

# Dawlish Town Council

## Policy on Monitoring of Health and Safety

### 1. Statement of Policy

Monitoring is necessary to give reassurance that the health and safety management system is working effectively. Monitoring can be proactive or reactive. Proactive monitoring encompasses a variety of techniques of which workplace inspection is one. Reactive monitoring is undertaken by studying accidents and work-related ill health to determine the underlying causes and any trends.

The legal requirement for monitoring is in regulation 5(1) of the Management of Health and Safety at Work Regulations 1999 which require employers to have arrangements for effective planning, organisation, control, *monitoring* and review of health and safety measures. Part (2) of this regulation requires employers to record these arrangements. This policy together with the policy on accident, incident and hazard reporting should meet the requirements of regulation 4(2) in respect of *monitoring*.

Workplace safety inspections have long been recognised as an important aspect of health and safety. Inspections are part of a monitoring system. Workplace safety inspections aim to pick up safety defects before an accident happens and are proactive monitoring.

Union safety representatives have a legal right under regulations 5 and 6 of the Safety Representatives and Safety Committees Regulations 1977 to inspect the workplace. These inspections can be very useful and are to be encouraged. The Management of Health and Safety at Work Regulations, however, place the duty for monitoring health and safety measures on the employer not on employees or union safety representatives. For this reason there should be management involvement in workplace safety inspections and this policy is written on that basis.

## 2. Organisation and arrangements

### **2.1 The Town Clerk**

will :-

- on an annual basis issue Departmental Health and Safety Audit questionnaires. These forms cover a wide range of issues that are either required by law or are regarded as good practice. The audit forms are issued to heads of department;
- analyse the responses to the Departmental Health and Safety Audit questionnaire and present the results to the Health Safety and Welfare Forum; (Finance and General Purposes Staffing Sub-Committee)
- where appropriate provide feedback to the Departments submitting the forms;
- carry out workplace health and safety inspections on request from the Department responsible;
- carry out workplace health and safety inspections on a 'spot check' basis.

### **2.2 Department Assessor**

will :-

- ensure that the Departmental Health and Safety Audit is promptly completed and returned to the Health Safety and Welfare Officer. The Departmental Assessor should inspect the workplace prior to filling in the questionnaire as the answers should reflect the workplace as it actually is rather than as one would wish it;
- discuss the Departmental Health and Safety Audit with other staff of the department to ensure that responses to the questions do take due consideration of the views of all members of the department;
- receive workplace safety inspection reports from the Health Safety and Welfare Officer and, if applicable from employee safety representatives, and will give such reports adequate consideration;

- Respond, preferably in writing, to workplace safety reports submitted by the Health Safety and Welfare Officer or employee safety representatives.

## 2.3 Employee Safety Representatives

Employee safety representatives may represent union members or employees who are not union members. Union safety representatives are appointed by a recognised trade union in accordance with the provisions of the Safety Representatives and Safety Committees Regulations 1997. Under the Health and Safety (Consultation with Employees) Regulations 1996 employees who are not union members may elect “representatives of employee safety”. See the policy on health and safety consultation and communication for more details.

Union safety representatives have a legal right to inspect the workplace and must be permitted time off with pay to carry out their functions including carrying out workplace inspections. Representatives of employee safety have no legal right to inspect the workplace but are encouraged to do so under this policy and will receive pay at their normal rate.

- employee safety representatives (union or otherwise) may undertake their own independent workplace safety inspections if they so desire. Such inspections may be carried out at intervals of not less than 3 months or whenever there is a substantial change in conditions of work. There is also a right to inspection of the workplace following a notifiable accident, dangerous occurrence or disease;
- employee safety representatives who undertake workplace safety inspections arranged in accordance with this policy will receive time off with pay in order to take part;
- employee safety representatives may submit copies of their inspection reports or the findings of their inspections to the manager responsible for the area concerned.

January 2003  
(amended August 2004)