carry out	Carry out	Carry out	Carry out	Carry out	Carry out	Carry out
Implement Corporate HS&W Policy	Carry out	Carry out	Carry out	Carry out	Carry out	Carry out	Carry out
Ensure competent to carry out HS&W duties	Carry out	Carry out	Carry out	Carry out	Carry out	Carry out	Carry out
Provide HS&W resources	Carry out	Carry out	Carry out	Assist with	N/A	N/A	N/A
Local HS&W Management Group	Carry out	Carry out	Carry out	Assist with	N/A	N/A	N/A
Local HS&W Action Plan	Carry out	Carry out	Carry out	Assist with	N/A	N/A	N/A
Appoint Management Rep for CHSWG	Carry out	Assist with	N/A	N/A	N/A	N/A	N/A
Include HS&W in improvement plans	Carry out	Carry out	Carry out	Assist with	N/A	N/A	N/A
Monitor and review HS&W performance	Carry out	Carry out	Carry out	Carry out	Carry out	Carry out	Assist with
Consult with and inform staff at all levels	Carry out	Carry out	Carry out	Carry out	Carry out	Carry out	Assist with
All accidents and incidents reported	Ensure carried out	Ensure carried out	Ensure carried out	Ensure carried out	Carry out	Carry out	Carry out
All accidents and incidents investigated	Ensure carried out	Ensure carried out	Carry out	Carry out	Carry out	Carry out	Carry out
Carry out risk assessments and load onto Intranet	Ensure carried out	Ensure carried out	Carry out	Carry out	Carry out	Carry out	Assist with
Implement control measures from risk assessments	Ensure carried out	Ensure carried out	Carry out	Carry out	Carry out	Carry out	Assist with
Use correct equipment for the task	Ensure carried out	Ensure carried out	Ensure carried out	Ensure carried out	Ensure carried out	Carry out	Carry out
Maintain work equipment in a safe condition	Ensure carried out	Ensure carried out	Carry out	Carry out	Carry out	Carry out	Carry out
Maintain workplace in a safe condition	Ensure carried out	Ensure carried out	Carry out	Carry out	Carry out	Carry out	Carry out
Carry out regular inspections	Ensure carried out	Ensure carried out	Carry out	Carry out	Carry out	Carry out	Assist with

(Below are summaries of roles and responsibilities of specific positions – for a more detailed list of responsibilities, please refer to Section 6 of this policy)

2.1 Elected Members

Ensure, on the advice given, that there is an effective policy covering the health, safety and welfare of its employees, and that an effective organisation exists and suitable arrangements are in operation to achieve the objectives of the policy and to comply with legislative requirements.

2.2 The Chief Executive:

- a. The responsibility for the senior management structure of the Council is delegated to the Chief Executive
- b. Directors and corporate Heads of Service reporting to the Chief Executive have the responsibility to ensure that adequate arrangements are in place for the health and safety of employees and members of the public within their area of operation

2.3 The nominated Health, Safety & Wellbeing Champion (Head of HR) shall:

- a. Act as “champion” for health, safety and wellbeing within the Corporate Management Team (CMT) and the organisation and, with the support of the Chief Executive and Directors, will:
 - Ensure that the CMT and elected Members are kept informed on strategic health, safety and wellbeing management and ensure that they are delivered within the organisation
 - Ensure that the Council’s health, safety and wellbeing performance is reviewed regularly and reported to CMT
 - Chair the Corporate Health, Safety and Wellbeing Group

2.4 School Governing Bodies shall:

- a. Ensure that school business is planned and delivered in an organised, responsible and safe manner and give due consideration to health, safety and wellbeing when developing all school policies and strategies and when allocating associated responsibilities and resources
- b. Ensure that the management of health, safety and wellbeing in the school is a core management function which must be integrated into all other management policies and practices and have at least equal importance with other aspects of business performance
- c. Ensure that all their decisions/actions are commensurate with the Pembrokeshire County Council – Health, Safety and Wellbeing Policy
- d. Ensure that health, safety and wellbeing features in Governing Body (or Committee) meetings

2.5 Employees and Volunteers shall:

- a. Take reasonable care for their own health, safety and wellbeing and that of others who may be affected by their acts or omissions at work
- b. Co-operate with their employer, so far as necessary to enable the employer to comply with duties or requirements imposed by relevant statutory provisions
- c. Be aware that it is an offence for any person to intentionally or recklessly interfere or misuse anything provided in the interests of health, safety and welfare
- d. Inform the employer, without delay, of any work situation, which may present serious or imminent danger and to report any shortcomings in the health and safety arrangements, so the employer can take remedial action if needed

2.6 Contractors and Partners shall:

- a. Co-operate and communicate with Pembrokeshire County Council on all relevant health and safety matters
- b. Meet the health and safety standards required of them in the performance of the work activities with or on behalf of the Council

2.7 Health & Safety Consultation

- a. The Council has a legal obligation to consult with its employees via the recognised trade unions
- b. The Council has a single corporate body for consulting with employees on all corporate occupational health, safety and wellbeing matters, which is the Corporate Health, Safety and Wellbeing Group
- c. The Council expects all directorates to establish employee consultation arrangements within each directorate through Joint Consultative Groups
- d. The Corporate Health, Safety and Wellbeing Group is to:
 - Monitor health and safety performance in all areas and ensure that corporate health, safety and wellbeing policies and standards are developed and maintained
 - Monitor the implementation of corporate health, safety and wellbeing policies and standards and scrutinise corporate health, safety and wellbeing activities such as monitoring, inspection, audits and review of activities

- Review the Council's health, safety and wellbeing performance and report the findings to CMT. Be consulted on revisions and new health, safety and wellbeing policies and other documents
- e. Trade Union Health & <C:\Users\grove.head\Downloads\Roles and responsibilities\Role of Safety Representatives 24.01.07.doc> Safety Representatives are able to exercise their rights to:
- Conduct investigations into reportable incidents
 - Attend health, safety and wellbeing committee meetings
 - Represent the views of employees to managers and Health and Safety Executive Inspectors
 - Conduct inspections of the workplace

2.12 Clients, service users and members of the public:

Are requested to co-operate with the health and safety arrangements put in place by Pembrokeshire County Council to protect themselves and the people who are providing the service for them.

The Council expects clients, service users and members of the public to treat its staff with respect. The Council values its staff and will not tolerate any verbal or physical abuse. Any such incidents will be recorded and may impact on the way our services are delivered to clients, service users and members of the public e.g. in extreme cases services will be withdrawn and legal action will be taken.

2.13 Health and Safety Support <C:\Users\grove.head\Downloads\Roles and responsibilities\HEALTH AND SAFETY ADVICE July08.doc>

The Council will ensure that adequate health, safety and wellbeing support is available in the form of the Occupational Health, Safety and Wellbeing Team, which is commensurate with the size and complexity of the organisation. These health, safety and Wellbeing practitioners shall:

- Provide appropriate advice, support (and where available) training to managers
- Maintain up to date health, safety and wellbeing legislation and best practice knowledge
- Provide a range of services to enable the Council to meet its health, safety and wellbeing obligations

Any problems or complaints raised by any employee should, in the first instance, be referred to the immediate supervisor or manager.

Trade union representatives may be consulted by employees at any time and they may make representations to management on their behalf.

Failure to resolve an issue of health, safety and wellbeing at any level will entitle the employee or his/her representative access to the next tier of management. Failure to resolve any issue to the satisfaction of all parties may result in the matter being referred to an appropriate Joint Directorate Consultative Group for consideration, and upward to the Joint Negotiation and Consultation Group (JNCG).

3. DO

A planned and systematic approach to implementing the health and safety policy through an effective health and safety management system following the HSE's strategy "Helping Great Britain Work Well".

Leadership

The Council secures effective leadership on health, safety and wellbeing by:

- Appointing a CMT member as "Health, Safety and Wellbeing Champion"
- A Cabinet Member sits on the Corporate Health, Safety and Wellbeing Group (CHSWG)
- Quarterly CHSWG meetings with minutes taken to Corporate Management Team (CMT) by the Health, Safety and Wellbeing Champion
- Each Director nominates a Senior Manager to represent the Directorate on the CHSWG
- Each directorate has a health, safety and wellbeing management group attended by key staff from each service or section as required
- Commit resources to the Corporate Health Standard

Competence

The Council establishes competencies, ownership and control of health, safety and wellbeing management by:

- Health, safety and wellbeing being part of day to day management
- Including health, safety and wellbeing on manager's job descriptions
- Including health, safety and wellbeing on agendas for management and team meetings
- Training all managers and supervisors on health, safety and wellbeing management
- Including health, safety and wellbeing training in the Pembrokeshire Manager Development Framework
- Providing guidance on specific issues in the form of "Arrangements" documents
- Ensuring competent advice is available to managers and head teachers from the Occupational Health, Safety and Wellbeing Team

Sensible Health and Safety Risk Management

A sensible and proportionate approach to health and safety issues is encouraged by:

- Providing health, safety and wellbeing training to managers and supervisors
- Carrying out risk assessments for all significant issues
- Providing competent advice from fully qualified Occupational Health, Safety and Wellbeing Team
- Monitoring accident and incident reports for significant occurrences and trends
- Following HSE advice and national campaigns

Targeting Key Health Issues

Key health issues are identified and managed by:

- Carrying out statutory Health Surveillance when identified through risk assessment
- Monitoring work related sickness absence
- National campaigns
- Corporate Health Standard requirements
- Monthly Health message posters
- Specific guidance in the form of "Arrangements" documents
- Training managers and affected staff in managing health issues e.g. stress

Worker Involvement

The Council will improve worker involvement by:

- Including health, safety and wellbeing on agenda for team meetings
- Providing corporate and bespoke training and "toolbox talks" as required
- Including health, safety and wellbeing in all Directorate Consultative Meetings
- Holding quarterly Safety Net Meetings where Union Representatives discuss health, safety and wellbeing matters with the Occupational Health, Safety and Wellbeing Team
- Active involvement of Union Representatives in CHSWG
- Involving Union Representatives and other frontline staff in Safety Assurance visits
- Working in partnership with Unions on health, safety and wellbeing campaigns

The responsibility for health, safety and wellbeing sits with line management, and the management arrangements necessary to give effect to the Council's policy will be integral with the management system already in place for all other aspects of the Council's undertaking.

The Council's health and safety arrangements must reflect the size and complexity of the organisation, and this section outlines and distinguishes between the development and documentation of approaches to health and safety issues at both the strategic and operational levels.

The Council will develop strategic or corporate approaches to particular health, safety and wellbeing issues, e.g., manual handling. These will be documented in the form of 'Arrangements', setting out the standards to be achieved, identifying responsibilities, and the measures necessary to meet the aims and objectives.

In appropriate cases, e.g. accident reporting; the Council will establish written procedures to be implemented in all directorates and divisions.

Individual directorates and divisions will be expected to plan and implement their own arrangements consistent with the Council's strategic approach to particular issues. Each directorate or division will complete an annual 'Health, Safety and Wellbeing Action Plan' which will become part of the 'Corporate Health, Safety and Wellbeing Work Programme'. Progress will be monitored through updates by Management Representatives at the Corporate Health, Safety and Wellbeing Group at quarterly meetings. Where a health, safety and wellbeing issue is specific to any particular service area, workplace or activity, management will be expected to develop and implement their own approach, consistent with the Council's Health, Safety and Wellbeing Policy.

All the health, safety and wellbeing issues for each Section's work activities and associated locations will be identified and assessed. Control measures will be identified and implemented to eliminate hazards, reduce risks and adequately control remaining risks.

The findings and decisions will be recorded on the Corporate Health, Safety and Wellbeing section of PCC Intranet.

4. CHECK

Performance is measured against agreed standards to reveal when and where improvement is needed.

The organisation has procedures in place to allow us to collect the information required to adequately investigate the causes when we deviate from best practice. These systems will include two types:

a. Reactive systems which monitor accidents, ill health, incidents and other evidence of deficient health, safety and wellbeing performance. These include:

- Quarterly accident statistics presented to CHSWG
- Accident statistics provided to management teams as required
- Top causes of injury and ill health identified and presented to CHSWG

b. Active systems which monitor the effectiveness of management arrangements, risk control systems and workplace precautions. These include:

- Targeted Safety Assurance visits, in conjunction with local Union Representatives where possible
- Annual Corporate Health, Safety and Wellbeing Work Programme produced to identify objectives and associated tasks to address key corporate issues
- Annual Directorate Health, Safety and Wellbeing Action Plans produced to identify objectives and associated tasks to address key local issues
- Health, safety and wellbeing performance indicators identified to monitor progress of key issues reported to CHSWG by Management Representatives and Occupational Health, Safety and Wellbeing Team
- Performance reports taken to CMT with quarterly CHSWG minutes
- Risk assessments and associated documentation managed and monitored on PCC Intranet
- Health Surveillance
- Service Contracts/Thorough Examinations

**** add the Circulation of relevant topical Health & Safety Bulletins**

5. ACT

The organisation learns from all relevant experience and applies action on the lessons learnt on a regular basis.

An annual review will be undertaken to determine the robustness of the health, safety and wellbeing management system. This review will take place at each management level of the organisation and fed into the local and Corporate Health, Safety and Wellbeing Work Programme. The process will be overseen by the Health, Safety and Wellbeing Champion. The review will include auditing the performance of the health, safety and wellbeing management system, the

performance of the individual elements within the system, the results of audits, and take account of any organisational or structure changes. The results of the annual review will identify progress on the implementation of this policy across the Council and any outstanding items from the previous year which require attention.

CHIEF EXECUTIVE & CORPORATE MANAGEMENT TEAM RESPONSIBILITIES

6.1 THE CHIEF EXECUTIVE and CORPORATE MANAGEMENT TEAM (CMT) shall:

- a. Ensure that business is planned and delivered in an organised, responsible and safe manner, adopting health, safety and risk management arrangements and systems of work that are fully compliant with relevant legal and management standards and consistent with best practice.
- b. Ensure that the management of health and safety is a core management function which must be integrated into all other management policies and practices and holds equal importance with other aspects of business performance.
- c. Ensure that all roles and responsibilities for delivering all aspects of health and safety policy and arrangements are clearly defined and communicated throughout the organisation.
- d. Ensure that all risks associated with activities, workplaces or equipment, are managed effectively
- e. Provide adequate resources to ensure effective delivery of the Health and Safety Policy and management arrangements and the delivery of adequate training for employees.
- f. Ensure that all Council employees are competent to carry out their work without risks to themselves or others, by provision of adequate training, information and supervision.
- g. Ensure access to, and provision of, adequate competent health and safety advice.
- h. Promote a positive health and safety culture throughout the organisation; ensure effective employee involvement and the recognition and support of safety representatives.
- i. Monitor the health and wellbeing of employees and promote good health.
- j. Ensure partners, suppliers and contractors working for us are competent.
- k. Ensure regular monitoring and review of health and safety performance.
- l. Nominate a "Health & Safety Champion" from within the CMT to give impetus to health and safety management.

HEALTH & SAFETY CHAMPION RESPONSIBILITIES

The person nominated as Health & Safety Champion by the CMT accepts responsibility for championing the health, safety and welfare of employees and visiting members of the public, in respect of the all activities, services and workplaces of Pembrokeshire County Council. The responsibilities placed upon the Champion are stated in the Health and Safety Policy and detailed below.

6.2 THE HEALTH AND SAFETY CHAMPION shall:

- a. Ensure that health and safety management is an integral part and key objective within all management decisions, plans and strategies.
- b. Ensure that the Health and Safety Policy and safety management arrangements are effectively and consistently implemented across directorates.
- c. Ensure that CMT provides adequate resources for the effective implementation of the health and safety policy and safety management arrangements.
- d. Receive and consider reports on health and safety performance from directorates, including performance from the preceding year, delivery of health and safety management action and/or improvement plans, and priorities for the year ahead.
- e. Promote the development of a positive health and safety culture within the Council and demonstrate a clear and visible commitment to achieving high standards of health, safety and risk management.
- f. Delivering accountabilities within performance management procedures and encouraging the positive involvement of all employees in improving our management standards and arrangements.
- g. Ensure that directorates nominate senior managers as their "champions"
- h. Chair the Corporate Health and Safety Group.
- i. Report to CMT and the Audit Committee on health and safety performance.

DIRECTORS AND CORPORATE HEADS OF SERVICE RESPONSIBILITIES

Directors and Corporate Heads of Service accept responsibility for the health, safety and welfare of employees and visiting members of the public, in respect of the activities engaged in, the services undertaken and the workplaces occupied by the directorate. The responsibilities placed upon Directors and Corporate Heads of Service are below.

Under the following headings, and where appropriate in conjunction with senior management, employees, the Occupational Health, Safety and Wellbeing Team, and safety representatives (including the trade unions); Directors and Corporate Heads of Service shall:

6.3.1 PLAN

- a. Prepare and maintain a health and safety 'Statement of Commitment' for the directorate/service
- b. Ensure adequately trained in order to be familiar with health and safety legislation, codes of practice, guidance, standards and procedures relevant to the directorate/service
- c. Establish and maintain an effective structure and resources for the management of health and safety for the directorate/service and ensure that health and safety is included in business planning.
- d. Arrange budgetary provision for the health, safety and welfare expenditure (personnel, training & materials) for the directorate/service
- e. Ensure a management system of health and safety arrangements and procedures for the directorate/service is developed and maintained.
- f. Ensure contractors employed on works supervised and/or ordered by the directorate, conduct their operations in accordance with relevant legislation, and that suitable procedures are operated to assess contractors for their health and safety management arrangements.

6.3.2 DO

- a. Ensure the directorate/service implements and complies with Pembrokeshire County Council's Health, Safety & Wellbeing Policy, the directorate's own health and safety arrangements and relevant legal requirements.
- b. Prepare and maintain for the directorate/service an action plan for the effective development, implementation and improvement of health and safety, and report on this plan to the Corporate Health & Safety Group on a regular basis.
- c. Ensure the health and safety issues for all of the directorate/service's work activities and associated locations are identified and assessed; measures are taken to eliminate hazards, reduce risks and adequately control remaining risks; and that the findings and decisions are recorded on the Corporate Health and Safety Risk Assessment Register.
- d. Ensure the identification and provision of the health and safety training and instruction requirements of the directorate/service
- e. Ensure adequate health and safety provisions are maintained at each workplace occupied by the directorate/service's employees.
- f. Ensure all accidents, incidents and illnesses are reported, recorded, investigated and action taken where appropriate to prevent reoccurrence.
- g. Appoint a Senior Manager to lead on health and safety issues and represent the directorate on the Corporate Health and Safety Group.

6.3.3 CHECK

- a. Ensure the health and safety standards to be achieved by the directorate/service are identified in the directorate's health and safety management system and arrangements for measuring performance against the standards are maintained.

6.3.4 ACT

- a. Ensure health and safety is included as an agenda item for all relevant management team and consultative group meetings.
- b. Review the directorate/service's health and safety arrangements, action plan and performance at least annually, or more frequently if circumstances dictate, to ensure they are fit for purpose and revise and take action as necessary.
- c. Ensure that a health and safety inspection of the directorate/service's workplaces is undertaken at least annually and ensure that outcomes from any inspections are closed out.

NOTE: The responsibilities identified for ALL EMPLOYEES also apply to Directors and Corporate Heads of Service

HEADS OF SERVICE AND SERVICE MANAGERS' RESPONSIBILITIES

Heads of Service and Service Managers are responsible to a Director and accept responsibility for the health, safety and welfare of employees and visiting members of the public, in respect of the activities engaged in, the services undertaken and the workplaces occupied by the Head of Service or Service Manager's division. The responsibilities placed upon Heads of Service and Service Managers are stated below. Under the following headings, and where appropriate in conjunction with the Director, employees, the Occupational Health and Safety units, and safety representatives (including the trade unions), Heads of Service / Service Managers shall:

6.4.1 PLAN

- a. Ensure adequately trained in order to be familiar with health and safety legislation, codes of practice, guidance, standards and procedures relevant to the Service.
- b. Establish and maintain an effective structure and resources for the management of health and safety for the Service.
- c. Identify to the Director required budgetary provision for the health, safety and welfare expenditure (personnel, training & materials) of the Service and allocate agreed budget.
- d. Ensure the directorate's management system for health and safety includes suitable arrangements and procedures for the Service.
- e. Ensure contractors employed on works supervised and/or ordered by the Service, conduct their operations in accordance with relevant legislation, and that suitable procedures are operated to assess contractors for their health and safety management arrangements.

6.4.2 DO

- a. Ensure the Service implements and complies with the Council's Health and Safety Policy, the health and safety arrangements and relevant legal requirements for the directorate and Service.
- b. Provide information to the Director for the directorate's health and safety action plan for the effective development, implementation and improvement of health and safety.
- c. Ensure the health and safety issues for all of the Service's work activities and associated locations are identified and assessed; measures are taken to eliminate hazards, reduce risks and adequately control remaining risks; and that the findings and decisions are recorded on the Corporate Health and Safety Risk Assessment Register.
- d. Ensure the identification and provision of relevant health and safety training and instruction required by the Service and the attendance of relevant staff at this training.
- e. Ensure records are kept of staff attendance at health and safety training
- f. Ensure adequate health and safety provisions are maintained at each workplace occupied by the Service's employees.
- g. Ensure all accidents, incidents and illnesses are reported, recorded, investigated and action taken where appropriate to prevent recurrence.

6.4.3 CHECK

- a. Ensure the health and safety standards to be achieved across the Directorate are maintained by the Service and reported as required.

6.4.4 ACT

- a. Ensure health and safety is included as an agenda item for all relevant Service management meetings.
- b. Review the service's health and safety arrangements, action plan and performance at least annually, or more frequently if circumstances dictate, to ensure they are fit for purpose. Revise and take action as necessary.
- c. Undertake a health and safety inspection of the Service's workplaces is undertaken at least annually and ensure that outcomes from any inspections are closed out.

NOTE: The responsibilities identified for ALL EMPLOYEES also apply to Heads of Service and Service Managers

SCHOOL GOVERNING BODIES' HEALTH & SAFETY RESPONSIBILITIES

6.5.1 THE GOVERNING BODY shall:

- a. Give due consideration to health and safety when developing all school policies and strategies and when allocating associated responsibilities and resources;
- b. Ensure that all their decisions/actions are commensurate with Pembrokeshire County Council's, Health and Safety Policy.
- c. Ensure that school business is planned and delivered in an organised, responsible and safe manner, adopting health, safety and risk management arrangements and systems of work that are fully compliant with relevant legal and management standards and consistent with best practice.
- d. Ensure that the management of health and safety in the school is a core management function which must be integrated into all other management policies and practices and holds equal importance with other aspects of business performance.
- e. Ensure that all roles and responsibilities for delivering all aspects of health and safety policy and arrangements are clearly defined and communicated throughout the school.
- f. Ensure that all risks associated with activities, workplaces or equipment, are being assessed and managed effectively.
- g. Provide adequate resources to ensure effective delivery of the health & safety management arrangements and the delivery of adequate training for employees.
- h. Ensure that arrangements are in place so that all employees are competent to carry out their work without risks to themselves or others, by provision of adequate training, information and supervision.
- i. Promote a positive health and safety culture throughout the school and ensure effective employee involvement and the recognition and support of safety representatives.
- j. Ensure that the health and wellbeing of employees and promotion of good health are monitored effectively.
- k. Ensure that appropriate arrangements are in place to check that the competence of partners, suppliers and contractors working for us can be demonstrated.
- l. Develop an annual health and safety action plan.
- m. Progress the health and safety action plan.
- n. Ensure regular monitoring and review of health and safety performance.

HEAD TEACHER'S RESPONSIBILITIES

The Head Teacher accepts responsibility for the health, safety and welfare of employees, pupils and visiting members of the public, in respect of the activities engaged in, the services undertaken and the workplaces occupied by the school. The responsibilities placed upon the Head Teacher are below. Under the following headings, and where appropriate in conjunction with senior management, employees, the Occupational Health and Safety units, and safety representatives (including the trade unions); the Head Teacher shall:

6.6.1 PLAN

- a. Prepare a health and safety policy for the school.
- b. Ensure adequately trained in order to be familiar with health and safety legislation, codes of practice, guidance, standards and procedures relevant to the school.
- c. Establish and maintain an effective structure and resources for the management of health and safety for the school.
- d. Arrange budgetary provision for the health, safety and welfare expenditure (personnel, training & materials) of the school.
- e. Ensure a management system of health and safety arrangements and procedures for the school is developed and maintained.
- f. Ensure any contractors employed on works supervised and/or ordered by the school, conduct their operations in accordance with relevant legislation, and that suitable procedures are operated to assess contractors for their health and safety management arrangements. (This is particularly relevant when employing contractors directly and not through a PCC SLA)

6.6.2 DO

- a. Ensure the school implements and complies with Pembrokeshire County Council's, Health and Safety Policy, the school's health and safety policy and relevant legal requirements.
- b. Prepare and maintain a health and safety action plan for the school for the effective development, implementation and improvement of health and safety, and report on this plan to the School Governing Body on at least an annual basis.
- c. Ensure that health & safety roles and responsibilities delegated by the head teacher are clearly identified and understood.
- d. Ensure the health and safety issues for all of the school's activities are identified and assessed; measures are taken to eliminate hazards, reduce risks and adequately control remaining risks; and that the findings and decisions are recorded on the school Hwb.
- e. Ensure the identification and provision of relevant health and safety training and instruction required by the school and the attendance of relevant staff at this training.
- f. Ensure records are kept of staff attendance at health and safety training
- g. Ensure adequate health and safety provisions are maintained at each workplace occupied by the school.
- h. Ensure all accidents, incidents and illnesses are reported, recorded, investigated and action taken where appropriate to prevent recurrence.
- i. Act as, or delegate someone, to lead on health and safety issues in the school.

6.6.3 CHECK

Ensure the health and safety standards to be achieved by the school are identified in the school's health and safety management system and arrangements for measuring performance against the standards are maintained and reported.

6.6.4 ACT

- a. Ensure health and safety is included as an agenda item for all relevant school management team, school Governing Body and consultative group meetings.
- b. Review the school's health and safety arrangements, action plan and performance at least annually, or more frequently if circumstances dictate, to ensure they are fit for purpose. Revise and take action as necessary.
- c. Ensure health and safety inspections of the school are undertaken at 'termly' intervals and that any outcomes from inspections are dealt with and closed out.

NOTE: The responsibilities identified for ALL EMPLOYEES also apply to Head Teachers

LINE MANAGERS' RESPONSIBILITIES

The Manager (may also be referred to under other titles: e.g. Section Head / Principal Officer) is responsible to a Head of Service and accepts responsibility for the health, safety and welfare of employees and visiting members of the public, in respect of the activities engaged in, the services undertaken and the workplaces occupied by the Manager's section/unit). The responsibilities placed upon the Manager are below. Under the following headings, and where appropriate in conjunction with the Head of Service or Director, employees, the Occupational Health and Safety units, and safety representatives (including the trade unions), the Manager shall:

6.7.1 PLAN

- a. Ensure adequately trained in order to be familiar with health and safety legislation, codes of practice, guidance, standards and procedures relevant to the Section.
- b. Establish and maintain an effective structure and resources for the management of health and safety for the Section.
- c. Identify to the Head of Service or Director the required budgetary provision for the health, safety and welfare expenditure (personnel, training & materials) of the Section and allocate agreed budget.
- d. Ensure the directorate's management system for health and safety includes arrangements and procedures for the Section.
- e. Ensure contractors employed on works supervised and/or ordered by the Section, conduct their operations in accordance with relevant legislation and that contractors are assessed for their health and safety management arrangements.

6.7.2 DO

- a. Ensure the Section implements and complies with Pembrokeshire County Council's, Health and Safety Policy, the health and safety arrangements and relevant legal requirements for the directorate, Service/Division and Section.
- b. Provide information to the Head of Service or Director for the directorate's health and safety action plan for the effective development, implementation and improvement of health and safety.
- c. Ensure the health and safety issues for all of the Section's work activities and associated locations are identified and assessed; measures are taken to eliminate hazards, reduce risks and adequately control remaining risks; and that the findings and decisions are recorded on the Corporate Health and Safety Risk Assessment Register.
- d. Ensure the identification and provision of relevant health and safety training and instruction required by the Section and the attendance of relevant staff at this training.
- e. Ensure records are kept of staff attendance at health and safety training
- f. Ensure adequate health and safety provisions are maintained at each workplace occupied by the Section's employees.
- g. Ensure all accidents, incidents and illnesses are reported, recorded, investigated and action taken where appropriate to prevent recurrence.
- h. Ensure health and safety is included as an agenda item for all relevant service provision and project meetings.

6.7.3 CHECK

- a. Ensure the health and safety standards to be achieved across the Directorate are maintained by the Section and reported as required.

6.7.4 ACT

- a. Ensure health and safety is included as an agenda item for all relevant Section/Team Management meetings.
- b. Review the Section's health and safety arrangements and performance at least annually, or more frequently if circumstances dictate, to ensure they are fit for purpose. Revise and take action as necessary.

NOTE: The responsibilities identified for ALL EMPLOYEES also apply to all Managers

SUPERVISORS, CHARGEHANDS & TEAM LEADERS' RESPONSIBILITIES

The Supervisor (may also be referred to under other titles: e.g. Team leaders and Charge hands) is responsible to the Manager and accepts responsibility for the health, safety and welfare of employees and visiting members of the public, in respect of the activities engaged in, the services undertaken and the workplaces occupied by the Supervisor's team. The responsibilities placed upon the Supervisory level are stated below.

Under the following headings and where appropriate in conjunction with the Manager, employees, the Safety Unit and safety representatives (including the trade unions), the Supervisor shall:

- 6.8.1 PLAN**
- a. Be familiar with the hazards of the work, health and safety legislation, codes of practice, guidance, standards and procedures relevant to the Team.
 - b. Ensure the Team are aware of their health and safety related roles and responsibilities.

- 6.8.2 DO**
- a. **Policies, Procedures and Information**
Explain to each member of the Team the relevant requirements of Pembrokeshire County Council's, Health and Safety Policy, the health and safety arrangements and appropriate legal requirements for the directorate, service/division, section and Team; make all relevant documents available to the Team and record in writing instructions given and documents issued.
 - b. **Hazards and Risks**
Identify and assess the health and safety issues for the Team's work activities and associated locations; take measures to eliminate hazards, reduce risks and adequately control remaining risks; inform and instruct all relevant persons of action to be taken; and record the findings and decisions.
 - c. **Training**
Assess the capability of employees under supervision to carry out work activities; identify and arrange for provision of their training requirements and check that the training is undertaken and completed; and record the training assessment and provision. Carry out 'Toolbox talks' as required.
 - d. **Equipment**
Ensure the correct plant, tools, protective equipment and materials are available, correctly selected, checked for safe condition, provided for the work undertaken by the team and maintained, and keep a record of all checks and maintenance required and undertaken.
 - e. **Workplace**
Ensure work areas are maintained in a safe, clean and tidy condition during work activities, during those periods when no work is being undertaken and when the work areas are unattended, and keep a record of inspections required and undertaken.
 - f. **Accidents**
Promptly report, record and investigate all accidents, incidents and illnesses and take action where appropriate to prevent recurrence.
 - g. **Unsafe Acts and Conditions**
Issue directions, take disciplinary action where authorised and report on unsafe occurrences observed or reported.

- 6.8.3 CHECK**
- a. Monitor the work undertaken by employees, to ensure that they conduct their operations in accordance with relevant legislation and workplace health and safety precautions as determined by the risk assessment.
 - b. Ensure contractors employed on works ordered and/or supervised by the Supervisor, conduct their operations in accordance with relevant legislation and workplace health and safety precautions as determined by the risk assessment.
 - c. Carry out and record formal monitoring of health & safety requirements and ensure any actions are closed out.

- 6.8.4 ACT**
- a. Review the Team's health and safety arrangements at least annually, or more frequently if circumstances dictate, and provide resulting information to the Manager.

NOTE: The responsibilities identified for ALL EMPLOYEES also apply to Supervisors

ALL EMPLOYEES' RESPONSIBILITIES

All Employees, regardless of their position or their duties, have a legal responsibility to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Employees must also co-operate with Pembrokeshire County Council as their Employer, so that Employers duties under Health and Safety Law are met.

In particular, Employees must:

6.9.1 POLICIES, PROCEDURES AND INFORMATION

Familiarise themselves with the relevant requirements of Pembrokeshire County Council's, Health and Safety Policy and the directorate's health and safety management system.

6.9.2 WORKING PRACTICES

Carry out assigned tasks and duties in a safe manner and in accordance with instructions, and approved safe working procedures and not to interfere with or misuse anything provided in the interests of health, safety and welfare.

6.9.3 TRAINING

Assist their line Manager in identifying specific safety training requirements and co-operate with management in attending training provided for them.

6.9.4 EQUIPMENT

Only use the correct tools, plant, equipment, materials for the work undertaken and reject any that are in an unsafe condition or become unsafe during use and carry out a visual inspection of equipment, etc., before, during and after use. Use the guards, safety devices, safety equipment, protective clothing and other personal protective equipment required.

6.9.5 WORKPLACE

Keep the workplace safe, clean and tidy at all times.

6.9.6 ACCIDENTS

Report to their immediate line manager and complete an accident/incident form for:

- a. Any accident resulting in personal injury, and any dangerous incident where serious injury was narrowly avoided.
- b. Any 'near miss' incident that could have caused injury or could have implications for safety (such as incidents that involve damage to plant or equipment but do not involve personal injury).

6.9.7 UNSAFE ACTS AND CONDITIONS

- a. Immediately report to the Supervisor or Manager any work situation, which presents serious and imminent danger
- b. Report to or discuss with their immediate line manager any hazard, unsafe condition, unsafe practice, or fault that comes to their attention during the course of their work, or if they are in any doubt about the safety of any situation.
- c. Discuss problems or queries regarding health, safety and welfare with line manager in the first instance. If the matter cannot be resolved then the next tier of management should be consulted.

6.9.8 HEALTH AND SAFETY IMPROVEMENTS

Report to their immediate line manager any shortcomings in the health and safety arrangements to enable remedial action to be taken if required, and any suggestions they may have for improving existing working practices.

NOTE:

Failure to observe any duties with regard to health and safety may lead to disciplinary action being taken against the person(s) concerned.

ROLE OF TRADE UNION SAFETY REPRESENTATIVES

6.10.1 OVERVIEW

There is a legal requirement for employers to consult with employees on health and safety matters and this is given in section 2 of the Health and Safety at Work etc Act 1974, the Safety Representatives and Safety Committee Regulations 1977 and the Consultation with Employees Regulations 1996. In addition to the statutory provisions, the Council recognises that employees and safety representatives have an important contribution to make to improving and the management of health and safety from their knowledge of working activities and environments in the services they provide.

6.10.2 LEGAL RIGHTS

Representatives have legal rights, they include:-

- a. To investigate hazards, dangerous occurrences and accidents.
- b. To investigate complaints by an employee they represent, relating to health safety and welfare.
- c. To carryout inspections every 3 months & additional inspections with any change in work practices.
- d. To make representations to the employer on health safety and welfare matters.
- e. To represent employees in consultations with Health & Safety Executive and any other enforcing body.
- f. To attend meetings of safety committees.
- g. They have a right to time off with pay, facilities and support from the employer for the purposes of performing their duties as a safety representative and to undertake training.
- h. Right to be informed of accidents/incidents/change in working practices.

6.10.3 THE BENEFITS

- a. It has long been recognised that involving the workforce in health and safety matters leads to improved safety, fewer accidents and less ill health.
- b. Employees often know the detail of work activity, and they know what works and what doesn't.
- c. Involving the workforce leads to improved employee/employer relations.
- d. Involving employees through their representatives when producing work procedures will help to ensure that the procedures will be better accepted and adhered to.
- e. It will lead to management having a better understanding of what is happening in practice.

6.10.4 WORKING IN PARTNERSHIP

- a. The Council and Unions are both committed to ensuring that their employees/members are able to work in a safe and healthy environment.
- b. Joint assessment of, health and safety risks, development of safe working arrangements, inspections and monitoring, are important to identify significant risks and enable agreed procedures and arrangements to be implemented and maintained.
- c. The Council's consultative arrangements provide for good employee/employer communication.
- d. Similar standards are expected from contractors undertaking work on behalf of the Council.

HEALTH AND SAFETY SUPPORT

7.1 HEAD OF HUMAN RESOURCES (HR)

The Head of HR is responsible for the provision of a proactive health, safety and wellbeing advisory service to the Council. This includes Elected Members, the Chief Executive, Directors, Heads of Service, Head Teachers and employees on all aspects of Occupational Health, Safety and Wellbeing for the functions, services and activities of the Council. The Occupational Health, Safety and Wellbeing Unit functions are part of the overall HR services.

In order to fulfil these responsibilities the head of HR will need to:

7.1.1 Ensure that there are adequate, suitably qualified officers appointed, to fulfil the roles of competent persons as required by the Management of Health and Safety at Work Regulations (1999). These officers will assist the Council in undertaking the measures necessary to comply with the requirements and prohibitions imposed on the Council, by, or under, the relevant statutory provisions.

7.1.2 Make available within the Occupational Health, Safety and Wellbeing Unit suitable operational resources, accommodation, materials and equipment to enable the professional officers to perform their duties.

7.1.3 Make appropriate allowances within the Occupational Health, Safety and Wellbeing budget for the specialist training needs of these officers.

7.1.4 Make arrangements for the Council's Health & Safety Policy to be reviewed and updated.

7.2 OCCUPATIONAL HEALTH, SAFETY AND WELLBEING

7.2.1 The Occupational Health, Safety and Manual Handling professionals provide advice, guidance, training and support to both employees and managers, whilst working in closely with colleagues in Human Resources (HR) and trade unions. All improvements that are achieved require leadership and direction coupled with an infrastructure to support all areas of the local authority workforce. The maintenance of an effective Occupational Health, Safety and Wellbeing service within an already established local authority infrastructure is an essential ingredient in ensuring continuous improvement in the health of the workforce.

7.2.2 The principal role of the Occupational Health, Safety & Wellbeing Unit is to assist the Council in meeting its corporate requirements under health and safety legislation, advise on divisional health, safety & wellbeing management arrangements, and promote a positive health and safety culture throughout the organisation. The unit will also facilitate continuous improvement in health and safety performance.

7.2.3 As local authorities are labour intensive with the workforce carrying out and providing a wide variety of complex services, they must be considered the most valuable asset. Occupational Health, Safety and Wellbeing services can help address both the needs of the organisation and the needs of the workforce by providing a firm foundation for a positive health and safety culture on which to build. Occupational Health also embrace many new and existing Government initiatives and Occupational Health professionals recognise that local authorities employ large numbers of local people who not only form part of the workforce, but also part of the local community that the authority seeks to serve. The Occupational Health, Safety & Wellbeing team are responsible for taking the lead role in co-ordinating the authority's health promotion programme and is supported in this by a network of health champions which is made up of employee representatives throughout the authority.

7.2.4 The Health, Safety and Wellbeing Team comprises of an Occupational Health, Safety and Wellbeing Manager , Occupational Health Practitioners, Manual Handling Trainers, Health & Safety and Fire Safety Advisers supported by a Clerical Assistant Support. The unit has additional external medical support provided by an Occupational Health Physician and also musculo-skeletal and psychology health specialists.

1 The broad aims of the Occupational Health, Safety and Wellbeing Unit are to:

- a. Maximise the health, safety and wellbeing of the workforce in its efforts to deliver services to the public.
- b. Minimise the risks arising from working practices and the working environment.
- c. Assist with the identification of issues of culture, capacity, capability, disability, current performance and risk management.
- d. Support the senior management team with local and national health and safety related initiatives.
- e. Ensure that Directors, Heads of Service and Head Teachers are advised with regards to the development and maintenance of their health, safety & wellbeing management systems.
- f. Develop and promote the effective use of communication systems (formal and informal) associated with health, safety and wellbeing management.
- g. Actively promote and develop a positive health and safety culture throughout the Council.
- h. Co-ordinate and develop the effective use of reporting procedures for accidents, incidents and near misses throughout the Council, including the analysis of trends and common themes and provide recommendations for improvement in performance.
- i. Co-ordinate, in liaison with managers, and as appropriate, responses to external bodies including the HSE and Fire Authority's.
- j. Provide support to the Chairman of the Corporate Health, Safety & Wellbeing Group on all health, safety and wellbeing matters.

7.2.5 Duties specific to the **Occupational Health, Safety & Wellbeing Manager** include:

- a. Management of Professional and support staff within the Occupational Health, Safety and Wellbeing team.
- b. Lead on service improvement projects to drive forward improvements across all Occupational Health, Safety & Wellbeing services within Pembrokeshire County Council.
- c. Provide specialist technical knowledge and guidance to management groups and committees to support the continual improvement of the authorities Occupational Health, Safety and Wellbeing performance.
- d. Identify health and safety training standards and needs, and to advise / monitor as appropriate the arrangements for its delivery.
- e. Ensure the preparation and ongoing monitoring of suitable and sufficient Corporate Health, Safety and Wellbeing policies, procedures and guidance to promote a consistent and effective approach to health, safety and wellbeing management throughout the Council.
- f. Ensure that the Council has sufficient access to competent Occupational Health, Health & Safety, Manual Handling and Fire Safety advice.
- g. Ensure that the Occupational Health, Safety and Wellbeing teams are kept informed of new and existing legislation, standards and best practice guidance.
- h. Where appropriate, to assign the Safety Adviser as link officer to directorates and corporate units.

Page 22 revise the CHSW team roles and responsibilities. Focus on Fire Safety Advisor and Manual Handling Practitioners by September 2021.

7.2.6 Duties specific to the Occupational Health Advisers include:

- a. Pre-placement assessments to determine medical fitness for employment
- b. The identification and assessment of health risks in the workplace
- c. Provision of advice and guidance to support HR and line managers in the management of sickness absence.
- d. Assist with monitoring work environmental factors and practices that potentially could affect employee's health.
- e. Participation in the development of programmes for the improvement of working practices in line with statutory requirements.
- f. Provision of Statutory Health surveillance support with appropriate health screening for employees identified via the risk assessment process.
- g. Provision of information, training and education in regard to health, hygiene and ergonomics.
- h. Specific guidance on the changing health status of individual employees including: advice re; rehabilitation, medical redeployment and retention.
- i. Participation in the analysis of occupational accidents and ill health.
- j. Communication and liaison with internal and external multidisciplinary agencies.
- k. Involvement in the development, implementation and monitoring of health policies and procedures.
- l. Preparation of appropriate documentation to support application for pension access on grounds of permanent ill health for both local authority and Teachers pension administration.
- m. Participation in public health and health promotion initiatives.

7.2.7 Duties specific to the **Manual Handling Trainers** include:

- a. Preparation and provision of manual handling training and advice to all employees in line with current legislation and following the All Wales Local Government Manual Handling Training Passport and Information Scheme.
- b. Provide competent advice and guidance to all departments with regard to moving and handling related issues and promote, monitor and review standards to ensure safe manual handling practice at all times.
- c. Assist in the development and implementation of an action plan to bring about a measurable reduction in both the number of incidents and time lost from work due to manual handling related injuries.

7.2.8 Duties specific to **Health & Safety Advisers** include:

- a. Preparation and promotion of corporate health and safety policies, procedures and guidance, ensuring a consistent and efficient approach to safety management across the Council
- b. Assist the Occupational Health, Safety & Wellbeing Manager in all matters relating to corporate health & safety requirements.
- c. Monitor the operation of, and compliance with Pembrokeshire County Council's Health and Safety Policy and directorate health and safety programmes.
- d. Promote and support departments and services in their implementation of suitable and sufficient arrangements to ensure compliance with corporate policies.
- e. Provide managers and employees with health and safety advice, promoting best practice and compliance with statutory requirements and standards.
- f. Assist managers in the assessment and control of workplace or activity risks.
- g. Interpret legal requirements and management standards.
- h. Assist in the development and prioritisation of health and safety management action and improvement plans.
- i. Assist in the reporting, investigation and advice concerning remedial actions of accidents and incidents, interpretation of divisional statistics and making recommendations for improved performance
- j. Develop and promote the effective use of communication mechanisms associated with the management of health and safety, and development of a positive health and safety culture.
- k. Development and delivery of audits of relevant management systems to monitor compliance
- l. Production of health and safety reports.
- m. Identify corporate health, safety and wellbeing training needs and liaise with the corporate Learning & Development section to devise / organise / deliver training.
- n. Keep up to date with current legislation and best practice.
- o. Undertake specialist projects, as required.

7.2.9 Duties specific to **Fire Safety Adviser** Duties:

- a. Monitor and review fire safety management arrangements for Pembrokeshire County Councils workplaces and service undertakings, supporting managers on the completion of fire risk assessments and providing competent advice and training to managers and employees in regard to the fire prevention and emergency procedures with reference to all relevant fire legislation
- b. Design and provide suitable fire safety training for all staff and monitor the effect of fire safety training.
- c. Provide advice on all fire safety related issues including assessing building projects.

****NB. The Occupational Health and Safety Advisers are authorised by the Chief Executive to stop any activity, or prevent the use of any workplace or equipment, which they deem to be presenting serious and imminent danger to employees, service users, customers, contractors or anyone else affected by our activities. In the event of such sanction being applied, the relevant Director / Head of Service / Head Teacher will be informed at the earliest convenience.***