



**Stockton-on-Tees**  
BOROUGH COUNCIL

Stockton-on-Tees Borough Council

# Health, Safety and Well-Being Policy

2009



## Foreword by the Chief Executive

This policy demonstrates our whole-hearted commitment to the health, safety and well-being of our employees, visitors, Members, contractors and our residents who are affected by our activities or receive our services.

We aim to set the highest standards of health and safety management and to continue our history of providing strong and effective leadership in this area. This revised policy builds on established good practice by strengthening current organisational arrangements and further embedding the importance of health, safety and well-being across all areas of the Council.

We are particularly committed to improving all aspects of the well-being of our employees, providing a range of opportunities to positively influence life style choices and improve employee's work-life balance. We want to create an environment where employees can flourish and achieve their full potential.

The responsibility for ensuring the provision of suitable and sufficient arrangements for health, safety and well-being rests with Line Managers. They will work with employees and Trade Union representatives in achieving the objectives, targets and standards set out in this policy.

The policy also establishes the vital role of the Health and Safety Champions who will ensure that health and safety continues to maintain a high profile in everything we do.

Through these arrangements we will ensure that good health and safety management practice is incorporated into all our strategic and operational business.

I am confident that this policy provides a suitable framework for the delivery of a safe, effective and efficient working environment and I am sure I can continue to count on all employees to play their part in achieving the highest possible standards of health, safety and well-being.



Neil Schneider  
Chief Executive  
August 2009

---

## Part 1

### General Statement of Health Safety and Wellbeing Policy

1. Stockton-on-Tees Borough Council recognises that good health and safety management supports the delivery of our services to the people of Stockton. This document underlines our commitment for strong and effective leadership of occupational health, safety and well-being for all our workforce and stakeholders. We will ensure that the Council's activities do not adversely affect the health and safety of other people such as service users, visitors, contractors and residents of the Borough. We will do this by assessing the possible risks and establishing suitable and proportionate risk control measures.
2. The Council acknowledges that the health, safety and well-being policy can contribute to the organisation's overall performance by:
  - continuously improving health, safety and well-being performance
  - encouraging employees to think about how they can do their job more safely
  - reducing costs (sickness absence, ill health, improving staff retention, reducing lost time accidents)
  - improving the quality of service provisions
  - increasing productivity
  - improving its Corporate and social responsibility
  - protecting the environment
  - raising Contractor's performance standards.
3. In order to achieve this, the Council has the following key objectives:
  - to take steps to avoid accidents and work related ill-health or dangerous occurrences, with particular attention to the provision and maintenance of safe premises and safe places of work including safe access to it and in particular, safe unimpeded emergency egress from it
  - a working environment that is conducive to the health and well-being of employees and others
  - plant, premises, equipment and systems of work that are safe
  - arrangements for the safe use, handling, storage, transport, moving or disposal of articles and substances harmful to health
  - as a minimum, to comply with all relevant health and safety legislation and strive to achieve higher standards of workplace health, safety, welfare and well-being
  - to give effect to such arrangements as are appropriate and proportionate for the effective planning, organisation, control, monitoring and reviewing of the preventative and protective safety management safeguards.

4. The Council is committed to continuous improvement, this is measured by setting challenging and effective targets. Health, safety and well-being targets are regarded as being of equal importance to other Corporate objectives, and are incorporated into the Council's service provision planning process. The management of health, safety and well-being is regarded as integral to business success.
5. Improving the Health and Well Being of the workforce is one of the 5 goals of the People Strategy 2007-2010, with targeted outcomes measured in the Health and Wellbeing Strategy 2008-2011 action plan.

*Nb, The Chartered Institute of Personnel and Development define well being at work as: 'Creating an environment to promote a state of contentment which allows an employee to flourish and achieve their full potential for the benefit of themselves and their organisation'*

6. The Health, Safety and Wellbeing Policy will be reviewed annually.

## The 4 'C's of a positive Health & Safety culture

7. The Council is committed to the development of a climate in which a positive health, safety and well-being culture can develop, aligning wellness with overall business goals and missions by:

**Control:** Control is the foundation of a positive health, safety and wellbeing culture.

Managers at all levels should demonstrate commitment and provide clear direction and strong leadership ensuring everyone knows the importance of health and safety and that it is everybody's business. Managers and Supervisors must understand their responsibilities and be provided with the time and resources to carry them out. Everyone must know what is expected of them and how they will be held accountable. In order to achieve this realistic objectives should be set.

**Competence:** : If all employees are to make a maximum contribution to health, safety and well-being, there must be proper arrangements in place to ensure that they are competent.

The skills needed for particular jobs must be assessed and adequate instruction and training provided for employees, managers, supervisors, temporary staff and volunteers.

Those responsible for health and safety tasks where special expertise is required, ie, assessing workplace risks, inspections, procuring, monitoring and managing contractors etc, must be adequately trained. Anyone undertaking hazardous activities, ie, working at height, using machinery, working in confined spaces, must have the necessary training, experience and other qualities to enable them to carry out the work safely. Health and Safety is a core competence for every role within the Council and the Competency Framework sets out the training courses to achieve the appropriate levels of competence.

Those procuring services must ensure that Contractors, Sub-contractors and Service Providers are competent in their sphere of operation.

The Council will also ensure that there is sufficient competence within the organisation in terms of health and safety support and advice.

---

**Co-operation:** Participation by employees supports risk control by encouraging their ownership of health and safety policies.

Employees and/or their representatives must be consulted on health and safety and well-being matters and be involved in planning and reviewing performance, writing procedures and solving problems.

The Council will co-ordinate and co-operate with Contractors and Service Providers making sure that their activities do not adversely affect Council employees, service users or members of the public and vice versa.

**Communication:** The Council will ensure the maintenance of effective systems of communications on health and safety and well-being matters which should be discussed regularly and every opportunity taken to demonstrate transparency.

Employees, Contractors and others must be provided with information about risks and preventative measures, ie, Contractors must be provided with information on hazards likely to affect them, such as the location of asbestos containing material in premises.

Effective communication about health, safety and well-being relies on information:

- coming into the organisation
- flowing within the organisation
- going out from the organisation.

The Council will encourage effective worker involvement, consultation and collaboration to ensure a strong partnership between Managers and employees for managing health, safety and well-being risks.

8. Sufficient financial and physical resources will be provided to implement this policy. It is the duty of Line Managers to ensure that all processes and systems of work are designed to take account of health, safety and well-being.
9. The Council is committed to making sure that any work carried out on it's behalf, is done with the risk to the health, safety and wellbeing of it's employees and others is reduced to at least as low a level as is reasonably practicable, or as otherwise directed by statute.
10. As an occupier of premises and client, the Council will plan, co-ordinate, monitor and review the activities of Contractors to effectively minimise the risks presented by the contracted work to employees and others.
11. The Council will co-operate and co-ordinate with other employers to secure a safe and healthy workplace and working environment for our employees, and others, in the case of shared workplaces. In partnership arrangements, Managers and staff appointed by the Council are required to encourage other Partner organisations to work as a minimum to the Council's health and safety standards. Partnership arrangements must comply with relevant legislation and have access to competent health and safety advice.

12. Contractors and their Sub-contractors must co-operate with the Council to enable the requirements of this policy and our statutory and civil obligations to be met. The Council will ensure that Contractors selected are competent to manage the safe execution of their work, and that our Contractors and their Sub-contractors have systems in place to ensure that hazards and their associated risks are identified, assessed and suitable control measures are planned and implemented before work commences and that their activities are monitored and reviewed appropriately and proportionately during the course of the work.
13. The health and safety and well-being capabilities of employees will be taken into account when entrusting work to them, ensuring employees are competent to do their tasks, providing training and refresher training where necessary to enable them to attain the required standards of performance. Individual's health and safety performance will be taken into account during appraisals.
14. Managers and employees have a legal duty to take reasonable care of their own health and safety and for the health and safety of other people who may be affected by their acts or omissions. Every employee must co-operate with the Council to ensure all statutory duties are complied with.
15. The Council is committed to the effective communication, consultation and collaboration on health, safety and well-being matters with employee and trade union representatives, reporting regularly to Committees on health, safety and well-being matters and performance.
16. The Council's health and safety management system is based upon The Management of Health and Safety at Work Regulations 1999 and the Health and Safety Executive's guidance document, HSG 65 Successful Health and Safety Management.
17. The Corporate Health, Safety and Well-being Policy and its accompanying health and safety policies and procedures will apply to all Stockton-on-Tees Borough Council's activities and workplaces.
18. Compliance with this range of policies and related standards is mandatory and will be subject to periodic audit.
19. The Governing Bodies of schools will be invited to adopt the policy and the standards contained therein.
20. This policy and the supporting arrangements will be reviewed annually or more regularly as required. A copy of this policy and any revisions will be made available to all employees.



*J Danks*

**Julie Danks**  
Director of Resources  
Deputy Chief Executive



*P Dobson*

**Paul Dobson**  
Director of  
Development and  
Neighbourhood  
Services



*J Humphries*

**Jane Humphries**  
Director of Children  
Education and Social  
Care



*D Bond*

**David Bond**  
Director of Law and  
Democracy



*Ken Lupton*

**Ken Lupton**  
Leader of the Council



*T Laing*

**Cllr Terry Laing**  
Cabinet Member,  
Corporate  
Management  
& Finance  
Member H&S  
Champion

## Part 2

### Organisation and Responsibilities

This section details the specific health and safety roles and responsibilities assigned to the following posts and functions for the implementation and delivery of the Policy.

21. The Council has a system of delegated management and in line with this, health, safety and well-being functions are equally delegated to encourage and enable these issues to be addressed at a local level, by those competent to do so, wherever possible.
22. Although the ownership of health and safety management is delegated for practical purposes, the overall responsibility for health, safety and well-being for the Council's employees and others affected by the Council's activities, lies with the employer, that is, Council Members, the Chief Executive and Corporate Directors.
23. The role of the Chief Executive and Corporate Directors is to ensure that health, safety and well-being is a primary consideration in policy development and resource planning, including monitoring and reviewing the effectiveness of health, safety and well-being strategies across the Council.
24. Heads of Service, Line Managers and Supervisors each play a key role in promoting the strong, visible and effective leadership of occupational health, safety and well-being
25. The Council recognises the key role played by all managers and employees in the effective risk management of occupational health, safety and well-being matters and will ensure the provision of appropriate instruction, information, training and supervision in their legal and moral obligations in this regard.
26. The Cabinet Member Health and Safety Champion shall:
  - play a critical role in ensuring that strong and effective leadership of occupational, health, safety and well-being continues to enjoy a high profile, promoting the significant benefits to individuals and the organisation
  - ensure that he/she is kept informed about current and newly emerging health, safety and well-being issues, strategies and trends - locally, regionally and nationally
  - provide a Councillor focus and input to compliment the professional Officers engaged in the effective management of occupational, health, safety and well-being
  - receive such information as will enable him/her to perform more effectively
  - report to Council as necessary
27. The Chief Executive:

As Head of Paid Services, the Chief Executive has overall responsibility for the effective implementation of the Council's Health, Safety and Well-being policy in accordance with the requirement of the Health and Safety at Work etc Act 1974. The Chief Executive will demonstrate strong and active leadership, integrating good health and safety management

---

with business decisions, and shall:

- ensure that adequate channels of communications are maintained within the Council so that information concerning health, safety and well-being brought up by any employee is communicated to the appropriate Manager
- ensure that Service Improvement Plans make reference to the assessments of risk and the identification and implementation of suitable and sufficient control measures within each Service Area
- ensure the provision of adequate resources to meet the health, safety and well-being requirements of the Council
- promote a positive health, safety and well-being culture.

28. The Director with responsibility for Health and Safety, Director of Resources shall:

- have overall responsibility for ensuring that health, safety and well-being maintains a high strategic importance, integrating strong and active leadership into the main governance structures
- ensure that health and safety issues are properly championed at the Corporate Management Team
- ensure that the Corporate Management Team are kept informed about significant health and safety failures and lessons to be learned
- ensure the Corporate Management Team addresses the health and safety implications of decisions it takes.

29. CMT shall:

- set the direction for strong and effective leadership in occupational health, safety and wellbeing
- demonstrate an active and visible commitment to health, safety and well-being
- establish effective channels of communications throughout the Council
- establish effective systems for the management of health, safety and well-being
- ensure good health and safety management is integrated into business decisions
- monitor the health and safety policy and related policies and procedures to ensure targets and objectives are achieved through Service planning processes.

30. Directorate Health and Safety Champions:

- one member within each directorate management team will have delegated responsibility for their Service's health, safety and well-being portfolio
- they shall ensure that health, safety and well-being is given proper consideration both by Senior Managers and more widely within the organisation, when developing policy and Services provisions

- will ensure the maintenance of effective systems of communications on health and safety and well-being matters.

*Nb. Directorate Health & Safety Champions do not in any way relieve Line Managers of their health and safety responsibilities. Champions have the role of promoting the Leadership of occupational health, safety and well-being, facilitating and assuring the discharge of Line Manager's health safety and well-being responsibilities.*

31. Heads of Service shall:

- ensure the effective implementation of the Council's Health, safety and Well-being policy within their respective Services
- ensure that the objectives of the health, safety and well-being policy are fully understood and observed at all levels of management and by all employees with their Service area
- delegate responsibility for health, safety and well-being matters to all levels of management within their Service area and ensure that people are adequately trained and instructed to undertake such responsibilities and that all safe systems and safe methods of works, including the safe management of Contractors are rigorously enforced
- ensure that all operational risks, including (but not limited to) occupational health, safety and well-being matters are assessed ie, following accidents, incidents, assaults, as an occupier of premises, risks to staff, customers or members of the public due to the Council's activities
- ensure risk assessments for all necessary work tasks are undertaken and where necessary, produce method statements or safe systems of work to minimise any risk of injury to employees or others who may be affected by the activities of the Council.

32. The Health Safety Manager shall:

- advise the Corporate Management Team, Directors, Heads of Service, Managers, Supervisors, employees, Head Teachers and Governors of their responsibilities and actions to be taken regarding health and safety issues, statutory obligations or new Regulations
- promote a positive health, safety and well-being culture
- plan for health and safety and well-being, supporting the setting of realistic targets, prioritising and establishing adequate systems and performance standards
- report as necessary to Committees and Management teams on health, safety and well-being matters, performance and new legislation
- liaise with the Health and Safety Executive and other relevant enforcing authorities
- proportionally investigate accidents, violent incidents, near misses, incidents of work related ill health, health and safety complaints and liability claims
- provide advice, guidance and resources on practical risk control strategies the Council needs to implement to effectively manage occupational health, safety or well-being hazards

- will arrange the compilation and distribution of relevant health and safety information
- will be responsible for the interpretation of existing and new legislation relating to health and safety
- assist in the delivery of the Health and Well-being Strategy, encouraging it's employees to choose healthy life style choices by involvement in health education and promotional activities
- design, develop and deliver (where appropriate) a suitable annual programme of Corporate health and safety training courses for Managers, employees and Partner agencies to attain and maintain currency of health and safety competence including a range of risk assessor competencies
- in liaison with Services and Managers, the health and Safety team will (where appropriate) develop and deliver bespoke training events specific to customer needs
- will be the Council's competent person for Health and Safety advice under the Management of Health and Safety at Work Regulations 1999

*Nb. Under normal circumstances, members of the Health and Safety Unit will not carry out risk assessments (general, COSHH, manual handling, DSE etc). It is the responsibility of Heads of Service to ensure that their Managers identify and appoint suitable competent members of their staff to undertake and discharge this duty. The Health and Safety unit will advise on how this should be organised and will arrange appropriate assessor training.*

### 33. Employee Consultation & Worker Involvement:

The Council will consult with employees or their representatives with regard to the arrangements to control significant risks and to comply with relevant legislation. This will be undertaken informally by Managers and Supervisors in the workplace and formally through the Council's Joint Consultative Committees where health and safety will be a standing agenda item, or where appropriate, through Health and Safety Committees.

### 34. Managers shall;

make sure that workplace precautions and safe systems of work are developed and implemented in order to control workplace hazards and their associated risks by,

- adhering to the Council's health, safety and well-being policy, management arrangements and operating procedures
- maintaining an understanding of relevant current health and safety legislation
- demonstrating their commitment to the health, safety and well-being policy and to the promotion of a positive health and safety culture by ;-
  - promoting good practice,
  - setting a good example,
  - challenging poor attitudes towards health, safety and well-being,

- encouraging people to identify problems and contribute towards finding solutions,
- ensuring regular and effective two way communications with employees about health, safety and well-being matters,
- ensuring that responsibilities for health, safety and well-being are properly assigned, communicated and understood by employees and are referenced within job descriptions within their area of control,
- being accountable for the implementation of the policy, the management arrangements, safe systems of work, workplace precautions and performance standards within their area of control,
- making sure that sufficient resources and information is available to manage safety arrangements,
- ensuring that individuals are held accountable for their health and safety responsibilities, with any deviation from health, safety and well-being standards taken into account during performance appraisals,
- ensuring that workplace hazards are identified, control measures are implemented and that recorded risk assessments are up to date. Making sure that risk assessments are monitored and reviewed as often as necessary, ie, following changes in working practices, the introduction of new processes or new machinery, new employees or changes to employees health,
- ensuring that assessments of risk are undertaken, planning work activities to minimise the risk of accident or ill health to employees, non-employees and any at risk groups, ie young people.
- provide employees and non-employees with necessary instruction, information, training and supervision to enable them to complete their activities safely,
- ensure that there is adequate communication and participation at all levels in health and safety activities,
- ensure that all work activities are adequately supervised by competent people to ensure good health, safety and well-being standards are maintained,
- consult with employees and their Trade Union appointed representatives on health and safety matters, and ensuring that adequate facilities and information are available to them
- receive reports from and respond appropriately to health and safety reports received from Trade Union appointed Health and Safety Representatives or employee representatives,
- make sure that those employees with specific health and safety roles, ie, Premises Managers, are competent and receive training as necessary to enable them to perform their role effectively,
- ensure where work place risks cannot be controlled by other means, suitable and sufficient personal protective or respiratory protective equipment is provided and used,

- 
- ensure active monitoring of health and safety matters, ie, by undertaking regular workplace health and safety inspections to monitor and review compliance with health and safety legislation and industry best practice,
  - ensure the continued motivation of all employees in the promotion of safe and healthy working environments,
  - ensure prompt reactive monitoring takes place following reported work related accidents, assaults, near misses or incidents of occupational ill health, in order to accurately establish the facts and to put in place measures to prevent a recurrence,
  - avoid allocating blame to individuals who report work related hazards, accidents or ill health
  - ensure that records of accidents or incidents of ill health are kept and examined to monitor trends to prevent a recurrence
  - seek advice from the Corporate Health and Safety or Well-being Team on health, safety or well being matters where necessary,
  - ensure that suitable people are designated as competent people to co-ordinate health, safety and well being matters at a local level,

35. Employees shall:

- take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions whilst at work
- co-operate with their employer so far as is necessary to enable any duty or requirement imposed upon the employer to enable that duty or requirements to be fulfilled or complied with
- wear any personal protective equipment or personal protective respiratory equipment or other safety devices as deemed necessary as the result of a risk assessment, and to report any defects in, or loss of such equipment or clothing
- make themselves aware of, and participate in premises fire evacuation arrangements, including fire exit routes, final fire exit doors and the premises designated fire assembly areas
- co-operate with their employer in the preparation, planning and execution of any personal emergency evacuation plans deemed necessary in support of the premises fire risk assessment or other emergency arrangements
- use any machinery, work equipment, substances or transport any items in accordance with training and instruction provided, or in accordance with the manufacturers instructions
- not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety or welfare and well-being
- draw to the attention of their Line Manager as soon as possible, any work situation which may present a serious and imminent danger to people or the environment

- conform to all instructions, safe systems of work or safe operating procedures provided to ensure the safety of people
- conduct themselves at all times in an orderly and professional manner in the workplace
- attend any training course deemed necessary to attain or maintain levels of health and safety competence
- not use equipment or materials provided by their employer for purposes other than that for which they have been provided
- report any unsafe conditions, working methods, practices, plant, tools, machinery or premises, as soon as possible to their Line Manager, the Health and Safety Manager or their Trade Union appointed health and safety representative
- report all accidents, near misses, incidents of violence, work related ill health, disease or dangerous occurrences to their Line Manger as soon as possible, irrespective of whether injury is sustained or not and to co-operate in any investigation into such incidents
- enter the details of any injury or incidents of work related ill health into the local accident book and the Corporate accident / assault reporting forms available in each place of work as soon as practicable
- seek advice on health and safety matters and best practice where necessary.

### 36. Premises / Facilities Managers

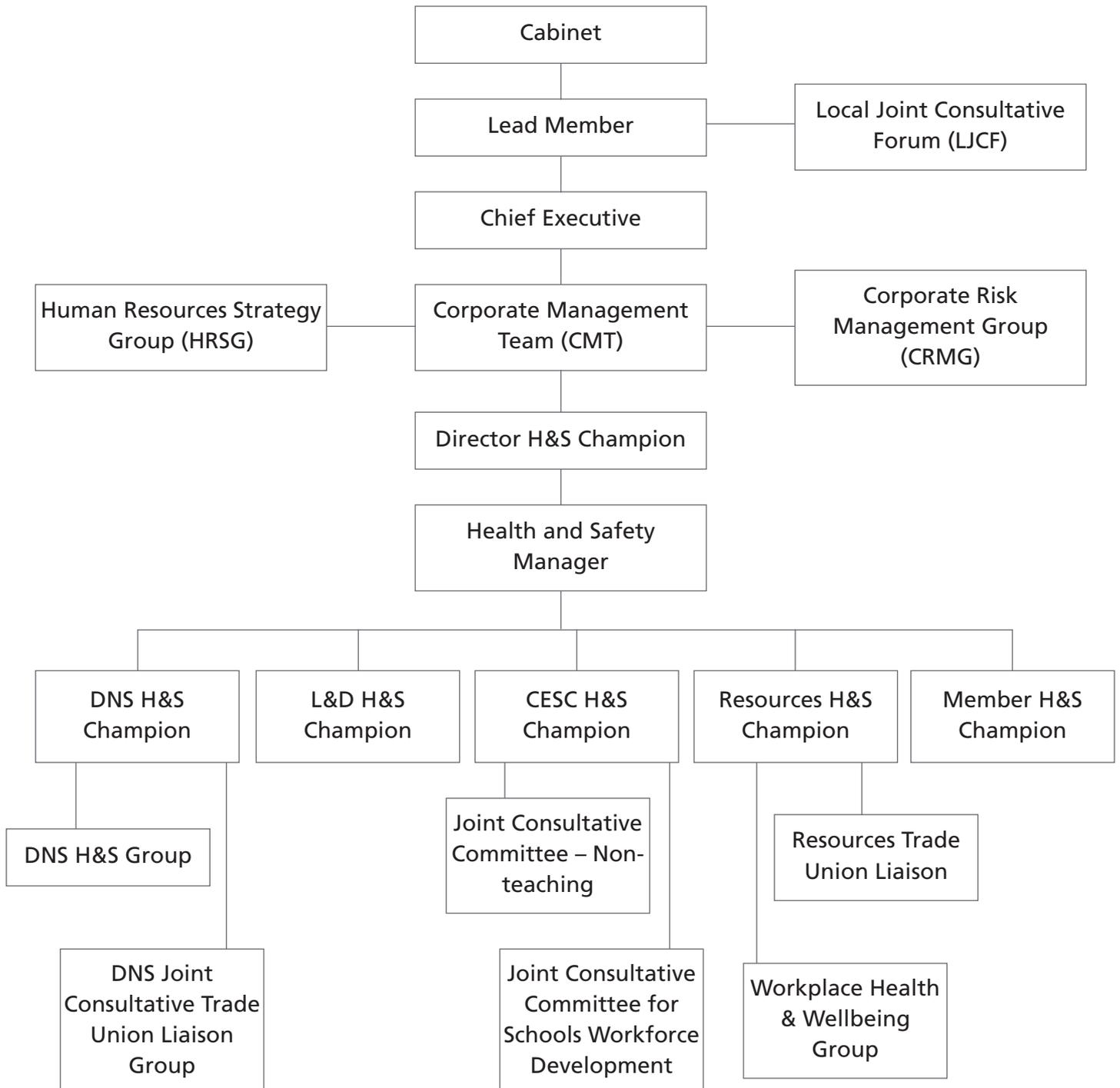
*Nb. This may apply to a variety of job roles, for example, Caretakers, Site Managers, Bursars, or any other role which may include elements of, including shared facilities management responsibilities.*

In addition to the Manager's responsibilities detailed above, persons appointed as Premises Managers have the following additional general health and safety responsibilities,

- control Contractors working on the premises, ensuring that hazard information has been exchanged and suitable risk control measures have been put in place,
- ensuring adequate security arrangements are maintained,
- ensuring general cleanliness of the premises and that adequate welfare facilities are provided,
- arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and emergency egress to a place of safety is maintained,
- ensuring that plant and equipment is adequately maintained
- arranging for regular testing and maintenance of electrical equipment
- maintaining records of plant and equipment cyclical maintenance tests and fire evacuation drills,

- 
- ensure that all premises related hazards are adequately identified, their associated risks assessed and that suitable and sufficient control measures are implemented and monitored,
  - ensure a thorough investigation of all premises related accidents / incidents,
  - ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996,
  - ensuring that a copy of the current Health and Safety Law poster is on display in an accessible location and the information on the poster is kept up to date,
  - ensuring that adequate systems are in place for the management of asbestos containing materials, the control of legionella bacterium and excessive water or surface temperatures.

## Organisational Management of Health and Safety



---

## Part 3

### The Management Arrangements

Stockton-on-Tees Borough Council's Health, Safety and Well-being policy is supported by other policies, procedures and safe working arrangements located within Directorates and Services.

Such arrangements will robustly reflect the Service's commitment to the strong and effective management of occupational health, safety and well-being.

Local arrangements are 'living documents', and will be the subject of regular review and revision in the light of changes to evolved current best practice, new legislation or in response to assessments of risk.

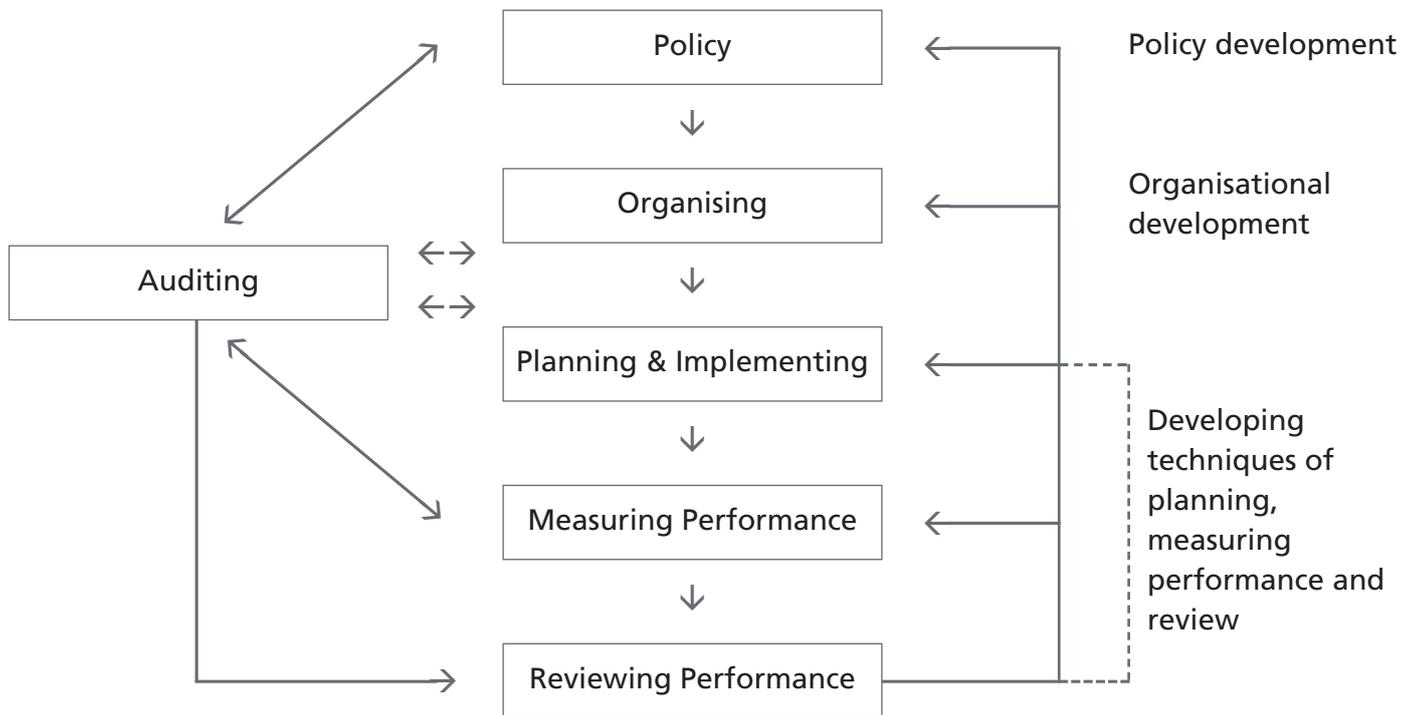
Examples of such arrangements include, but are not limited to:

- health and safety training – programmed and bespoke
- lone working arrangements
- the procurement of competent Contractors and Service Providers
- control of Contractors
- the management of asbestos containing materials
- control of substances hazardous to health
- personal protective and respiratory equipment
- display screen equipment
- occupational health provisions
- accident recording and reporting
- the provision of first aid
- emergency evacuation arrangements
- manual and client handling arrangements
- premises management arrangements
- employee welfare and well-being.

Stockton-on-Tees Borough Council's generic safety management resources are available from your Line Manager, or may be obtained via the intranet.

Local Service specific arrangements will be provided by Managers as appropriate.

## Key Elements of the Health & Safety and Management System



## The Health, Safety and Welfare Management System Model

Stockton-on-Tees Borough Council has adopted the Health and Safety Performance Management model produced by the Health and Safety Executive, in publications HSG 65.

The Council's Health and Safety Management System allows a common approach to be adopted across all Directorates.

The key elements are outlined in the model above, and support the fundamental elements for strong and effective Leadership, in health, safety and wellbeing:

- Plan
- Deliver
- Monitor
- Review.

## Aims & Key Improvement Areas (not in priority order)

Key Improvement Areas	Lead Responsibility
Roll out the Employee Protection Register to Schools	Health and Safety Manager in consultation with Schools
Integrate employee wellbeing into mainstream decision making processes	Directorate Health and Safety 'Champions',
Implement and promote stress management arrangements to further reduce the sickness absence in the Council due to stress related conditions	Directorate Health and Safety 'Champions' Organisational Development Manager Health and Safety Manager
Reduce the number musculoskeletal related absences	Health and Wellbeing team
Reduce the No of slips trips and falls in Catering	Health and Safety Manager, Care For Your Area & Children, Education and Social Care Managers
Implement the Corporate Health, Safety & Well-being Policy across the organisation	Health and Safety Manager, Heads of Service
Review existing arrangements in the light of new or revised legislation	Health and Safety Manager, Heads of Service
Improve premises management safeguards	Premises Management Group
The development of a Construction (design & management) (CDM) Regulations 2007 management system to enable a broad range of duty holders to adequately discharge their duties under these Regulations	Health and Safety Manager Practice Manager - Technical Services CDM Co-ordinator
Develop and promote stakeholder buy-in to health and well-being promotion via The People, and The Health and Well-being Strategies	Health and Well being team & Health and Safety Manager
Improve Contractor's safety management safeguards	Heads of Service
Building Schools for the Future / Billingham Forum construction safety management	Health and Safety Manager and Practice Manager Technical Services
Improve the safety management safeguards of school's educational residential and foreign visits, and care providers visits and trips risk management arrangements	Health and Safety Manager Chairs of Governing Bodies Head Teachers Care Providers

## Targets

The following targets have been set for achievement by the end of 2011:

- Reduce the number of musculoskeletal Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) reportable accidents by 10% against 2007/08 figures
- Reduce the number of slips, trips and fall injuries by 10% against 2007/08 figures
- Reduce the number of reported assaults to front line employees by 10% against 2007/08 figures
- Reduce the number of Hand Arm Vibration related health surveillance referrals by 10% against 2007/08 figures.
- To maintain the level of zero enforcement Improvement or Prohibition Notices, and prosecutions for health and safety breaches of legislation
- To reduce the number of lost time absences incurred due to accidents or assaults by 3% against the 2007/08 figures
- Decreasing dependency on Counselling only services, whilst increasing workplace awareness and early intervention thus reducing total number of days lost to stress related illnesses
- Decreasing the need for physiotherapy intervention by increasing workplace pro-activity, advice and support by promoting the role of the Wellbeing advisers team within the workplace
- All school's residential visits to be subject to robust risk assessment scrutiny, appropriate safeguards and contingencies for changes in circumstances.

## Key Performance Indicators

The Health Safety and Wellbeing Indicators for Stockton-on-Tees Borough Council are:

Indicator No.	Indicator	How measured
1	Health, Safety and Wellbeing Policy, reviewed annually and updated as required	Annually
2	Number of employees (by Service) who have attended a health and safety training events	Annually
3	Percentage of premises that have been audited by the health and safety team in the last three years	Annually No of audits completed by Service
4	No of reportable incidents, as per the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	Annually
5	Enforcement action	Annually

## Associated Papers

People Strategy 2007 - 2010

Health and Well-being Strategy 2008 - 2011

Equality Impact Assessment completed 24.7.09

If you would like this information in any other language or format for example large print or audio please contact 'Diversity Team' on 01642 528830.

إذا كنت ترغب الحصول على هذه المعلومات بلغات أو بأشكال أخرى على سبيل المثال بالطبعة الكبيرة أو بالشريط المسجل فالرجاء الإتصال 'بدايفرستي تيم' [Diversity Team] على هاتف رقم 01642 528830

ARABIC

欲要這份資訊的其它語言版或其它版式例如大字體印刷/錄音帶，請致電 01642 528830 接洽 '多元化隊' (Diversity Team)

MANDARIN

اگر شما این اطلاعات را به زبان یا شکل دیگری مثلا چاپ بزرگ یا بصورت صدا میخواهید لطفا با تیم دایورسیتی (گوناگونی) [Diversity Team] با شما ره 01642 528830 به تماس شوید

FARSI

Si vous souhaitez obtenir ces informations dans d'autres langues ou sous un autre format, par exemple, en gros caractères / version audio, veuillez contacter l'équipe "Diversity" au n° 016 42 52 88 30

FRENCH

نه گهر ههزت لئ به نهم زانیاریه به دهستت بکهونت به زمانه کانی تر بان به شیوهیه کی تر بو نمونه چاپی گهوره/بان به تیپی تومارکراو تکایه په یوهندی بکه به 'نیمی دایفرستی' [Diversity Team] له سهر ژماره ی ته له فون 01642 528830

KURDISH

ਜੇ ਤੁਸੀਂ ਇਹ ਜਾਣਕਾਰੀ ਕਿਸੇ ਹੋਰ ਬਣਤਰ ਜਾਂ ਬੋਲੀ ਵਿੱਚ, ਵੱਡੀ ਛਪਾਈ ਵਿੱਚ ਜਾਂ ਟੇਪ/ਸੀ ਡੀ 'ਤੇ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ 'Diversity Team' ਨੂੰ 01642 528830 ਨੰਬਰ ਉੱਤੇ ਫੋਨ ਕਰੋ।

PUNJABI

اگر آپ ان معلومات کو کسی بھی اور زبان یا انداز، مثلاً بڑے پرنٹ/آڈیو ٹیپ وغیرہ میں حاصل کرنا چاہیں، تو 'ڈائیورسٹی ٹیم' 01642 528830 کو اس نمبر پر فون کیجئے (Diversity Team)

URDU

