

HARLOW COUNCIL

Addendum to Health and Safety Policy

Training, Information and Monitoring

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Introduction

The Health and Safety at Work Act 1974 places a duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of employees whilst they are at work.

Under the Management of Health and Safety at Work Regulations 1999, employers must assess significant risks to employee's health and safety and then implement procedures that will minimise the identified risks to an acceptable level.

The Management of Health and Safety at Work Regulations additionally places responsibilities on employers for the provision of suitable health and safety information, training and monitoring.

This policy document sets out Harlow Council's position with regard to health and safety related training, how health and safety information is disseminated, and how the effectiveness of the health and safety provision is monitored.

Training

In meeting its responsibilities Harlow Council is committed to the provision of an ongoing programme of health and safety related training for all parts of its workforce. Refresher and re-qualification training will be provided where retention of a particular certificate requires it. For all other courses refresher training will, if necessary, normally be provided every three to five years.

The requirement for training will normally be determined in one of the following ways:

- As a result of the PPP process
- As a result of needs identified by a particular Service, following the completion of risk assessments
- As a result of needs identified by the Health and Safety Team and/or Safety Committee
- In response to new legislation

The Health and Safety Team/Environmental Health, in liaison with HR, is responsible for the coordination of health and safety training and in doing so will ensure that all courses are of a high standard as well as being cost effective.

Where practicable, courses will be tailored to meet the needs of the participants as well as being provided at the most appropriate time.

All participants who attend training courses will receive an appropriate certificate, a copy of which will be forwarded to Human Resources for inclusion on the relevant personal file.

Information

Keeping all parts of the workforce informed about health and safety issues is an integral part of any health and safety management strategy, to which Harlow Council is committed. The process of meeting this commitment will include the following:

Policies

Policies give details of Harlow Council's commitment to various aspects of health and safety legislation.

Generic Safe Systems of Working and Generic Risk Assessments

Safe working procedures/generic risk assessments are used as operational documentation and may be either job specific or of a general nature.

Briefing Notes

Briefing notes provide limited but specific information about a particular topic or new legislation.

Information Updates - Kaonet

The Kaonet will be used where there is a need to provide fairly urgent, but limited, health and safety information.

All of the above sources of information are available on the health and safety section of the Kaonet, which can be located under Environment & Planning. Every effort will be made to ensure that all information is current when prepared and appropriate procedures will be put in place to ensure that it is kept up to date.

The existence of new or updated documents will be advised via the weekly Kaonet as required.

Following the quarterly Safety Committee, if appropriate and relevant, a Health & Safety Update Newsletter will be distributed to all employees with significant outcomes, any actions and recommendations discussed at the Committee.

Monitoring

To ensure overall compliance with the Council's health and safety provision there is a need to introduce a range of monitoring processes. This will be achieved by the recording of H&S training by managers, the effective operation of the Safety Committee, regular health and safety reviews undertaken by the Health and Safety Team, and periodic audits as required.

H&S Training Matrix

Following an internal audit recommendation, from May 2023 all H&S training – aside from the e-learning courses hosted on iLearn – will be recorded on [a template training matrix](#). This matrix helps managers keep a record of who has received training and if that training needs to be refreshed. It will be team managers, guided by the results of the risk assessments for their team's activities, that will determine what training is undertaken by their staff. The template will be adapted to fit the needs of each team.

Safety Committee

Harlow Council has an established Safety Committee made up of representatives from various services, the trade unions and is chaired by the Environment & Licensing Manager. The work of the Safety Committee is coordinated by the Environment & Licensing Manager alongside Health & Safety, and it meets formally four times a year. Minutes of the meetings are available on the Kaonet.

Kaonet > Health and Safety

Assistant Directors should send a copy of their service's training matrices (see above section) to the Corporate Safety Team (safety.officer@harlow.gov.uk) 4 times per year, a few days before the following dates:

- 31 March
- 30 June
- 30 September
- 7 January

These quarterly returns will be reported at each Safety Committee meeting, where they will be a standing item on the agenda.

Health and Safety Reviews – Health and Safety Plans

The Health and Safety Team undertake a planned programme of health and safety reviews that will result in the preparation of a health and safety plan. The scope of a review will normally be a service, or department within a service, and the purpose is to assess compliance with core health and safety requirements such as risk assessment and accident reporting. And will also identify management responsibilities.

In the case of a review covering a specific building the safety plan will also include consideration of statutory testing requirements.

Fire Safety Plans

Line managers undertake or commission fire risk assessments and prepare fire safety plans in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. It's normal for specialist contractors appointed by the council's property managers to prepare fire risk assessment reports.

Completed fire safety plans can be found on the Health and Safety section [of the Kaonet](#).

Health and Safety Update to SMB

Each month the Health and Safety/Environment & Licensing Manager may provide an update to SMB, if necessary, on health and safety issues, including a briefing on any new or updated legislation, processes.

Health and Safety Auditing

The Health and Safety Team is responsible for ensuring that a periodic audit of the Council's safety management system is undertaken.

Health and Safety Team
Ext 6499

Revision History

Revision date	Previous revision date	Summary of Changes	Changes marked
	None	Original Draft document	
		Updates from Draft. Inserted Revision History. Logo changed	No
1/2014	None	Reviewed and updated	No
March 2020		Reviewed and updated contact names and dates Removal of Human Resources Manager & replaced with Environment and Licensing Manager Removal of Infonet and replaced with Kaonet	No
Nov 2021	March 2020	Removal of H&S report plan, references changed from CMT to SMB, monthly update to SMB changed to as necessary. (Additional meetings now in place since Covid inc Recovery Groups)	
May 2023	Nov 2021	Inclusion of council training matrix template to record non-iLearn H&S training in every team.	No