

Green Spaces & Amenities

SAFETY POLICY STATEMENT

INTRODUCTION

In line with the Corporate Health and Safety Policy, this document contains the policy statement of Green Spaces & Amenities.

GENERAL STATEMENT

It is the policy of Green Spaces & Amenities to perform its duties in the safest practicable manner consistent with good practice. The Health and Safety of Green Spaces & Amenities employees and all those likely to be affected by our operations is the responsibility of the management and as a priority it ranks equal with all other duties carried out by Green Spaces & Amenities.

It is the policy of Green Spaces & Amenities:

- To safeguard the health, safety and welfare of all its employees while at work and to provide, so far as is reasonably practicable, working environments which are safe and without risk to health;
- To conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, that people not in its employment but who may be affected are not exposed to risks to their Health and Safety;
- To recognise its obligations to meet all relevant legislative requirements pertaining to Health and Safety which apply to any of Green Spaces & Amenities undertakings; and
- To arrange and organise its affairs to ensure compliance with the policy.

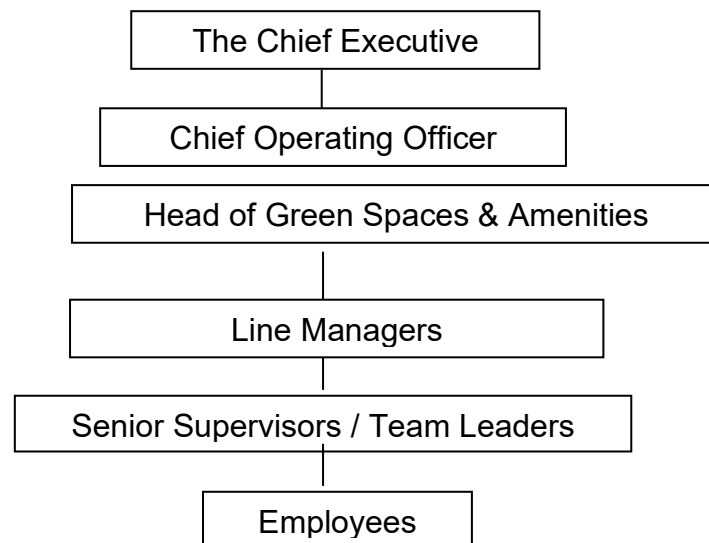
Green Spaces & Amenities will take all reasonable steps to meet its responsibilities, paying particular attention to the provision and maintenance of:

- Plant, equipment and systems of work that are safe;
- Safe arrangements for the use, handling, storage and transport of articles and substances;

- Sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own Health and Safety at work;
- A safe place of work, with safe access and egress;
- A healthy working environment and adequate welfare facilities.

ORGANISATION

This section covers the health and safety responsibilities of each level of management (Head of Service to First level supervisor) and employees in Green Spaces & Amenities. In general, the levels are:-



HEALTH AND SAFETY RESPONSIBILITIES

The **Head of Green Spaces & Amenities** is responsible:

- for the implementation of the Corporate Health and Safety Policy throughout Green Spaces & Amenities;
- for ensuring that all members of staff are trained, competent and instructed to undertake the duties and requirements embodied in the safety rules and arrangements; and
- in conjunction with other members of the Management Team, to periodically monitor, review and evaluate the safe performance of all Green Spaces & Amenities sites, ensuring that action is taken in the event of unsatisfactory performance;

Line Managers are responsible for:

- the effective communication of the Corporate Health and Safety Policy to all the staff in their site;
- in consultation with the Head of Green Spaces & Amenities issue general instructions to the staff on safety matters, ensuring that these are reviewed as and when necessary;
- implementing and monitoring the Corporate Health and Safety Policy and reporting progress to the Head of Green Spaces & Amenities, relevant Safety Representatives and the Safety Committee of Burnley Borough Council;
- formulating clear and detailed procedural instructions for the Head of Green Spaces & Amenities 's approval and issue to employees;
- ensuring that all employees and contractors under their supervision work in a safe manner;
- informing the Head of Green Spaces & Amenities of all accidents, incidents and hazards occurring in their areas of work and also for reporting on any employee or contractor under their supervision who do not carry out their obligations under the Corporate Health and Safety Policy; and
- ensuring that Health and Safety Issues are regularly discussed at Staff Meetings, TEAM Briefings or other appropriate Working Groups;
- To lead by example.

Team Leaders/ supervisors) are responsible for:

- advising all other members of staff on Health and Safety legislation and safety issues arising **in Green Spaces & Amenities**;
- carrying out risk assessments, in order to identify hazards in the workplace;
- for carrying out a risk assessment of all areas at regular intervals all areas under their control to ensure that all safety measures and instructions are being adequately maintained recorded and implemented;
- to lead by example
- advising on potential Health and Safety problems.
- investigating accidents with a view to preventing recurrence.
- advising on and the delivery of Health and Safety Training.
- advising on design of plant and equipment and methods of work to ensure they conform to current legal standards and good safety practice; and

- assisting in the monitoring and evaluation of Green Spaces & Amenities Safety Performance.
- Keeping up to date on statutory legislation changes and implementation of new acts.
- familiarising themselves with the contents of the Health and Safety Policy and arrangements for its implementation and at all times conforming to them;
- Issuing clear and detailed procedural instructions from the Senior Management team to employees;
- ensuring that employees and contractors, under their supervision, work in a safe manner;
- informing their Line Manager of all accidents, incidents and hazards occurring in their areas of work; and reporting employees or contractor, under their supervision, who do not carry out their obligations under the Corporate Health and Safety policy.

ALL EMPLOYEES are responsible for:

- familiarising themselves with the contents of the Corporate Health and Safety Policy and arrangements for its implementation and at all times conforming to them;
- complying with safety rules and regulations established for their duties;
- reporting all accidents and incidents to their Line Manager as soon as possible after the event;
- wearing the necessary protective clothing and equipment as approved to meet safety standards; and
- to co-operate with Managers in all aspects of Health and Safety matters, and to bring to the attention of management any significant hazards in the workplace.
- Report defects immediately to management.

STRATEGIC HEALTH AND SAFETY ADVISOR

The Strategic Health and Safety Advisor will:

- Provide information and advice to the Head of Green Spaces & Amenities about current and proposed legal requirements concerning health, safety and welfare and liaise with management on how to put these requirements into practice;
- Investigate accidents where a RIDDOR reportable / major injury condition has been sustained or a reportable dangerous occurrence has occurred.

- Provide advice to meetings of the Health and Safety committee.
- Liaise with the relevant Statutory Agencies on behalf of the Head of Service.
- Prepare corporate guidance and procedures on health and safety issues.
- Advise, Develop, and assist in the delivery of Health and Safety Training.
- Monitor health and safety performance including the provision of collated accident/incident statistics at regular intervals.
- Advise and assist where necessary in carrying out risk assessment.

SAFETY REPRESENTATIVES

The main responsibilities of Safety Representatives are:

- To read and understand the Corporate and Service specific Health and Safety Policies and supplementary guidance. To assist management in ensuring that they are brought to the notice of the employees they represent.
- To represent employees in consultation with the employer on Health and Safety matters.
- To make representation to the appropriate line management on matters likely to affect the Health and Safety of the employees they represent.
- To maintain clear and accurate records of any inspections carried out.
- To be constructive and positively contribute towards developing the Service's Health and Safety arrangements.
- To support line management in encouraging and nurturing the right attitude toward Health and Safety in the workplace and to participate in solving health and safety problems.
- To look for and suggest reasonable ways of eliminating hazards and controlling risks.
- To receive information from the HSE and pass this onto the employees they represent.
- To investigate concerns made by the employees they represent regarding health and safety.
- To encourage the employees, they represent to report all accidents / incidents (including near misses and dangerous occurrences in line with the reporting and recording procedures outlined in the arrangements section of this policy.
- To examine the causes of accidents / incidents, near misses and dangerous occurrences involving employees they represent and to provide information to management on the causes and recommendations to prevent recurrence.

- To encourage the employees they represent to report defects immediately to management and themselves.
- To lead by example
- To take reasonable care of the Health and Safety of themselves, other employees and resources.
- To promote Health and Wellbeing of council employees and wellbeing activities.

LOCAL ARRANGEMENTS

Detailed safety arrangements for Green Spaces & Amenities are shown in Appendix 1, which is also displayed at workplaces.

MONITORING AND AUDITING

The Head of Service will establish, operate and maintain systems, which will ensure that health, and safety performance is monitored objectively.

Monitoring

The main areas of evaluation will be from:

Reactive Monitoring including the evaluation of data relating to work related injury, absence, ill health, damage and loss and the appropriate consideration of complaints and concerns raised regarding health and safety matters.

Active monitoring including inspections, assessments, statutory testing of equipment and preventative maintenance regimes

Auditing

Formal audits will be carried out by the Strategic Health and Safety Advisor in accordance with the Council's formal auditing programme. A schedule is held and updated by the Strategic Health and Safety Advisor.

REVIEW OF POLICY

This Policy and the contents of documents produced as appendices to it or referred to within it will be brought to the attention of all employees, trainees and any other person to whom the contents are relevant. This Policy and associated document will be reviewed regularly and revised as necessary.

Signed:



Date: 06.01.2026

Name: Simon Goff Head of Green Spaces & Amenities

LOCAL ARRANGEMENTS

SAFETY RESPONSIBILITIES

(Use this to supplement the Council Corporate Health and Safety Policy and to communicate “who does what around here” – it will also help to identify Health and Safety training needs. When completed, make known to all staff)

OFFICE or AREA LOCATION	Section / Department	Last review date	Person responsible for review

The person who is responsible for implementing the safety policy here is:	
Deputy:	

1. GENERAL & SAFETY MONITORING RESPONSIBILITIES

Area of responsibility	Who
First day induction - safety familiarisation:	
Health and Safety training (including refresher training) needs identified and training records updated	
Risk assessments - Overview (<i>see also para 2</i>):	
Routine Health and Safety inspections: (<i>equipment safety checks see para 3</i>)	
Investigating & reporting incidents / injuries:	
Building Security	
Driving documentation checks (for all employees who drive on work related business)	
Organising fire / evacuation drills and keeping fire file and fire roll call up to date:	

2. RISK ASSESSMENT RESPONSIBILITIES

Area of responsibility strikethrough if N/A	Who
Ensuring that all risk assessments are done:	
Assessing the particular areas of:	
Lone Working (<i>risk assessment, contact details etc</i>)	
DSE workstations / assessments (including Homeworking DSE assessments)	
Electrical Safety (<i>use of electrical appliances</i>)	
Manual Handling:	
COSHH & Asbestos:	
Machinery, Handheld tool use, Powered Tools use	
Noise, Vibration or other special work:	
Personal Protective Equipment (PPE):	
Fire safety:	
Stress	
Workplace	
Work at Height	
Other	
NB: For site work - see para 4 for contractor assessment	

3. EQUIPMENT & MATERIALS MANAGEMENT

Area of responsibility <i>strikethrough if N/A</i>	Who
Checking of ladders, step-ladders and other access equipment:	
Inspection / maintenance of electrical equipment (PAT testing)	
Inspection / maintenance of machinery or other special equipment:	
Issuing / checking of PPE (<i>Record on PPE issue sheet</i>)	
Training on all the above special equipment:	
Substances <i>Hazard Data</i> sheets held by:	
COSHH assessment records are held by:	

4. INFORMATION MANAGEMENT and CONTRACTORS / VISITORS

Area of responsibility <i>strikethrough if N/A</i>	Who
Keeping Safety Notices and the Health and Safety information areas / notice board up-to-date:	
Attending Health and Safety Committee meetings:	
Informing any visitors, including work experience trainees, of safety procedures and "house rules":	
Informing contractors of known hazards which may exist, and of any BBC health & safety standards required from them Ensure a contractors induction is completed:	
Risk assessment / Method Statements / contractor evaluation for contracted work:	

5. EMERGENCIES, INCIDENTS and FIRST AID

Council Approved First Aider(s) are: OR Appointed Person(s) are:	
<i>NOTE: Appointed First-aiders should usually only be responsible for checking and replenishing first aid kits.</i>	
If there are no first-aiders, kits are checked by:	<i>(record card in kit)</i>
First aid boxes or kits are located:	
First aiders names, contact details displayed	
Fire Wardens available and known to staff	
Fire Exits clear, extinguishers and fire call points unobstructed	
Fire or bomb evacuation arrangements: <i>(Usually) refer to separate notices – say where</i>	

** refers to compiled records of incident report forms*