

Health & Safety Policy Statement

June 2026

1. Introduction

Three Rivers District Council recognises its duty under the Health and Safety at Work etc. Act 1974, and all other relevant legislation, to provide a safe and healthy working environment for its employees, contractors, elected members, service users, and members of the public affected by its operations.

This Policy Statement sets out our commitment to managing health and safety proactively and to embedding health and safety into all aspects of our work. It aligns with best practice standards including the Health and Safety Executive's HSG65 framework ("Plan, Do, Check, Act") and is informed by ISO 45001:2018 Occupational Health and Safety Management Systems.

2. Statement of Commitment

The Council is committed to:

- Providing and maintaining a working environment that is safe, healthy, and free from harm.
- Meeting or exceeding all relevant health and safety legal obligations.
- Fostering a positive safety culture where all staff feel empowered and accountable for health and safety.
- Preventing work-related injury and ill health.
- Continually improving our health and safety management systems and performance.

3. Scope

This policy applies to:

- All employees of Three Rivers District Council (including those working under shared services agreements),
- Contractors and consultants working on behalf of the Council,
- Volunteers, apprentices, and temporary staff,
- Elected Members undertaking Council-related duties.

4. Legal and Policy Framework

The Council operates under the following key legislative and regulatory frameworks:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002
- Manual Handling Operations Regulations 1992
- Display Screen Equipment Regulations 1992
- ISO 45001:2018 – Occupational Health and Safety Management Systems

All health and safety procedures, risk assessments, and training requirements will be developed and implemented in accordance with these laws and standards.

5. Responsibilities

Chief Executive: The Chief Executive has overall accountability for the Council's health and safety performance and will ensure appropriate systems, leadership, and governance are in place to meet statutory obligations.

Elected Members: Are collectively responsible for ensuring that adequate

resources and strategic direction are provided to enable effective health and safety management across the Council.

Corporate Management Team (CMT): Led by the Head of Strategy & Partnerships (the CMT Health and Safety Champion), CMT will:

- Demonstrate leadership and accountability for managing key health and safety risks.
- Monitor corporate performance on health and safety.
- Embed health and safety in service planning and delivery.
- Implement corporate health and safety policies within their departments.
- Ensure risk assessments are completed, and controls are implemented.
- Provide adequate resources and support to manage health and safety effectively.
- Monitor compliance and take corrective action where required.

Managers and Supervisors: Line managers are responsible for:

- Ensuring safe working conditions and practices within their teams.
- Delivering suitable induction, training, and supervision.
- Promoting a culture of continuous improvement and incident reporting.
- Consulting staff on matters affecting their health, safety, and wellbeing.

Employees: Have a duty to:

- Take reasonable care of their own health and safety and that of others.
- Cooperate with the Council to meet its legal obligations.
- Report hazards, incidents, or concerns immediately.
- Attend training and follow safe systems of work.

Corporate Services Team: The Corporate Services Team within the Strategy and Partnerships department is responsible for:

- Providing competent advice and guidance across all departments.
- Supporting policy development and implementation.
- Monitoring and auditing compliance with legal and corporate standards.
- Investigating incidents and recommending improvements.
- Managing the contract with Hertfordshire County Council, who provide health and safety services for the Council.

6. Consultation and Communication

The Council is committed to effective consultation with employees and trade union safety representatives. This will occur through:

- The Risk Management Group, meet on six occasions a year and is chaired by the Data Protection and Resilience Manager. Health and Safety matters are a standing agenda item.
- Departmental updates through team meetings.
- Regular meetings of the nominated Health & Safety Co-ordinators for each service.

All employees will have access to up-to-date health and safety information via the intranet and internal briefings.

7. Training and Competence

The Council will ensure that employees receive appropriate health and safety training to carry out their duties safely. This includes:

- Induction training for all new starters.
- Role-specific training for identified risks.
- Ongoing refresher and development programmes.
- Access to occupational health and wellbeing support.

8. Risk Management

The Council will identify and manage health and safety risks by:

- Conducting thorough and up-to-date risk assessments.
- Implementing appropriate control measures.
- Regularly reviewing and updating risk documentation.
- Monitoring through inspections, audits, and feedback.

9. Mental Health and Wellbeing

The Council recognises the importance of mental health as part of overall health and safety. We are committed to:

- Reducing work-related stress and supporting good mental health.
- Providing access to counselling and employee support services.
- Promoting awareness through training and campaigns.

10. Contractor and Partner Responsibilities

All contractors and service providers working on behalf of the Council are expected to:

- Comply with relevant health and safety legislation and Council standards.
- Provide their own risk assessments and method statements.
- Cooperate with the Council's health and safety team and officers.

11. Monitoring and Review

This Policy Statement will be reviewed annually, or sooner if there is a significant change in legislation, operations, or organisational structure.

Performance will be monitored through:

- Audits and inspections.
- Analysis of incidents and near misses.
- Staff feedback and surveys.
- Reports to Corporate Management Team.

12. Authorisation

This statement is authorised by:

Joanne Wagstaffe

Chief Executive

Three Rivers District Council

Date:

