



City of London Corporation (CoLC) Health and Safety Policy (Corporate)

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DRAFT

1. Health and Safety Policy Statement

I am committed to our organisation meeting its statutory health & safety responsibilities. This Policy details organisationally how we will meet these responsibilities as well as enable us to set some strategic safety objectives over the coming years. The plans for implementing the Policy can be found in our Safety Management Framework. The safety standards, guidance, and procedures under the framework make up our Safety Management System which must be implemented fully, to manage safety risk created by work. We will regularly review the operation of this system and the resulting data to inform our objectives. This ensures that we address key risks, achieve our goals, and continually improve our management of health and safety.

We want to provide a safe working environment for all. Through these arrangements, we will action our commitment to mitigating risk to our employees and service users from work-related physical and mental harm, including occupational ill health. To shape an organisation where wellbeing is valued, our people need to feel deeply connected to our vision, feel a sense of belonging. We must therefore actively collaborate with all stakeholders, especially the unions, to improve health and safety and embed it as a core element of everything that we do. Health & Safety is not a simple exercise in compliance, I recognise it as an enabler, working alongside our people strategy to help achieve our Corporate Plan efficiently, assuring safe delivery, the provision of excellent services, a vibrant thriving destination and flourishing public spaces.

We all have legal responsibilities for our own individual health and safety, as well as a collective responsibility for all our colleagues and others affected by the work we do. The Corporate Services Committee and the Executive Leadership Board accept their collective responsibility to model sound health & safety leadership and governance. However, I am convinced that safety constitutes a fundamental management duty, a 'brilliant basic' that demands genuine commitment from all leaders. Whilst I hold the ultimate accountability for health & safety, Chief Officers, senior managers, and our front-line managers all bear the responsibility and must discharge it diligently. I expect them to take ownership and ensure their areas are safe by taking sensible and feasible steps to ensure safety, having considered all circumstances like cost, time, and available resources.

I want our leaders to be curious about how their work activities are carried out, understand how they can enable and support their people to do safe, rewarding work and ensure operational risks are mitigated proportionately. A key part of safety leadership lies in creating psychologically safe environments, leaders can do this by encouraging reporting and acting appropriately when genuine concerns are raised, closing this loop earns us trust – a way of exemplifying the 'trustworthy leadership' we outline in our People Strategy.

We will commit the necessary resources including in recruiting, supporting, and retaining capable employees. Succeeding in this will only enhance the provision of an excellent service user experience. In delivering the Corporate Plan we must ensure our employees have the necessary knowledge and skills to ensure health & safety management continually improves, following my ethos of 'better never stops!'

[Signed] Ian Thomas

Town Clerk and Chief Executive.

2. Objectives

The Corporate Health and Safety Policy (the Policy) is the overarching occupational health and safety policy setting out our commitments to achieving positive health and safety outcomes for the whole CoLC. The Policy's purpose is to support fulfilment of our strategic aims and objectives, the provision of excellent services, a vibrant thriving destination and flourishing public spaces.

The CoLC's health and safety objectives.

- To facilitate the fulfilment of legal and other requirements.
- The continual improvement of health, safety, and wellbeing performance.
- The achievement of Corporation-wide and local business area health, safety and wellbeing objectives with a credible and transparent health and safety management system.
- Integration of the health and safety management system with strategic and operational functions of the Corporation.
- To support a health and safety management system and framework that enable good management of health, safety and statutory wellbeing risks and opportunities.

3. Scope

The City of London Corporation as the employer is required under the Health and Safety at Work Act 1974 to prepare a Health and Safety Policy Statement as per Section 2(3) of the Act and list the roles and responsibilities for health and safety. The Policy's scope defines the boundaries and applicability of the Policy and the CoLC's health and safety management system.

The Policy's scope is in table 1. The Policy applies to City of London Corporation employees, agency and casual staff, volunteers and others performing work or work-related activities that are under the control of the CoLC and shall be referred to as "employees." It applies to the locations, workplaces, activities, products, facilities, amenities and services within the business area's control and influence.

Through its implementation by the responsible person, other interested groups are impacted by our Policy and include Members, university students, school pupils, residents, tenants, visitors, and members of the public who use our services and products or engage with CoLC's services, properties, facilities and amenities under our control or influence.

Table 1. City of London Corporation Departments in Policy scope and responsibility of relevant Chief Officer		
Corporate Departments	Services Departments	Institutions
Chamberlain's	Community and Children Services	Barbican Centre
City Surveyor's	Environment and encompasses public, private, and charitable functions.	Guildhall School of Music and Drama
Comptroller and City Solicitor's	Innovation and Growth	City of London School
Deputy Town Clerks		City of London School for Girls
Remembrancer's Office		City of London Freeman's School
Corporate Strategy Performance & EDI		City Junior School
Communications & External Affairs		City of London Police Force
People & HR		City Bridge Foundation

Table 2 lists specific parts of the organisation that shall fall outside the Policy Scope because the CoLC is not the employer under the Health and Safety at Work Act etc. 1974. Those parts of the organisation shall have its own functions, responsibilities, and authorities for establishing their own health and safety policy and health and safety management system.

Table 2. Out of Policy Scope for the City of London Corporation	
Business area	Reason and Qualifications
<p>The Commissioner of the City of London Police and their sworn officers within the City of London Police Force.¹</p> <p>City of London Police officers who are sworn officers and hold ‘the office of constable’ are servants of the Crown and are not employees.</p> <p>Out of scope for the Policy.</p>	<p>The City of London Police Force is the police force for the City of London area under the superintendence of the CoLC acting by the Court of Common Council as police authority.</p> <p>The Commissioner of the City of London Police whilst appointed by the Court of Common Council of the CoLC, is directly accountable for the operation and control of the Force.</p> <p>The Commissioner is the Chief Officer for the City of London Police Force and responsible for the health and safety of their police officers.</p> <p>The Police (Health and Safety) Act 1997 makes police officers employees of the Chief Officer for the City of London Police Force for the purposes of health and safety legislation by inserting s 51A into the 1974 Act.</p> <p>The functions of the Commissioner and their Force are connected to the CoLC (and liability insurance arrangements reflect this, being named separately on the CoLC), but for legal purposes they are separate to the CoLC itself, which has distinct obligations as the police authority.</p>
<p>The City of London Multi-Academy Trust</p>	<p>Separate legal entity.</p> <p>The City of London Corporation is not legally the Employer. Benefits from its own insurance.</p>
<p>Lord Mayor’s Show Limited.</p>	<p>A separate legal entity – albeit that as a named insured body on the CoLC’s liability insurance policies careful consideration must always be given to any matters affecting health and safety.</p> <p>The City of London Corporation are an interested party engaged by the Lord Mayor’s Show Limited, alongside delivery of the CoLC’s own civic and public functions relating to Lord Mayor’s Day, and the CoLC is only responsible for the health and safety of the enabling functions provided within</p>

¹ S101 of the Police Act 1996

	the scope of the CoLC's its operations acting for itself or as service provider (See Table 1 above).
The Lord Mayor's Appeal	<p>A separate legal entity.</p> <p>The City of London Corporation is an interested party engaged by the Lord Mayor's Appeal and the CoLC is responsible for the health and safety of the enabling functions provided within the scope of the CoLCs own its operations acting for itself or as service provider (See Table 1 above).</p>
London Councils	<p>The name given to three statutory committees jointly discharging functions delegated by the 33 member London local authorities (and TfL for one of them) in accordance with agreements between the parties. Whilst separate accounts and insurance are maintained and staff employed in the name of those joint committees, the arrangements effectively operate on the basis that each of the participating authorities cross indemnifies the other under the joint committee governing agreements. The lease for the premises occupied by London Councils is held by a separate legal entity, London Councils Limited, of which company the CoLC is one member alongside the 32 London boroughs. Unless the CoLC discharges functions of contracting or lead authority for London Councils under an agreement for that purpose (see Table 1 above), the City of London Corporation is not legally the employer under Health and Safety legislation for London Councils business.</p>
Aldgate School	<p>A separate legal entity.</p> <p>Aldgate School is a voluntary aided school, and the school governing body is the employer.</p>

The Policy is the overarching policy under which other fire, health and safety policies, standards, and guidance (the Standards) are created and implemented. The Health and Safety Policy and standards form part of our documented information and include:

- Fire safety.
- Property health and safety, including Construction.
- Biological, chemical, physical, location, ergonomic, mechanical, equipment, psychosocial health and safety risks and welfare.

In this Policy will be collectively referred to as "health and safety."

4. Roles and responsibilities

The Policy assigns the responsibilities and accountabilities for relevant roles within the CoLC for our health and safety management system. The Policy shall be communicated at all levels within the CoLC and reviewed regularly by the Strategic Safety Board². The Policy is available on the COLNET and is maintained as documented information. Roles at all levels in the CoLC shall assume responsibility for those aspects of the health and safety management system over which they have control.

5. Strategic responsibilities

5.1. Court of Common Council

The [Standing Orders of the Court of Common Council \(cityoflondon.gov.uk\)](https://www.cityoflondon.gov.uk) details how the Court of Common Council, Committees and Sub-Committees shall be governed and the proceedings of meetings of the Court.

The overall delegations to Officers by the Court of Common Council are in the [Scheme of Delegations to Officers \(cityoflondon.gov.uk\)](https://www.cityoflondon.gov.uk). The Court of Common Council has agreed the principle that authority should be delegated to Chief Officers for carrying out the day-to-day management of services and for the discharge of specific statutory and non-statutory functions relating to health and safety matters.

5.2. Members, Committees and Sub-Committees

The role of Members is to provide governance of the City of London Corporation and serve on the Court of Common Council. Details on the main tasks and responsibilities are in the [Common Councilmen – Job Description](#), including health and safety matters:

- Participating in decision making, setting service policies, strategies, and standards
- Contributing to the process of scrutinising the performance in delivering services and implementing these strategies and standards
- Adhering to the [Members' Code of Conduct \(cityoflondon.gov.uk\)](https://www.cityoflondon.gov.uk) and behaving in accordance with all the Corporation's legal obligations, alongside any requirements contained within the Corporation's policies, protocols, or procedures, including on the use of the Corporation's resources.

The [Chairmen of Committees Job Description - City of London Corporation](#) details the Chair's main tasks and responsibilities. Chair's have a leadership role within the Corporation for creating a committee environment which allows robust oversight, debate, challenge, and scrutiny relating to health and safety matters in their service area.

The principles underlying Member and Officer relations are detailed in [Member/Officer charter 2021 \(cityoflondon.gov.uk\)](https://www.cityoflondon.gov.uk), including Members taking advice of Officers into account in reaching a decision on health and safety matters and respecting the Officer's responsibility to provide impartial advice, guidance, and information.

A summary of the Governance Arrangements can be seen at **Figure 1**.

5.3. Corporate Services Committee

The Corporate Services Committee, detailed in its [Order of the Court – Corporate Services Committee 2023](#), has specific authority to deal with or make recommendations to the Court of Common Council on

² The Strategic Safety Board is where CoLC management and employees plan and set objectives on health and safety matters that affect the Corporation.

corporate health and safety matters. The Committee is responsible for monitoring, scrutinising, and reviewing the health and safety management system in the CoLC.

5.4. Town Clerk and Chief Executive

The Town Clerk and Chief Executive is the most senior employee of the City for London Corporation and the accountable officer. The Town Clerk shall demonstrate leadership and commitment to health and safety and responsible for:

- Appropriately delegating health and safety authority and fire safety authority to relevant Chief Officers and the Executive Leadership Board to ensure successful implementation of the health and safety management system.
- Ensuring processes are in place to gain assurance from the Chief Officers and the Executive Leadership Board on health and safety management and health and safety Governance arrangements.
- Ensuring sufficient resources for the successful implementation of the City of London Corporation Health and Safety Policy and safety management system

5.5. Deputy Town Clerk

The Deputy Town Clerk is responsible for ensuring the overall strategic direction of health and safety at the CoLC is actively pursued, with the aim that the corporate departments, along with our Institutions and service areas are pulling together with cohesion and common purpose in the delivery of our health and safety goals. He will chair the Strategic Safety Board.

5.6. Strategic Safety Board

The board's function is:

- to set strategic direction for safety and the management of emerging and critical cross organisational risks
- to set values, objectives, with clear standards and targets for the management of occupational health and safety.

The board will oversee and ensure accountability within the various departments for their safety performance as well as directing on matters relating to the overall management of health and safety throughout the organisation. It will raise any appropriate safety risk to the Chief Officer Risk Management Group (CORMG) as appropriate.

The Deputy Town Clerk will chair the board. The board allows the City of London Corporation to establish a meaningful governance framework for safety decision-making. It also allows the organisation to provide a clear communication and escalation pathway for safety issues, through its alignment to health and safety groups at the operational level and committees at the governance level. It is particularly important for addressing critical risk issues.

The board will help to:

- Elevate health and safety standards across the City of London Corporation, ensuring corporate visibility and compliance in all activities.
- Promote and share best practices, key learnings, and success stories in health and safety.
- Ensure suitability of organisational arrangements for implementing the health and safety policy and statutory requirements.
- Develop and oversee the implementation of a comprehensive health and safety strategy for the City of London Corporation.

- Monitor and learn from enforcement actions taken by relevant agencies against the City of London Corporation.
- Review and update specific health and safety policies, incorporating best practices.
- Resolve escalated issues within or between departments that cannot be resolved at a local level.
- Monitor the implementation of health and safety strategies and improvement plans.
- Track key performance indicators for health and safety, making recommendations for improvement as needed.
- Evaluate and recommend the effective use of financial, human, physical, and information resources for health and safety management.
- Establish and periodically review organisation-wide health and safety targets for the City of London Corporation.
- Raise any cross-cutting safety risk as appropriate to CORMG

5.7. Senior Leadership Team and Executive Leadership Board

The Senior Leadership Team and Executive Leadership Board are the CoLC's most senior Officer Governance Group. They are accountable for the overall strategic management of health and safety.

Chief Officers are collectively and individually responsible for the overall strategic leadership of the CoLC and shall demonstrate leadership and commitment through positive role modelling of behaviours and keeping safety 'live' in their communications.

The [Scheme of Delegations to Officers \(cityoflondon.gov.uk\)](https://cityoflondon.gov.uk) and the [Executive Leadership Board Terms of Reference](#), Chief Officers are accountable for ensuring, as far as is reasonably practicable, the health and safety of everyone who may be affected by the work and activities of the department through the successful implementation of the CoLC's health and safety management system in their area of responsibility. Also, to comply with the Policy, delegating responsibility as appropriate to senior managers in accordance with the Policy.

5.8. City of London Police Commissioner

The City of London Police is not a separate legal entity through being financially and reputationally connected to the CoLC and is one of the CoLC's functions. However, the Police (Health and Safety) Act 1997 makes the City of London Police Commissioner legally the employer for City of London Police Officers for health and safety matters. The Commissioner shall ensure the City of London Police health and safety management system, policy, and arrangements are in place, to meet the Police (Health and Safety) Act 1997 and other relevant police requirements. The City of London Police Commissioner will own the health and safety responsibility for all officers and civilian staff.

The Commissioner shall ensure adequate planning, resources, support and operation of the overall health and safety management system for the continual improvement of health and safety performance and the achievement of City of London Police aims and objectives. The Police (Health and Safety) Act 1997, The Home Office, The College of Policing, the National Police Chiefs' Council including the National Police Chiefs' Council Guide to Health and Safety shall define the scope of the City of London Police health and safety management system, policy, and arrangements.

6. General responsibilities

6.1. Chief Officers

Chief Officers are accountable and responsible for making sure that employees and others are safe. Although accountability will rest with Chief Officers, they will delegate the operational aspects of health,

safety and fire management to other tiers of management. They are responsible for demonstrating leadership and commitment to good health and safety by:

- Determining the Policy's application within their area of responsibility according to the overall delegations to Officers, detailed in the Scheme of Delegations to Officers (cityoflondon.gov.uk)
- Ensuring the effective implementation of the organisation's health and safety policies, procedures, and guidelines within the department.
- Ensure systems and processes are in place to identify, assess, and manage health and safety risks specific to the department's activities, facilities, and operations.
- Develop and implement risk control measures to minimise harm, prevent accidents and injuries.
- Ensure that the department complies with all relevant health and safety legislation, regulations, codes of practice, and standards. Monitor compliance and address any non-compliance issues promptly.
- Ensure that employees within the department receive adequate health and safety training and are competent to perform their tasks safely. Provide ongoing training and development opportunities to enhance safety knowledge and skills.
- Establish procedures for reporting, investigating, and recording accidents, incidents, near misses, and occupational illnesses within the department. Take appropriate corrective and preventive actions to address identified hazards and prevent recurrence.
- Develop and maintain emergency response plans and procedures for the department. Ensure that employees are trained in emergency procedures and that emergency equipment is accessible and maintained.
- Promote a culture of safety within the department by fostering open communication, sponsoring psychological safety, encouraging employee participation in health and safety initiatives, and addressing safety concerns promptly.
- Ensure that contractors working within the department comply with health and safety requirements and integrate them into departmental safety management systems.
- Monitor departmental health and safety performance indicators, such as accident rates, near misses, and compliance metrics. Report on health and safety performance to SSB and other relevant committees as required.
- Drive and support continuous improvement initiatives to enhance health and safety performance within the department. Encourage innovation and best practices to reduce risks and improve safety outcomes.
- Ensuring that adequate resources are allocated for the effective management of health and safety risk, including fire in any demised premises and especially in fulfilling any client duties for managing a project as per Regulation 4 of the Construction (Design and Management) Regulations 2015
- All departments will produce a health and safety plan annually alongside the business planning process.
- Consulting with the Director of Health and Safety and Head of Profession, on enabling good management of health and safety and positively contributing towards achieving the Corporation's health and safety objectives.

6.2. Chief People Officer

The Chief People Officer is responsible for:

- Providing and ensuring competent Occupational Health and employee wellbeing provision, occupational health and wellbeing performance data and contributing to health and safety performance reports
- Ensuring that the CoLC's People Strategy and Human Resource policies and standards support the provision of a good working environment and supportive workplace culture conducive to the benefit of employee health and safety

- Supporting the development of management and leadership capability to enable the effective management of people and implementation of Human Resource policies
- Supporting the development and delivery of suitable staff health and safety training managed and provided by Human Resources. Producing staff training performance data and contributing to health and safety performance reports
- Monitoring the implementation and effectiveness of the Human Resource policies and standards on wellbeing
- Ensuring HR processes have health and safety aligned to them i.e. Job evaluation and description process, recruitment process, disciplinary and performance management.

6.3. Commercial Director

The Commercial Director is responsible for:

- Giving Health and Safety matters appropriate consideration with a view to ensuring the roles, responsibilities, and risks in relation to the performance of any contract are clearly defined from the outset.
- All goods and services being procured with due consideration of the health, safety and wellbeing of our staff, contractor's employees, clients, volunteers, and members of the public who may be affected by the performance of the contract.
- Ensuring that as part of the tendering process that bidders explain their approach to ensuring compliance to current safety legislation.

Will check a contractor's compliance with Health & Safety legislation in two ways:

- Prior to Contract Award by requesting information in the tender process through the use of the UK Single Procurement Document (SPD). If following evaluation, the response and request for supporting documentation does not meet the stated minimums for qualifying to perform the contract, the firm may not be short listed or awarded a contract.
- After Contract Award - by including contract conditions on Health & Safety in all COLC contracts and by monitoring a contractor's performance and compliance with those conditions

6.4. Senior Managers

Senior managers are accountable to their Chief Officers. They must implement health and safety management arrangements and proactively manage the health and safety risks in their area of responsibility. They must have a clear understanding and oversight of the operations and activities undertaken, the risks created by them and who is at risk. They will define the most appropriate safety structures and resources which will ensure integration with the overall strategic and operational direction of the department.

Senior managers are responsible for role modelling positive leadership behaviours on health and safety by:

- Ensuring there are appropriate arrangements for implementing health and safety policies, standards, and plans
- Ensuring line managers are competent to carry out their health and safety responsibilities
- Ensuring employee consultation on matters that significantly affect health and safety is timely and involves all appropriate interested parties, including Trade Union Representatives, internal and external interested parties.
- Ensuring that responsibilities and arrangements are agreed for the safety of employees, internal and external interested parties who may be put at risk by activities
- Identifying hazards for which they are the risk owner that present significant health and safety risks if not controlled adequately. Recording them and monitoring the effectiveness of their risk

controls. Where necessary alerting Chief Officers and executive leadership to failures in risk control, significant changes in risk or unacceptable risk

- Putting in place processes to ensure risks are appropriately risk assessed and adequate risk controls implemented.
- Making sure that appropriate arrangements are in place for ensuring competence and capability of their employees and that the CoLC's training requirements for health and safety training are met.
- Ensuring that there are arrangements in place for managing significant risks arising from activities that are not covered by the CoLC's health and safety related Standards. Developing and reviewing health and safety standards for the management of specific risks, and the legal and other requirements that have a significant impact.
- Ensuring that suitable systems are in place for the regular monitoring and review of health and safety arrangements.
- Co-operating with health and safety investigations, inspections, and audits
- Where any repairs, alterations, improvements, or modifications to CoLC premises or services are required, follow CoLC and other local requirements.
- Reporting on health and safety performance to the relevant health and safety group or department committee
- Ensuring health and safety is discussed at every team meeting.

6.5. Line Managers and Supervisors

Line managers are responsible for implementing the local health and safety management arrangements in their area of control including monitoring and checking their effectiveness. Supervisors are responsible for monitoring and checking that the local arrangements and rules are being followed.

The direct responsibility of line managers and supervisors for health and safety are determined by the extent to which they have authority to act. That is, if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.

Line managers and supervisors are responsible for demonstrating commitment to good health and safety in their area of control by:

- Keeping up to date with health and safety requirements including their specific areas and making sure the Health and Safety Policy, Fire Safety Policy and relevant Standards are implemented and monitored.
- Making sure their employees are trained, competent and capable of carrying out their health and safety responsibilities.
- Making sure employees and others under their control carry out their health and safety responsibilities.
- Supporting their senior management in the development and review of risk assessments and health and safety standards
- Ensuring risk assessments are carried out, recorded, implemented, shared with employees.
- Risk controls monitored and appropriate action taken to mitigate any gaps identified.
- Escalating senior management of significant health and safety risks.
- Consulting employees and their safety representatives on risk assessments and on changes to working practices that may affect their health and safety.
- Effectively communicating information and co-ordinating arrangements for controlling health and safety risks which may affect employees, internal and external interested parties
- Equipment and substances provided for use at work are risk assessed, fit for purpose, used safely, and maintained in a safe condition.

- Carrying out regular inspections, testing and monitoring to ensure health and safety and that employees are meeting their responsibilities and working safely.
- Reporting on findings and actions taken from inspections, audits, and incident investigations to senior management and into business area arrangements.
- Seeking advice from their senior manager, competent health and safety professionals, for any health and safety concerns that they cannot address.
- Taking account of the effect of work on employee health and organising health surveillance, as well as health of the employee on work when delegating work and assessing health and safety risks.
- Ensuring that their employees have a psychologically safe environment to work in.

6.6. Premises Controllers

Premises Controllers are responsible for implementing the Corporations Health & Safety Policy and guidance relevant to the safe operation of any demised premises, including:

- Managing suitable health and safety inspections of site operations in accordance with guidance documents
- Managing any inspection, audit, or assessment recommendations for areas of operation under their control or bringing to the attention of the relevant party, including tenants or contractors
- Managing contractor and visitor safety when attending site
- Managing First Aid provision and fire evacuation procedures
- Escalating any appropriate health & safety incident, defect, or compliance gap through their organisation.

6.7. Employees

All employees are responsible for demonstrating commitment to good health and safety by:

- Looking after their own work-related health and safety and the health and safety of others affected by their work activities or actions whilst at work.
- Co-operating with the CoLC by following safe working practices and carrying out their responsibilities as detailed in this and other health and safety related policies and standards.
- Not interfering with, or misusing, anything provided for their health and safety.
- Timely reporting of accidents, work-related ill-health, health and safety related incidents, hazards or inadequacies in health and safety procedures, in accordance with their local and CoLC procedures
- Taking part in, and following, health and safety training and development identified as necessary by the CoLC or line manager.
- Undergoing health surveillance identified as necessary by risk assessments.
- Using work equipment and hazardous substances safely and in accordance with instructions and/or training
- Ensuring that activities, events, or projects that they organised are risk assessed and suitable control measures implemented.
- Seeking advice if they do not feel competent to carry out their responsibilities.
- Employees are empowered to stop work if there is imminent risk of danger.

In addition, employees may be given specific health and safety related roles or responsibilities. These may be detailed in their local health and safety management arrangements, in their job description or other CoLC health and safety related policies or standards.

Any CoLC employee who commissions a contract for services, goods or works on behalf of the organisation will be the Commissioning officer with responsibilities defined in the Fire Safety Policy and other property related health and safety standards.

7. Competent advice and assistance

The competent health and safety advice and assistance roles in the CoLC are staff or internal or external experts who have the necessary training, knowledge, experience, and expertise to advise and support management and employees meet their health and safety responsibilities.

7.1. Corporate Health and Safety Team

The Corporate Health and Safety Team, led by the Director of Health and Safety, is responsible for providing the second line of assurance function and the overall framework for our safety management system. They can provide competent advice and assistance on health and safety matters, including all elements of building and fire safety, ensuring the development, implementation and auditing of the health and safety management system within the CoLC and for driving continual improvement.

7.2. Director of Health and Safety and Head of Profession

The Director of Health and Safety is the competent person responsible for providing advice to the Town Clerk and Chief Executive and Senior Leadership Team on the strategic direction for health and safety matters, especially on cross-Corporation safety risks. This role discharges the requirement under Regulation 7 of the Management of Health & Safety Regulations 1999 for competent advice.

- Establishing and leading the strategic direction of health and safety management across the City of London Corporation.
- Ensure cross-Corporation alignment with the CoLC's health and safety Policy and plans.
- To assure compliance with legislation and other requirements to align with the CoLC's Strategic Plans.
- Overseeing the development, implementation and monitoring of the Corporate Health and Safety Business Plan and health and safety management system
- Providing guidance and information on the Policy's objectives and key health and safety performance measures to Corporate Services Committee.
- The provision of competent health, safety, and fire safety advice within the CoLC
- Keeping the Town Clerk and Chief Executive, the Senior Leadership Team, and Corporate Services Committee informed of significant health and safety risk management issues.
- Supporting and alerting the Senior Leadership Team and Chief Officers on the need to consider the impacts on Health & Safety of any significant work identified in business plans.
- Overseeing the delivery of regular performance reports and the Annual health and safety performance report on to the Senior Leadership Team and Corporate Services Committee
- Agreeing health and safety performance measures through which continual improvement in health and safety performance can be monitored.
- As Head of Profession, responsible for providing leadership and development for the safety at the city of London Corporation.

7.3. Health & Safety Managers Forum

The Health and Safety Managers Forum in the CoLC refers to the health and safety professionals and employees, roles nominated as points of contact for health and safety matters in their departments. They are responsible for coordinating and cooperating with the Corporate Health and Safety Team to ensure a consistent and collaborative approach to ensuring the continual improvement of the health and safety management system in their department in the context of the CoLC.

7.4. Head of Health and Safety for the City of London Police

The Head of Health and Safety for the City of London Police is responsible for providing competent health and safety advice to the City of London Police Commissioner and the City of London Police Chief Officers to ensure the responsibilities in section 5.8 of this Policy are met.

7.5. Radiation Protection

7.5.1. Radiation Protection Officer

This role sits within the corporate Health and safety team and is responsible for monitoring via audits, radioactive source management, arrangements, and protection on behalf of the CoLC to ensure local processes are being followed.

7.5.2. Radiation Protection Advisor

This role is provided via the external organisation CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) a professional organisation for science and technology in the learning sector. They are responsible for providing competent advice on radiological protection and compliance with the Ionising Radiations Regulations.

7.5.3. The Radiation Protection Supervisor

This role is a member of staff at the site responsible for the security, safe storage, use and monitoring of radiative sources in the business area and ensuring employees understand the standard operation procedures and risk assessments.

7.6. Occupational Health and Wellbeing

7.6.1. Occupational Health Service

The Occupational Health Service is responsible for providing a competent advisory service to all employees and management, working closely with all departments to promote and maintain high standards of occupational health to minimise the risks from ill health and reduce sickness absence. The service will advise where there is the potential for exposures and what departments would need to do to minimise risk of harm including any health surveillance that may need to be put in place.

7.6.2. Wellbeing Advisor

The Wellbeing Advisor is responsible for developing and promoting strategies to support the wellbeing of our workforce. Wellbeing being a critical component of our people strategy will be reviewed to ensure working relationships with stakeholders and reporting on wellbeing metrics to key stakeholders and relevant committees.

7.6.3. First Aiders and Mental Health First Aiders

First Aiders and Mental Health First Aiders are employees trained and responsible for providing workplace first aid and mental health first aid. These will be trained and deployed in line with departmental needs and based upon their First Aid Risk Assessment.

8. Health & Safety Arrangements

The arrangements for implementing this Policy are detailed in the safety management framework.

The health and safety management framework embodies our safety management system containing corporate standards, key safety requirements and other required safety procedures.

The City of London Corporation fire, health and safety management system is based on the PLAN-DO-CHECK-ACT model as outlined in HSG 65³, the Health & Safety Executives Guidance for Managing Health & Safety as well ISO45001⁴ Occupational Health and Safety Management System, the international standard for Occupational Health Management. The management system is applied organisation-wide, and departments are expected to document and scope out their own local management system in line with our framework.

Figure 1 below outlines the Governance, communication, and escalation pathways for health & safety.

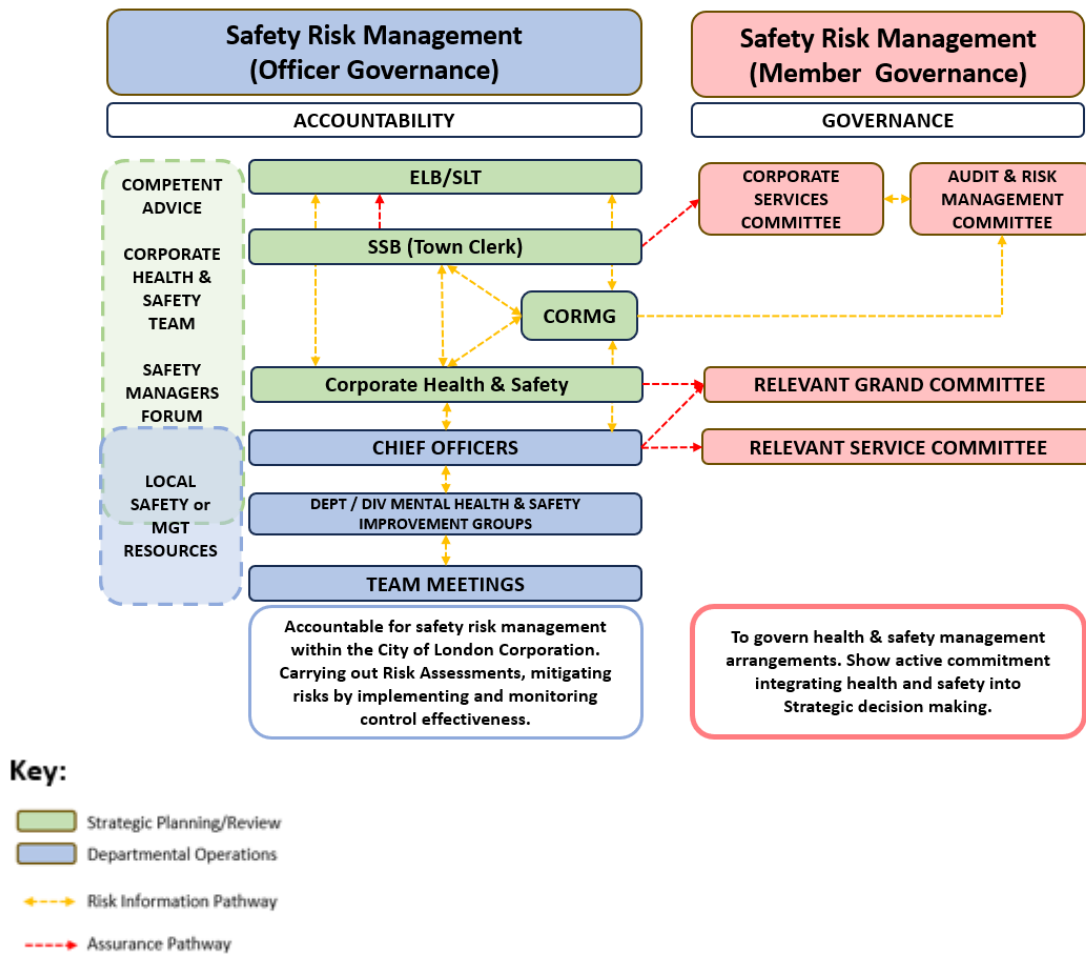


Figure 2 below gives us a schematic of how this system operates and aligns to the organisation, its mechanisms and the roles people play.

Safety tools or information are accessible via our intranet. [Health & Safety \(sharepoint.com\)](https://sharepoint.com)

³ [Managing for health and safety \(HSG65\) \(hse.gov.uk\)](https://www.hse.gov.uk/hsg65/)

⁴ [ISO 45001:2018 - Occupational health and safety management systems — Requirements with guidance for use](https://www.iso.org/standard/72430.html)

Figure 2. City of London Corporation Health and safety management system



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