



BELFAST CITY COUNCIL POLICY

HEALTH AND SAFETY POLICY

DATED JUNE 2014 (DRAFT)

1. HEALTH AND SAFETY POLICY STATEMENT

Belfast City Council is the largest of the local authorities in Northern Ireland. It is responsible for delivering an extensive range of services which play a key role in improving the quality of life of its citizens by helping to make Belfast a better place to live in, work in, invest in and visit.

To meet these responsibilities the Council employs over 2,300 people at over 100 sites across the city. Through the provision of these services, the Council recognises that it is responsible for a large variety of potential health and safety hazards and will continue to strive to control these hazards by a process of hazard identification, risk assessment and risk control.

The Council is committed overall to ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees and of any others who may be affected by the Council's undertakings. It has enshrined the following commitment as a key Corporate Value within its Corporate Plan: 'maintaining the highest possible standards of health and safety at all times to ensure the Council protects its employees and all those who use their services'.

In order to enable the Council to achieve the highest possible standards in health and safety and continual improvement, it has committed to the following principles of action:

- Ensuring that compliance with the Health and Safety at Work (NI) Order 1978 and all related regulations, standards and codes of practice is the minimum standard which will be attained by all Council officers and departments
- Demonstrating senior management commitment through the effective operation of a Health and Safety Assurance Board which reports to the Council's Assurance Board / Audit Panel and to the Strategic Policy and Resources Committee
- The provision of a competent and adequately resourced Corporate Health and Safety Unit
- The management of a corporate health and safety risk register to ensure that the Council's significant risks are identified and effectively controlled
- The implementation and monitoring of an effective health and safety management system
- The setting of challenging health and safety targets, objectives and improvement plans by all departments and services within the annual business planning process

- The prevention of accidents and ill health through effective reporting, investigation, performance monitoring and feedback arrangements
- The allocation of adequate resources by senior management to support effective policy delivery and any associated targets, objectives and plans
- The communication of this policy to all employees on induction, through regular health and safety training and on the Council's Intranet service
- Ensuring the competence of staff to undertake their responsibilities safely through the annual PDP process, corporate health and safety training programme and risk assessments.
- The encouragement of employees to take responsibility for their own individual health and safety performance and to recognise their contribution to the Council's attainment of the highest possible health and safety standards
- To make this policy freely available to all interested parties
- The regular review of the operation and implementation of this policy by senior management

2. HEALTH AND SAFETY ORGANISATION

Whilst overall responsibility for health and safety rests with the Chief Executive, the Nominated Health and Safety Director has overall responsibility for formulating and revising the Health and Safety Policy. The Policy is approved by the Strategic Policy and Resources Committee. The Chief Executive and the Nominated Health and Safety Director will be supported in achieving their responsibilities by the Health and Safety Assurance Board and the Corporate Health and Safety Unit.

The health and safety organisation structure for the Council and the associated roles and responsibilities to ensure delivery of the Health and Safety Policy are contained within the Council's Health and Safety Responsibilities Code of Practice.

3. HEALTH AND SAFETY ARRANGEMENTS

This health and safety policy statement is supplemented by specific responsibilities, policies, codes of practice, guidance notes and training courses as are required to address the practical implementation of these policy commitments in the various workplaces and work activities.

All relevant documentary material will be held in the Workplace Health Manual which is available to all staff through Interlink. These arrangements are living documents that will be revised as and when required, with any such revisions being brought to the attention of affected staff.

Signed:

Alderman Robinson
Chair of Strategic Policy
and Resources Committee

Peter McNaney
Chief Executive

Ronan Cregan
Director of Finance and
Resources (Nominated
Health and Safety Director)

June 2014