

CAMDEN HEALTH AND SAFETY POLICY

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Staff group to whom it applies:	All London Borough of Camden employees and those working on behalf of Camden on request.
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Camden Health and Safety Policy**Introduction**

Protecting the health, safety and welfare of our employees, Councillors and our third party stakeholders, including residents, members of the public, contractors, service users and pupils, is the starting point for any forward-looking Council and is paramount to the work carried out and the services provided by London Borough of Camden.

Purpose

This document sets out the Camden approach to fulfilling and, wherever reasonably practical, exceeding the legislative obligations placed upon the Council.

It should be noted that this Policy is legally required under an Act of Parliament.

Scope

This Health and Safety Policy ('the/this Policy') applies to all London Borough of Camden employees, including those staff in schools where Camden is the employer e.g. Community schools. In addition, the Policy extends to elected members and to third parties who interact with Council services, but are not employees, such as residents, members of the public, contractors and service users.

Arrangements

This Policy sets out specific roles and responsibilities for Camden's Management Team (CMT) and Safety Leadership Board (SLB), along with those of particular Directors with specified roles, the Corporate Health and Safety Team and the general responsibilities of employees.

This Camden Health and Safety Policy supports the adoption of the Health and Safety Executive's HSG65 safety management system – which provides a framework from which Camden will develop a systematic approach to health and safety and, in turn, further improve Camden's safety culture. The HSG65 Plan, Do, Check, Act (PDCA) model is contained within Appendix 1.

Camden's Council policies and guidance on health and safety are available on the [health and safety pages of Essentials](#).

Additionally, this Policy is published on the health and safety pages of Essentials at [health and safety responsibilities](#) and will be brought to the attention of all new employees via Health and Safety Induction.

STATEMENT OF INTENT FROM THE CHIEF EXECUTIVE

London Borough of Camden is committed to being a safe and responsible organisation. I will ensure that proper provision is made for the health, safety and welfare of our employees, residents, service users, visitors, pupils, contractors, and the wider community we serve, that may be affected by our activities.

We will deliver services that are safe and compliant, meeting our statutory duties under the Health and Safety at Work etc. Act 1974 and associated legislation.

To achieve this, I will:

- Allocate adequate resources to ensure we deliver services that are safe and compliant with our statutory duties,
- We will identify and manage risks effectively,
- Focus efforts on high-risk areas and develop practical, proportionate solutions
- Embed safety into our working culture and service delivery
- Ensure that no task is so urgent or important that it cannot be done safely.

We will lead by example, fostering a proactive and strategic safety culture that informs all business decisions and operations. Our approach to health, safety, and welfare will be continuously developed to:

- Protect the wellbeing of employees, residents, pupils, and other stakeholders
- Demonstrate our commitment to improving health and safety performance
- Comply with statutory and regulatory requirements, approved codes of practice, and relevant guidance.

Executive Directors are responsible for ensuring safe systems of work and service delivery within their directorates, and for maintaining robust health and safety arrangements. CMT will monitor performance on a quarterly basis and ensure that appropriate accountability and responsibility is maintained.

I expect all staff to view safety as integral to delivering effective services and to take personal responsibility for it in their daily work. Everyone has a role to play in fulfilling the commitments of this policy.

This Policy will be made available to all persons working under the control of the Council and to interested parties upon request.



Jon Rowney
Chief Executive
London Borough of Camden

Chief Executive

The Chief Executive has ultimate responsibility for the major policy decisions and arranging for the adequate provision of finance and resources to achieve the objectives expressed in this policy.

The Chief Executive is specifically responsible for:

- (a) Ensuring that conditions exist to enable Camden's Management Team (CMT) members to deliver the objectives of this policy.
- (b) Ensuring effective health and safety strategy, policy and other appropriate arrangements are in place and are reviewed regularly.
- (c) Deciding on upon matters relating to health and safety that require the intervention of the most senior officer e.g. issues that:
 - (i) Are outside the direct control of Camden's activities e.g. those undertaken by contractors and partner organisations;
 - (ii) Are referred by the Director of People and Inclusion;
 - (iii) Form the subject of a report, complaint or concern from the Health and Safety Executive (HSE) and/or by any of the other statutory enforcement agencies.
- (d) Ensuring, through Camden's Safety Leadership Board, that there is regular monitoring of the performance of Camden's health and safety systems and individual contributions of CMT members to those systems.
- (e) Ensuring the provision of suitable and sufficient advice to elected Members to enable them to give due regard to health and safety matters when making decisions.
- (f) Ensuring that officers report to elected Members on:
 - (i) Health and safety matters with significant resource implications;
 - (ii) Significant health and safety failings and any enforcement action by statutory health and safety agencies taken against the Council.
- (g) Reviewing this policy when significant changes affect the implementation and/or effectiveness of the policy (but at least on an annual basis).

Executive Directors

To assist the Chief Executive in fulfilling their obligations, as detailed in the Policy specific responsibilities, it is the responsibility of each Executive Director to:

- a) Manage their Directorate Safety Risk Profile, which identifies key risks within their directorate to enable prioritisation and appropriate management of risk, so far as is reasonably practicable.
- b) Ensure that documented risks are allocated to an owner with suitable timescales for action and the risk register is updated to reflect this.
- c) Update the risk profile following the identification of new risks and changes to legislation or best practice.
- d) Establish and chair a Safety Board for their directorate comprising of their Directors and Heads of Service.
- e) Ensure that DMT members are suitably trained to enable them to perform their health and safety responsibilities.
- f) Provide sufficient resources to enable health and safety to be managed effectively within their Directorate.
- g) Produce and review progress reports for their directorate to assure itself that safety performance, legislative compliance and risks are being managed and reporting this into CMT.
- h) Keeping the Chief Executive apprised of health and safety matters likely to have a significant negative impact upon the council's business activities arising from their business decisions.

Camden's Management Team (CMT)

Camden's Management Team (CMT) is the senior officer decision-making group for Camden Council. It is chaired by the Chief Executive and includes our Executive Directors, the Director of Public Health and the Borough Solicitor. CMT have a dedicated Safety Leadership Board to ensure good safety leadership across the council.

CMT, along with the Cabinet, provide strategic management and leadership for the whole council. The team supports elected members in implementing the Council's priorities and policies, and then make sure that they are implemented, including making sure that we are able to meet our statutory obligations.

Specifically CMT members have executive responsibility for safety leadership & management through:

- a) Ensuring they make strategic business decisions that give proper consideration to all the health and safety implications
- b) Monitoring the impact of their strategic business decision on the council's health and safety management system and for taking appropriate actions on any matters of concern that may result.
- c) Ensuring that commissioning, finance and procurement services appropriately consider all relevant health and safety implications when taking business decisions likely to affect the day-to-day business operations.

Camden's Management Team (CMT) Structure



Chief Executive
Jon Rowney



Executive Directors
Corporate Services (Joint, Interim)
Kathryn Myers & Hanad Mohamed



Executive Director
Adults and
Health Integration
Jess Mcgregor



Executive Director
Children and Learning
Tim Aldridge



Executive Director
Investment Place and
Opportunity
David Burns



Deputy Chief Executive /
Executive Director
Supporting Communities
Gillian Marston



Borough Solicitor
Andrew Maughan



Director of Health
and Wellbeing
Kirsten Watters



Director of People
& Inclusion
Joanna Brown



Director of Corporate
Strategy and Policy
Design
Osian Jones



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Director of Property Management

The Director of Property Management has strategic oversight and operational responsibility for our Resident Safety Programme and manages the Head of Resident and Building Safety, who is responsible for the delivery of its work streams to meet the requirements of fire and building safety legislation. They will work with CMT, other appropriate directors and staff to create a systematic approach to health and safety management to deliver the highest level of safety in our housing stock.

Director of People and Inclusion

The Director of People and Inclusion is responsible for the delivery of a range of HR services including the provision of a learning and development safety programme, wellbeing support and managing the occupational health service contract. The Director of People and Inclusion attends CMT meetings and provides appropriate advice on matters which impact on health, safety and wellbeing of the workforce.

Camden Safety Leadership Board

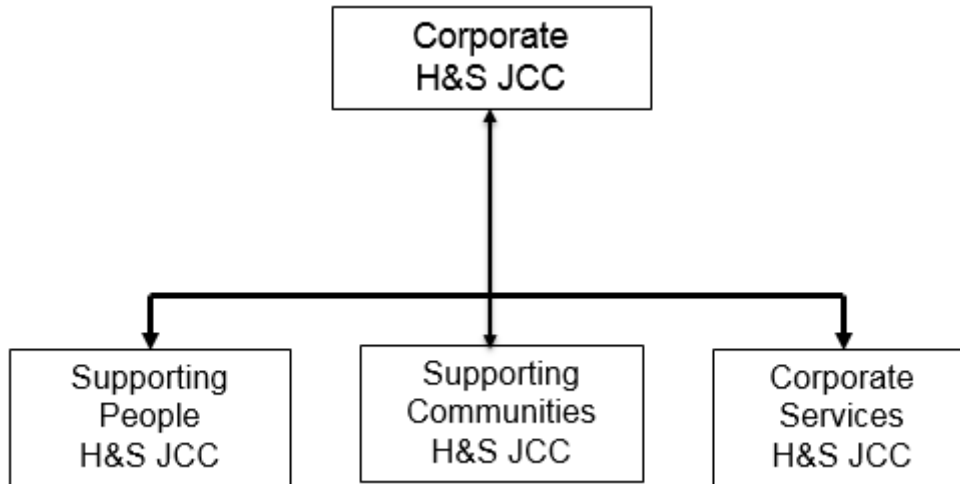
Camden have established a board to ensure good safety leadership across the London Borough of Camden. This is a Strategic Leadership and Governance Board made up of CMT that receives reports and audits from the Directorates to assure themselves that suitable and sufficient safety management systems are in place to deliver positive safety performance and a sustainable safety culture.

Camden Senior Leadership Group (SLG)

CMT also works with our senior leadership group (SLG), which includes the fifty most senior managers (Directors) across the Council. SLG meets every couple of months and is collectively responsible for providing leadership to the whole council.

Consulting on Health and Safety

Health and Safety Joint Consultative Committees (JCCs) are the forums where trade union representatives and management meet to discuss health and safety issues. There is a corporate health and safety JCC and directorate level health and safety JCCs. **See below for the structure of the H&S JCCs:**



Health and Safety Practitioners forum

Camden also has a Safety Practitioners forum. This is meeting of all safety professionals within the council to enable the sharing of safety related information and ensuring continuous professional development.

Corporate Health and Safety Manager

Responsible for driving operational compliance aspects of health and safety in line with Council Strategy and providing higher level technical health and safety advice to the Director of HR, Corporate Safety Board and Directorates.

Specific responsibilities

Support the Director of People and Inclusion

- (a) To act as professional advisor to the Director of People and Inclusion on all aspects of health and safety particularly from a corporate management perspective, bringing to their attention the identification of health and safety issues which may affect this policy and need escalating to relevant DMT and/or Safety Leadership Board.
- (b) Lead and direct health and safety performance and governance to ensure the provision of an effective and efficient Camden Safety Management System.
- (c) Establish a corporate health and safety training matrix for the identification of training needs across all roles within the Council, reviewing and monitoring the content of health and safety training available through training programmes to ensure the provision of training and trainers is to a high standard.

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- (d) Develop, monitor and review the effectiveness of corporate policies and guidance against current and future legislative requirements to ensure compliance across the organisation.
- (e) Provide health and safety advice to the wider HR community, promoting a positive health and safety culture as part of the wellbeing strategy and support managing the contracts for the occupational health service and employee assistance programme.

Support the Corporate Safety Board

- (f) Provide health and safety technical advice and guidance to Camden's Safety Leadership Board, enabling the development of health and safety plans to save lives, reduce accidents and loss events.
- (g) Ensure the implementation of an audit process throughout the Council to determine the efficiency, effectiveness and reliability of Camden's safety management systems and that where necessary, recommendations are made for corrective action.
- (h) Produce and deliver an annual health and safety assurance report to the Camden Safety Leadership Board including a safety plan to improve statutory compliance and safety performance.

Support to the Directorates

- (i) Develop and maintain corporate health and safety risk profiles to enable visibility of risks to within each Directorate.
- (j) Produce and deliver assurance reports of Directorate activities as required, supporting the identified actions to be implemented with advice and guidance around how to achieve the intended outcomes.

Corporate Health and Safety Advisors**General scope**

To support the Council and the Health and Safety Manager with the implementation of a health and safety strategy, provision of a safety advisory service and monitoring the effectiveness of Directorate's Safety Management Systems.

Specific responsibilities

- a) Develop and maintain a Directorate Safety Risk profile to enable visibility of the risks within each service area.
- b) Audit the directorate safety management systems, prioritising higher risk areas as identified in their Directorate Safety Risk Profile and producing assurance reports on these.

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- c) Develop and deliver health and safety performance reports to Directorate Management Teams and work with them to ensure actions are tracked to progression.
- d) Evaluate and analyse accident and incident data for each directorate identifying trends and advising directorates on the development of safety action plans to prevent reduce accidents and incidents.
- e) To attend Health and Safety Joint Consultative Meetings and provide health and safety updates as required.
- f) Build and maintain successful internal and external relationships, including with enforcement authorities, service providers, contractors and professional institutions and safety critical services professionals within the directorates.
- g) To advise on the training needs of staff within their area of responsibility.

Camden Employees

All Employees, including those with managerial responsibilities, have a responsibility to:

- a) Familiarise themselves and comply with the contents of this policy and all those policies, procedures and risk assessments that relate to their work.
- b) Work with due regard for the health and safety of themselves and others and not to misuse or interfere with anything provided in the interests of health, safety and welfare.
- c) Co-operate with and support managers in meeting their health and safety responsibilities.
- d) Report all accidents, incidents and any health and safety problems or deficiencies to their manager. Notify the health and safety team and/ or trade union representative if they feel that their concerns are not being acted upon.
- e) Take part in health and safety training and development and health surveillance programmes, as required.

Camden Managers (including Heads of Service and Supervisors)

Managers at all levels within the organisation have specific health and safety responsibilities, over and above their general obligations as employees. They are responsible for:

- a) Ensuring that all new members of staff (temporary or permanent) receive an effective local health and safety induction and understand the information given;

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- b) Assessing the health and safety competence of employees or groups to undertake their roles; ensuring staff receive appropriate health and safety training according to the job-specific roles they undertake and the levels of risk they will be exposed to;
- c) Creating, implementing and monitoring local health and safety policies and procedures proportionate to the level of risk associated with service delivery.
- d) Establishing a systematic approach for carrying out risk assessments to ensure that the risks inherent in the areas of service delivery for which they are responsible are identified and then eliminated, reduced or adequately controlled;
- e) Ensuring that all accidents, incidents of violence and aggression, near misses or other unplanned events are reported and investigated with appropriate remedial action taken.
- f) Ensuring proper consultation with the Trades Union appointed and other health and safety representatives on health and safety matters which affect the service.

Further Information

Executive Directorate Health and Safety arrangements, along with a range of topic based corporate health and safety policies and guidance, can be found on the [Health and Safety pages of Essentials](#).

Appendix 1. Managing safety within Camden - 'How we keep people safe'

The HSE's HSG65 Safety Management System Model

