



PSPS

Public Sector Partnership Services Ltd

# Health & Safety Policy and General Statement of Intent

20/05/2024

# 1. Document Control

## Version Control

Issue Number	Issue Author	Issue Date	Reason for Issue
1.0	N Kendrick	01/04/2019	New Policy for PSPS Ltd
1.1	N Kendrick	01/04/2022	Revised Policy for PSPS Ltd
2.1	M Elsom and Trudie Blade	04/03/2024	Minor edits ahead of review by the Board

## Approval Control

Issue Number	Approval Authority	Name	Approval Date	Due for Review
1.0	PSPS Board	Councillor P Coupland (Chair of the Board) & Lewis Duckett (Chief Executive)	25/03/2019	25.03.2022
2.0	PSPS Board	Councillor R Fry (Chair of the Board) & Lewis Duckett (Chief Executive)	16/05/2022	01.05.24
3.0	PSPS Board	Councillor J Astill (Chair of the Board) & Lewis Duckett (Chief Executive)	20/05/2024	March 2027

## Policy Governance

Responsible	Head of Corporate Services and Health & Safety Manager
Accountable	PSPS Board & Chief Executive
Consulted	The Company's Health & Safety Forum
Informed	PSPS Employees

## 2. Policy Overview

### Policy Aim

To set out the Company's commitment to meeting its lawful and moral obligations to protect employees and all who may be affected by its activities.

### Introduction

The Health and Safety at Work etc. Act 1974 is the primary piece of legislation governing workplace health and safety in Great Britain.

Public Sector Partnership Services Ltd (PSPS) is committed to the health, safety and welfare of its employees and others who may be affected by its activities.

This policy, which includes a clear statement of intent, formalises this commitment.

### Statement of Intent

PSPS is committed to the health, safety and welfare of its employees and others who may be affected by its activities.

The Company will make provisions for health, safety and welfare according to the Health & Safety at Work etc. Act 1974 (HSWA) and subsequent regulations made under the Act. As a company, we will comply with our legislative requirements and prioritise best practice principles.

We will provide, according to the Health & Safety at Work Act 1974, so far as is reasonably practicable:

- Safe plant and machinery
- Safe systems of work
- Safe handling, storage and use of substances
- Information, instruction, training and supervision so that employees are competent in their job.
- Control and maintenance of the workplace
- Safe access and egress
- A safe working environment.

PSPS recognises that employees are a vital asset to the company and is committed to the prevention of injury and ill health.

Audits and inspections will be completed at timely intervals to ensure the above commitments are being met, and we will strive for continual improvement in our management of health and safety.

PSPS Ltd will:

- Recognise that safety is of paramount importance and an integral part of all Company activities.
- Commit to the systematic identification of hazards, control of risk and compliance with applicable legal requirements and other requirements to which it subscribes.
- Communicate and consult with employees on matters relating to the health and safety policies, procedures, and guidance.

- Establish and maintain an effective health and safety management structure with individual posts having clearly defined safety responsibilities and competencies.
- Ensure adequate financial, human and physical resources to provide a working environment that protects the health and safety of our employees and those using our facilities.

Successful implementation will rely on the co-operation of those who carry out the work and take and manage the risks, to act responsibly and to do everything they can to prevent personal injury to themselves, other employees and those affected by our activities.

Heads of Department, Line Managers and Supervisors have defined responsibilities for the management of health and safety, as detailed in the health and safety Policy. Their compliance, and that of the company, will be regularly monitored.

The overall strategic accountability for compliance sits with the Company's Board of Directors and the Chief Executive Officer. They will be assisted by the Head of Corporate Services and the Health & Safety Team in ensuring that the policy is implemented, developed, monitored and reviewed and the responsibilities discharged effectively.

## Responsibilities

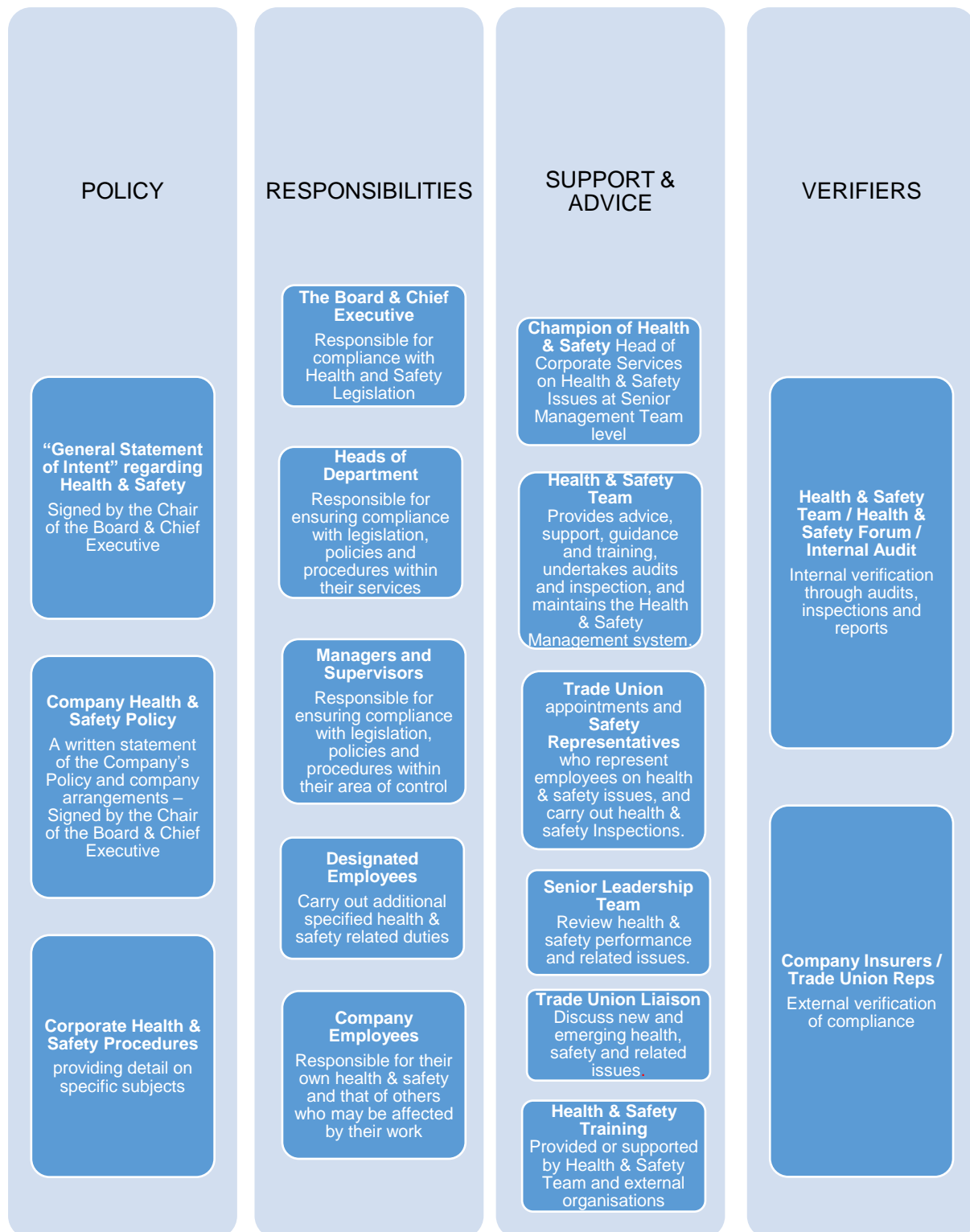
Role	Responsibility
Board Directors	Have considerable influence and responsibility for health and safety and should provide direction, strategy and appropriate funding allowing for the safe management of health and safety.
Chief Executive	Overall accountability for compliance with health and safety law, administering the Company's Policy and related procedures, as well as ensuring Heads of Department have the necessary resources to fulfil their duties and obligations.
Head of Corporate Services	Acts as PSPS champion for health and safety. Specific responsibilities include: <ul style="list-style-type: none"> <li>• Support and strategic direction to the Health and Safety Team</li> <li>• Chairing the Company's Health &amp; Safety Forum</li> <li>• Reporting to the Board of Directors on Health and Safety matters</li> </ul>
Heads of Department	Responsible for ensuring that the statutory Health and Safety Policy and procedures are complied with within their Department, including: <ul style="list-style-type: none"> <li>• Being familiar with the Company's Health &amp; Safety Policy and procedures, and any relevant risk assessments and safe systems of work</li> <li>• Providing leadership on occupational health and safety</li> <li>• Ensuring the availability of resources essential to establish, implement, maintain, and improve health and safety compliance</li> </ul>

Heads of Department	<ul style="list-style-type: none"> <li>• Ensuring that Managers, and others in supervisory roles, are made aware of their specific health and safety responsibilities.</li> <li>• Ensuring that such measures as are necessary (including disciplinary procedures, training, etc.) are taken to prevent, so far as is reasonably practicable, any breach of health and safety procedures or legislation.</li> <li>• Co-operating with health and safety representatives</li> <li>• Ensuring the systematic assessment of hazards and the effective implementation of risk management systems</li> <li>• Ensuring the maintenance of statutory and other testing and examination of equipment and the keeping of registers and records where necessary is undertaken.</li> <li>• Ensuring the necessary information, instruction, training and supervision is provided to their employees.</li> <li>• Keeping informed of incidents or accidents within their area of control and ensuring that action is taken to prevent recurrence.</li> <li>• Ensuring the effective safety management of contractors carrying out works within their area of responsibility.</li> <li>• Ensuring the necessary resources are available to employees to fulfil their health and safety obligations.</li> <li>• Appointing suitably trained and qualified “Designated employees” to carry out specified health and safety duties within their department</li> </ul>
Line Managers & Team Leaders	<p>Responsible for the effective implementation of the Health &amp; Safety Policy and procedures within their area of control. Whilst some duties may be specifically designated, all employees having a management or supervisory responsibility should:</p> <ul style="list-style-type: none"> <li>• Be familiar with the Company’s Health &amp; Safety Policy and procedures and any relevant risk assessments and safe systems of work.</li> <li>• Be aware of health and safety requirements and provide information, instruction, training and supervision to employees under their control to ensure their health and safety and that of others affected by their activity.</li> <li>• Carry out a first day induction for all new employees, agency workers and contractors.</li> <li>• Ensure that employees under their control are fully aware of the hazards involved in the work undertaken.</li> <li>• Communicate the key findings of risk assessments.</li> <li>• Develop safe systems of work.</li> <li>• Ensure that any information, instruction and training is understood and recorded.</li> <li>• Report and investigate all accidents, incidents, near misses and violent and aggressive incidents with a view to taking such measures to prevent recurrence.</li> <li>• Ensure all employees are following safety instructions and safe practices.</li> <li>• Ensuring that Team Meetings include Health &amp; Safety as a standing item.</li> <li>• Co-operate health and safety representatives in accordance with agreed processes.</li> <li>• Arrange for the provision of safety equipment and protective clothing, where necessary</li> <li>• Ensure, where employees work away from their normal office location, that their health and safety is still suitably managed e.g., Home working</li> </ul>

Health & Safety Team	<p>Responsible for overseeing the implementation of the Health &amp; Safety Policy and procedures, including:</p> <ul style="list-style-type: none"> <li>• Provide direction and advice on health, safety and welfare.</li> <li>• Maintain the health and safety management framework.</li> <li>• Develop and review the corporate Health &amp; Safety Policy, procedures and guidance.</li> <li>• Audit and inspect the Company's operations and advise appropriate leaders of any actions necessary to improve compliance.</li> <li>• Provide support and guidance on risk assessments.</li> <li>• Advise on necessary safe systems of work for operations undertaken by the Company.</li> <li>• Maintain an overview of fire safety within the Company, including within premises occupied by the Company's employees.</li> <li>• Provide support and guidance in health and safety management of contractors.</li> <li>• Attend Health &amp; Safety Forum meetings to report on health and safety matters.</li> <li>• Advise on and/or facilitate the provision of training courses in accordance with the corporate training programme, including induction training and e-learning, and ensuring compliance.</li> <li>• Investigate, as necessary, accidents, incidents and near misses and recommend corrective action.</li> <li>• Disseminate new information on health and safety matters.</li> <li>• Take immediate direct action in cases of imminent danger.</li> <li>• Record and review details of accidents, incidents or near misses at work and provide advice on ways in which recurrence could be minimised.</li> </ul>
Designated Employees	<p>Management may designate specific employees to perform specified health and safety duties in addition to their normal duties and responsibilities. This may include, for example:</p> <ul style="list-style-type: none"> <li>• Champion of Health &amp; Safety</li> <li>• Health &amp; Safety Forum Members</li> <li>• Fire Wardens</li> <li>• First Aiders / Appointed Persons.</li> </ul>

All Employees	<ul style="list-style-type: none"> <li>• Have responsibility for their own personal health and safety and that of others who may be affected by their work.</li> <li>• Must not interfere with, or misuse, anything provided in the interest of health and safety.</li> <li>• Must co-operate with the Company in ensuring that its obligations as regard health and safety are complied with.</li> <li>• Must make themselves familiar with, and conform to, the Company's Health &amp; Safety Policy and any other Health &amp; Safety procedures or guidance.</li> <li>• Must comply with all safety instructions given by their line management.</li> <li>• Must report all accidents, incident and near misses to their Manager/Supervisor</li> <li>• Must ensure that all tools and equipment provided by the Company are properly used in accordance with the manufacturer's, supplier's or installer's instructions and report any defects to their Manager/Supervisor.</li> <li>• Must notify their Manager/Supervisor immediately of any health and safety issues or concerns that they have, are not able to put right or are outside their control.</li> <li>• Completing the relevant training as assigned them by the Company.</li> <li>• When working away from their normal office environment, they must consider their health and safety and that of others who may be affected by their work e.g., Home working. When working in a different building, they also have a duty to make themselves aware of the local rules and procedures for that building and follow them.</li> </ul>
Human Resources Team	<ul style="list-style-type: none"> <li>• Ensuring that the employee information provided to the Health &amp; Safety Team is accurate and up to date.</li> <li>• Supporting in the provision of relevant training through the Learning &amp; Development Team.</li> </ul>

### 3. Health & Safety Management Framework





## 4. Stakeholder Engagement

### Health and Safety Forum

The Health and Safety Forum exists to ensure effective communication, monitoring of performance and consultation on matters involving the health, safety and welfare of all those affected by the work of the Company.

The Forum will meet:

- To review the Company's policies and procedures for health, safety and welfare and monitor their effectiveness.
- To function as a consultation mechanism for employees of the Company.
- To review forthcoming legislation, assess implications, and make recommended changes to existing policies / practices or contribute to the development of new ones.
- Consider, and act as appropriate on, reports from Trade Union appointed safety representatives.
- To receive safety data relating to reportable (and non-reportable) accidents, incidents and near misses to consider the effectiveness of any remedial action taken to prevent future similar incidents.
- To consider any safety audit and inspection reports of Company workplaces and/or activities and contribute to any improvement plan.
- To consider reports and information provided by inspectors of the HSE under the Health and Safety at Work etc. Act 1974, or any other relevant enforcement authority and to establish and maintain effective links with such persons.
- Consider relevant health, safety and welfare matters raised by members of the Forum that remain unresolved after management intervention.
- Note the appointment and consider the activities of Union Safety Representatives as required by the relevant legislation.

The minimum membership of the Forum shall be as follows:

- Head of Corporate Services (Chair)
- Representative(s) from the Health & Safety Team
- Representative(s) from recognised Trade Unions
- Representative(s) from each Department

### Trade Unions

The Company is committed to working with the recognised trade unions with regards to the appointment of safety representatives, co-operation on inspections, and fulfilling 'safety committee' requirements of Regulation 9 of the Safety Representatives and Safety Committees Regulations 1977.

## 5. Health & Safety in Partnership Working & Contracted Out Work

The responsibilities for health and safety in partnership working and contracted out work will be determined by the nature of the contract between the Company and the partner/contractor. Construction contracts will be governed by the Construction Design Management Regulations (CDM); other contracts will be subject to the Company's procurement rules and the Contractor selection Guidance available on the intranet. Contracting out work or services does not exclude the Company from its health and safety responsibilities or risk from prosecution.

## 6. Enforcements & Penalties

Any significant breaches of the Health & Safety Policy will be dealt with in accordance with the Company's disciplinary policies and procedures.

Enforcement and penalties for breaches of health and safety law fall under the Health and Safety Executive in conjunction with the "fee for intervention" and "sentencing" structure.

The HSE can issue a notification of contravention, an improvement or prohibition notice, or a prosecution where they believe there has been a "material breach" of health and safety legislation.

## 7. Policies, Procedures & Guidance

There are a number of policies and procedures developed on specific hazards encountered within the Company. These are available in the [Health & Safety section](#) on the Company's Intranet.

## 8. Health & Safety Training/Competence

PSPS are committed to ensuring that staff have the right skills required to manage health, safety, and welfare risks effectively. Training will be provided where required.

The health and safety training requirements for all employees will be identified upon recruitment and at the individual's annual performance development review.

Key corporate health and safety training is reviewed regularly by the Company's Corporate Management Group, who will ensure that suitable training is available to all employees and that timely refreshers are facilitated. In recognition of the development of agile working, which can see employees work from various different locations, the training available will include guidance on how to adequately complete work desk assessments and how to deal with any issues or shortcomings with a setup.

Advice on specialist courses is available from the Health & Safety Team.

## 9. Monitoring

The monitoring of this Policy will be conducted by the Company's Health & Safety Team, through audits, inspections, and responding to issues/incidents arising.

The Board will be granted oversight of Health and Safety activity and associated compliance with half-yearly reports, presented by the Head of Corporate Services.

The Board may also choose to commission independent audits of the Health and Safety Framework, to ensure the role of the Health and Safety team is being fulfilled as expected.

The Chief Executive will retain oversight of Health and Safety activity and associated compliance in Quarterly meetings held with the Head of Corporate Services and the Health and Safety Manager.

## **10. Review**

This procedure will be subject to a review every three years.

The review will be conducted with consideration to the appropriateness of the Policy, incidents, changes to legislation and guidance or changes to the Company.

Details of the review and any recommendation will be provided to the Health and Safety Forum.

## **11. References**

- [Health & Safety at Work etc. Act 1974](#)
- [Managing for Health & Safety](#)