Member Champion for Health and Safety

Role and Responsibilities

1. Key Purpose of role
   1.1. To promote Health and Safety and act as an exemplar at the highest level both within and outside the Council

2. Anticipated Outcomes
   2.1. The Council will comply with Health and Safety legislation, regulations, and guidance
   2.2. The Council will be recognised as an exemplar for Health and Safety in the community
   2.3. The Council will be recognised as an employer of choice which provides a working environment which is health and safe for its employees

3. Key Duties
   3.1 Act in accordance with the Local Protocol on member Champions
   3.2 Liaise with the Health & Safety Manager regarding Health and Safety priorities and development actions, and provide positive support and constructive challenge
   3.3 Liaise with the Commissioner (Health and Safety Champion) and the Health and Safety Manager regarding Health and Safety Planning within the Council.
   3.4 Advise on, and assist with, strategies to enhance Health and Safety within the Council and wider community, for example by raising awareness of Health and Safety issues with chairs of Ward Partnerships.
   3.5 Advise on, and assist with, strategies to enhance Health and Safety in the business community by promoting Health and Safety awareness through appropriate business forums.
   3.6 Brief the Mayor and Cabinet about significant issues and attend meetings as required.
   3.7 Engage with the Overview and Scrutiny process regarding Health and Safety issues.
   3.8 Attend meetings of the Council and its Committees to speak on, and where appropriate challenge and question, issues relating to Health and Safety.
   3.9 Keep other councilors up-to-date, i.e. by placing appropriate items on member meeting agendas.
   3.10 Network with member champions involved in Health and Safety from other local authorities.
   3.11 Assist in the preparation and presentation of an annual report for submission to the cabinet in July each year setting out the actions taken
during the course of the year and how these have contributed to the Council’s priorities.
HEALTH AND SAFETY – OVERVIEW

AIMS OF THE SERVICE

Health and Safety is part of the Council’s Risk Management Team within the Law and Support Business Unit.

Health and Safety supports the Council in the delivery of the Corporate Priorities by co-coordinating planning, training to ensure that if an incident or situation occurs which threatens serious damage to human health, safety, or welfare or the environment Torbay Council can:

- Continue to perform its functions, and/or
- Perform its functions safely to prevent the emergency, reduce, control or mitigate its effects, or take other action in connection with it

WHY IS THE SERVICE PROVIDED?

Statutory responsibilities

- Torbay Council as an employer has a statutory duty under the Health and Safety at Work etc Act 1974 to protect its employees and persons who can be affected by the way it operates.

S2. of the act requires that an employer so far as is reasonably practicable protects the Health Safety and Welfare of its employees, in particular:

  o The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.

  o Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

  o The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees.

  o So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safety without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks.

  o The provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

HOW IS THE SERVICE RESOURCED?

The Health and Safety team is forms part of the central costs of the Council and does not as such hold a budget. Items of equipment and publications are purchased through Risk Management as a business need.

HOW IS THE SERVICE PROVIDED?

Health and Safety is co-ordinated by a full-time (37 hours per week) Health and Safety Manager, supported by a full-time Senior Health and Safety Officer.
Administrative support is provided as required by Support Officers within the Risk Management Team.

Business Unit Managers are used as the focal point for Health and Safety within the council.

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