

Polisi Iechyd a Diogelwch



Iechyd,
Diogelwch
a
Llesiant

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ADRAN 1: DATGANIAD POLISI

Datganiad Polisi Iechyd a Diogelwch

Yma yng Nghyngor Gwynedd, rydym yn ymdrechu i roi pobl Gwynedd yn ganolog i bopeth y mae'r Cyngor yn ei wneud. Mae hynny yn golygu sicrhau ein bod yn gwybod beth sy'n bwysig i'n trigolion a gweithredu i gyflawni hynny. yna yw amcan Ffordd Gwynedd.

Yn amlwg, mae bod yn ddiogel yn bwysig i ni gyd ac felly mae iechyd a diogelwch wrth wraidd Ffordd Gwynedd ac yn un o'r egwyddorion hynny na ellir cyfaddawdu arno. Yn sicr, mae disgwyliad sylfaenol gan bobl Gwynedd na fydd y Cyngor yn eu niweidio mewn unrhyw ffordd. Toes 'run o staff y Cyngor chwaith yn dod i'w gwaith i gael eu hanafu. Yn gryno, waeth i ni heb a phoeni am safon y gwasanaeth y mae'r Cyngor yn ei gynnig i'r cyhoedd os nad ydi'r gwasanaeth hynny yn ddiogel i'w gynnig yn y lle cyntaf.

All 'run ohonom gyflawni Cyngor diogel ar ben ein hunain. Mae gofyn i bawb o staff y Cyngor gydweithio, gan fod yn agored ac adrodd ar unrhyw berygl neu broblem yn syth tra ar yr un pryd fod yn synhwyrol am risgiau, gan dderbyn na allwn wastad eu dileu yn gyfan gwbl, ond yn hytrach eu rheoli.

Caiff ei ddweud yn aml mai mater o synnwyr cyffredin yw iechyd a diogelwch, ac er bod elfen o wirionedd yn hynny; mewn sefydliad mor fawr a chymhleth a'r Cyngor, ni allwn gymryd dim yn ganiataol. Mae'n bwysig cael strwythur, cyfrifoldebau a threfniadau clir y mae pawb yn eu deall er mwyn gallu gwarchod staff a phobl Gwynedd, a dyna beth am amlinellir yn y polisi yma.

Amcanion y Cyngor mewn perthynas â'r uchod yw:

1. I wneud ein gwaith yn ddiogel gan gydymffurfio a gofynion y gyfraith.

2. I sicrhau fod iechyd, diogelwch, a llesiant yn derbyn lefel gyfatebol o ystiriaeth ac amlygrwydd a materion rheoli eraill o fewn y Cyngor
3. Sicrhau bod staff ar bob lefel o fewn y Cyngor yn gymwys i ymdrin â'u gwaith a'u cyfrifoldebau mewn ffordd ddiogel, gan ddeall oblygiadau a risgiau sydd ynghlwm a'u gwaith neu'i penderfyniadau.
4. Darparu offer a systemau gweithio diogel.
5. Darparu a chynnal manau gwaith ac adeiladau cyhoeddus iach a diogel.
6. I sicrhau fod partneriaid a chontractwyr yn gymwys i reoli unrhyw risgiau sydd yn gysylltiedig â'u gwaith.
7. I gynnal trefniadau a system addas ar gyfer cael gwared o beryglon ble bynnag bosibl, a lleihau a rheoli risgiau.
8. I fonitro gweithrediad y trefniadau a'r system honno yn rheolaidd a chyflwyno gwelliannau parhaus.
9. Ymgynghori a chynnwys gweithwyr a'u cynrychiolwyr ynghylch y materion sy'n effeithio ar eu hiechyd a'u diogelwch.
10. Cymryd pob cyfle i hybu iechyd a llesiant staff y Cyngor.



Dafydd Gibbard
Prif Weithredwr



Dyfrig Siencyn
Arweinydd

ADRAN 2 - CYFUNDREFN A CHYFRIFOLDEBAU O FEWN Y CYNGOR

Cyflwynir y Polisi hwn i gydymffurfio a'r Ddeddf Iechyd a Diogelwch yn y Gwaith 1974.

Mae'r polisi yn amlinellu cyfrifoldebau ac atebolrwydd o fewn y Cyngor mewn perthynas ag iechyd a diogelwch Cyngor Gwynedd ac mae'n ofynnol dod a'r cynnwys i sylw pob aelod staff:

1. Pob gweithiwr

Un o hanfodion Ffordd Gwynedd yw os oes unrhyw un yn gwybod am unrhyw beth sy'n llesteirio ein gallu i gyflawni yr hyn sy'n bwysig i bobl Gwynedd, yna mae'n ddyletswydd arnynt i wneud rhywbeth amdano.

Yn sylfaenol felly, mae disgwyl iddynt adrodd wrth eu Harweinydd Tîm neu Reolwr cyn gynted a phosibl am unrhyw bryderon sydd ganddynt am fater neu sefyllfa iechyd a diogelwch yr ystyrir yn beryglus ganddynt, neu rwystr i allu gweithio yn ddiogel.

Yn ogystal â hyn, cyfrifoldeb pob gweithiwr yw:

- 1.1. Cymryd gofal rhesymol o'u hiechyd, diogelwch a'u llesiant eu hunain, ynghyd ag iechyd a diogelwch eraill a allai gael eu heffeithio gan eu gweithredoedd neu ddiffyg gweithredu.
- 1.2. Gydweithio gyda'u Rheolwr a goruchwyliwr ar faterion iechyd a diogelwch.
- 1.3. Dod yn gyfarwydd â'r Polisi hwn ac unrhyw weithdrefnau iechyd a diogelwch a ddarparwyd iddynt neu a ddaethpwyd i'w sylw fel arall, a gweithredu yn unol â hwy.
- 1.4. Mynychu'r hyfforddiant a ddarperir iddynt a gweithredu yn unol â'r hyfforddiant a ddarperir neu unrhyw gyfarwyddiadau a roddwyd

iddynt ar lafar neu mewn dogfennau.

- 1.5. Dilyn gweithdrefnau a chyfarwyddiadau gweithredu diogel a threfniadau argyfwng, a pheidio â chamddefnyddio neu ddifrodi offer.
- 1.6. Cynorthwyo i gadw safon cadw tŷ uchel yn eu gweithle.
- 1.7. Adrodd am bob damwain, digwyddiad, damwain fu bron a digwydd a digwyddiadau treisgar ar unwaith wrth eu Rheolwr Llinell drwy ddefnyddio'r ffurflen HS11. Rhaid gwneud hyn cyn gynted â phosib ar ôl y digwyddiad. Mae hyn yn cynnwys adrodd am unrhyw ddamwain / digwyddiad a ddaw i'w sylw yn ymwneud â pherson nad yw'n weithiwr i'r Cyngor tra'r oedd ef/hi ar eiddo neu safleoedd y Cyngor neu a effeithiwyd gan weithgarwch y Cyngor.
- 1.8. Sicrhau eu bod yn ymwybodol o sut i ymgymryd â thasgau gwaith a ddyrannir iddynt, a sut i ddefnyddio offer y mae'n ofynnol iddynt ei ddefnyddio, a gofyn i oruchwyliwr neu reolwr os ydynt yn ansicr ynglŷn ag unrhyw agwedd o'u dyletswyddau.
- 1.9. Gwisgo dillad diogelwch a defnyddio offer diogelwch a ddarperir ar eu cyfer, eu cynnal a'u cadw'n dda a gofyn am rai newydd os nad ydynt yn ffitio, os ydynt yn aneffeithiol neu wedi gwisgo.
- 1.10. Asesu unrhyw berygl sylweddol a allai godi yn ystod proses waith (h.y. asesiad dinamig) a sicrhau nad ydynt yn ymgymryd â gwaith mewn amgylchedd peryglus.
- 1.11. Gwneud awgrymiadau adeiladol wrth eu Rheolwr Llinell ar unrhyw agwedd o iechyd a diogelwch a llesiant

2. Rheolwyr Gwasanaeth (i gynnwys Penaethiaid ysgol)

Mae Rheolwyr Gwasanaeth yn atebol am sicrhau fod yna drefniadau iechyd, diogelwch a llesiant priodol o fewn eu Gwasanaeth / safle. Byddant yn gyfrifol am:

- 2.1. Sicrhau eu hunain eu bod wedi ymglyfarwyddo a'r risgiau y maent yn eu rheoli i lefel sy'n ddigonol i'w gallu eu rheoli o ddydd i ddydd ac yn deall eu cyfrifoldebau rheoli. Yn ogystal a mynychu hyfforddiant rheoli'n ddiogel, gall hyn olygu mynychu hyfforddiant arbenigol a / neu thynnu ar gyngor cymwys.
- 2.2. Arwain trwy esiampl; meithrin a chynnal diwylliant iechyd a diogelwch cadarnhaol bob amser, trwy sefydlu iechyd a diogelwch a rheolaeth risg synhwyrol fel egwyddor gweithredu o fewn eu Gwasanaeth.
- 2.3. Datblygu diwylliant agored sy'n meithrin ymddiriedaeth ac yn hyrwyddo cyfranogiad ac ymglymiad pob aelod o staff, gyda llinellau cyfathrebu agored er mwyn i staff allu adrodd am bryderon a chynnig gwelliannau.
- 2.4. Sicrhau bod staff yn perchnogi gweithdrefnau adrodd am ddamweiniau a digwyddiadau, a bod damweiniau'n cael eu hadrodd, ac arwain ar ymchwilio'r ddamwain a sicrhau fod camau cywiro prydlon yn cael eu cymryd pan fo'r angen.
- 2.5. Sicrhau bod asesiadau risg addas a digonol yn cael eu cynnal yn y maes y maent yn gyfrifol amdano. Dylid cynnwys staff yn y broses o lunio'r asesiadau, cofnodi'r asesiadau, eu rhannu â staff perthnasol, a'u hadolygu'n rheolaidd neu pan fo unrhyw newid. Dylid cofio fod rhai carfannau o staff angen asesiadau arbenigol gan gynnwys merched beichiog, neu bobl ifanc o dan 18.
- 2.6. Sicrhau bod anghenion hyfforddiant staff eu wedi eu hadnabod, a'u bod yn derbyn hyfforddiant, cyfarwyddyd a gwybodaeth iechyd a diogelwch penodol fel sy'n berthnasol i'w rôl, a fod yr hyfforddiant yno yn cael ei adnewyddu yn ôl yr angen. Yn ogystal, sicrhau bod staff newydd yn derbyn hyfforddiant a chyfarwyddyd anwytho digonol.
- 2.7. Sicrhau fod gweithdrefnau iechyd a diogelwch mewnol y Cyngor yn cael eu gweithredu o fewn y Gwasanaeth.

- 2.8. Sicrhau fod cydweithio a chyd-gordio gyda Rheolwyr eraill ble fo rheolaeth risg yn golygu gweithio ar draws ffiniau Gwasanaethau.
- 2.9. Sicrhau fod proses o adnabod ac ystyried yn llawn unrhyw risgiau sydd ynghlwm ac unrhyw newid i drefniadau gwaith, neu brosiect gan ddwyn ar gyngor cymwys ble gall fod risgiau arwyddocaol.
- 2.10. Adnabod partneriaid a chontractwyr sy'n gweithio i'r / gyda'r Gwasanaeth a sicrhau eu bod yn gymwys i wneud y gwaith a fod gweithdrefnau'r Cyngor ar reoli contractwyr wedi eu dilyn wrth gomisiynu'r gwaith.
- 2.11. Llunio rhaglen o unrhyw weithrediadau sy'n codi o'r asesiadau risg / archwiliadau / ymchwiliadau gan adrodd am unrhyw rwystrau neu risgiau na ellir eu datrys o fewn y Gwasanaeth wrth y Pennaeth a/neu Pennaeth Cynorthwyol fel fo rhwydwaith ble gall y risg ei gynnwys ar y gofrestr risg Adrannol ble fo'n berthnasol.
- 2.12. Cyfathrebu materion iechyd a diogelwch yn effeithiol gyda phob aelod o staff yn eu hadran, a chynnwys iechyd a Diogelwch fel eitem rheolaidd mewn cyfarfodydd tîm.
- 2.13. Adrodd wrth y Pennaeth Adran am unrhyw fater iechyd a diogelwch sydd angen sylw brys.
- 2.14. Sicrhau fod unrhyw oblygiad iechyd a diogelwch yn cael ei ystyried yn y broses o gaffael offer newydd, a fod yr offer hwnnw wedyn yn cael ei gynnal a'i gadw mewn cyflwr diogel.
- 2.15. Sicrhau bod gan bob gweithiwr a hyfforddai offer a dillad diogelu priodol, ac yn derbyn gwybodaeth, hyfforddiant a chanllawiau addas ar sut i'w defnyddio.
- 2.16. Sicrhau fod unrhyw anghenion gwylidwriaeth iechyd neu brofion meddygol statudol wedi eu hadnabod o fewn staff y Gwasanaeth a'r wybodaeth wedi ei basio i'r Gwasanaeth iechyd Diogelwch a Llesiant, a fod staff yn cael eu rhyddhau o'u dyletswyddau i fynychu

unrhyw brofion angenrheidiol er mwyn eu diogelu.

- 2.17. Sicrhau eu bod yn dilyn trefniadau Corfforaethol ac Adrannol o ran rheoli unrhyw gontractwr neu bartner sy'n ymgymryd â gwaith i'r Gwasanaeth.
- 2.18. Sicrhau fod monitro digonol ar fesurau rheoli gyda adolygiadau rheolaidd a llwybr at welliant parhaus.
- 2.19. **Bydd disgwyl i Arweinyddion Tim ymgymryd a rhai o gyfrifoldebau y Rheolwr er mwyn eu cynorthwyo gyda'u dyletswyddau.**

(Noder ble fo gofyn i adrodd am risgiau wrth Bennaeth Cynorthwyol / Pennaeth Adran, bydd hyn yn cynnwys y corff llywodraethol mewn cyd-destun ysgol)

3. Cyfrifoldeb Rheolwyr Safle (i gynnwys Penaethiaid ysgol)

Mae rôl Rheolwyr Safle yn ganolog i ymdrechion y Cyngor i wella cyflwr a defnydd o'i adeiladau a thir o fewn ffiniau'r safle ac i sicrhau eu bod yn gweithredu'n ddiogel ac yn effeithlon: unigolion ydynt sy'n cadw llygaid ar adeiladau a thir y Cyngor fel eu bod yn cael eu cynnal mewn cyflwr diogel, glân, taclus ac atyniadol, yn ogystal â bod yn addas ar gyfer anghenion staff a chwsmeriaid.

Cyfrifoldebau'r Rheolwyr Safle yw:-

- 3.1. Arwain trwy esiampl; meithrin a chynnal diwylliant iechyd a diogelwch positif bob amser.
- 3.2. Rheoli unrhyw gyllideb ddatganoledig ar gyfer cynnal a chadw / gwasanaethu pan fo'n briodol. Nid yw hyn yn cynnwys unrhyw gyllidebau a gaiff eu rheoli gan y Gwasanaethau Eiddo
- 3.3. Gweithredu fel, neu sicrhau fod person addas arall wedi ei ddynodi i fod yn bwynt cyswllt cyntaf am faterion dydd i ddydd yn ymwneud â'r eiddo.

- 3.4. Sicrhau y caiff ceisiadau am waith cynnal a chadw eu hadrodd i'r Ddesg Gymorth Eiddo, ble bo'n briodol
- 3.5. Os yw Rheolwr Safle / Wasanaeth yn dymuno trefnu gwaith ar yr adeilad, yna rhaid sicrhau fod cais wedi ei gyflwyno i'r Gwasanaeth Eiddo ar ffurflen C1 a sicrhau fod caniatâd ar yn awdurdodi'r gwaith wedi ei dderbyn gan y Gwasanaeth Eiddo cyn i unrhyw waith gael ei drefnu.
- 3.6. Sicrhau fod unrhyw waith gwasanaethu sy'n gyfrifoldeb ar y sefydliad i'w gyllido allan o'u cyllideb ddatganoledig yn digwydd yn amserol.
- 3.7. Cydweithio â Rheolwr Prosiect gwaith adeiladu i sicrhau integreiddiad esmwyth y gwaith prosiect â defnydd arferol yr adeilad, gan leihau'r effaith ar ddefnyddwyr yr adeilad, a chyfathrebu'n glir â defnyddwyr yr adeilad.
- 3.8. Sicrhau y cwblheir ac adolygir asesiadau risg, a sicrhau y cydymffurfir â'r trefniadau i reoli'r risgiau sy'n gysylltiedig â'r adeilad, y safle a'r defnydd ohono. Bydd asesiadau arbenigol ac arolygon tân, asbestos a chlefyd y lleng filwyr (legionella) yn cael eu cydgorodio gan y gwasanaeth eiddo a rhennir y canfyddiadau gyda'r Rheolwr Safle.
- 3.9. Sicrhau bod y ffeiliau Gwybodaeth Eiddo / Bocsys Glas yn cael eu cadw'n gyfredol
- 3.10. Sicrhau bod Cynlluniau Rheoli e.e. cynllun rheoli tân sy'n ymwneud â materion eiddo yn cael eu gweithredu ar y safle e.e. materion rheoli legionella, profi taenellwyr a gwagio unrhyw systemau biomass.
- 3.11. Sicrhau bod gweithdrefnau arwyddo mewn ac allan corfforaethol yn cael eu gweithredu ar y safle a bod staff, contractwyr ac ymwelwyr yn ymwybodol o wybodaeth sy'n berthnasol i risgiau ar y safle a fod y gofrestr asbestos yn cael ei dangos i gontractwyr ar bob achlysur.

- 3.12. Trefnu cynnal a chadw'r tiroedd.
- 3.13. Cefnogi ymdrechion y Cyngor i leihau ein defnydd o ynni a sicrhau bod trefniadau wedi'u sefydlu i gofnodi'r defnydd ar y safle ac anfon gwybodaeth at y Gwasanaeth Eiddo yn fisol.
- 3.14. Sicrhau fod trefniant mewn lle i ymdrin â cheisiadau i ddefnyddio/llogi rhannau o'r adeilad yn unol â'r math o wasanaeth a ddarperir o'r adeilad hwnnw a sicrhau bod trefniadau trosglwyddo digonol wedi'u sefydlu sy'n cynnwys defnyddio a gwagio'r adeilad yn ddiogel (fodd bynnag, dylai unrhyw geisiadau am ddefnydd ehangach e.e. hawliau mynediad, trwyddedu, prydlesau a phryniadau gael eu dwyn i sylw'r Gwasanaeth Eiddo).
- 3.15. Sicrhau bod unrhyw gontractwyr a ddefnyddir ganddynt i wneud gwaith yn gymwys i ymgymryd â'r gwaith yn ddiogel, yn cynhyrchu asesiadau risg ar y gwaith, ac yn cydymffurfio â gweithdrefnau rheoli Contractwyr Cyngor Gwynedd.
- 3.16. Sicrhau y dilynir gweithdrefnau diogelwch Cyngor Gwynedd.
- 3.17. Sicrhau bod archwiliadau safle yn digwydd yn rheolaidd ac yn cael eu cofnodi ar y daflen log perthnasol e.e. llyfr log diogelwch tân.
- 3.18. Mynychu unrhyw hyfforddiant a ddarperir ar gyfer rheolwyr safle gan gynnwys hyfforddiant atgoffa.
- 3.19. Ymateb yn brydlon i geisiadau am wybodaeth gan y Gwasanaeth Iechyd Diogelwch a Llesiant neu'r Gwasanaethau Eiddo.

4. Cyfrifoldeb Penaethiaid Adran

Mae Penaethiaid Adran yn gyfrifol am ddiogelwch staff yn eu Hadran ac am ddiogelwch unrhyw unigolyn allai gael ei effeithio gan weithgareddau'r Adrannau. Maent yn atebol i'r Prif Weithredwr a'u haelod Cabinet am sicrhau bod eu Hadran yn cydymffurfio â gofynion iechyd a diogelwch.

Mae'n gyfrifoldeb ar bob Pennaeth Adran i:

- 4.1. Sicrhau bod y Polisi hwn, ynghyd â'r gweithdrefnau iechyd a diogelwch perthnasol, yn rhan hanfodol o waith, diwylliant, egwyddorion a safonau perfformiad yr Adrannau, a bod cyngor cymwys wedi ei dderbyn ar unrhyw oblygiadau iechyd a diogelwch arwyddocaol.
- 4.2. Sicrhau fod strwythur clir yn bodoli o fewn eu hadran er mwyn gallu gweithredu'r polisi hwn.
- 4.3. Darparu arweinyddiaeth glir i Reolwyr a staff ar iechyd a diogelwch, a gosod ac adolygu targedau ar gyfer cyflawni gwelliannau mewn iechyd a diogelwch.
- 4.4. Datblygu diwylliant agored a synhwyrol sy'n meithrin ymddiriedaeth ac yn hyrwyddo cyfranogiad ac ymglymiad pob aelod o staff
- 4.5. Sicrhau bod ymgynghori yn digwydd a staff eu Hadran ar unrhyw fater allai effeithio ar eu hiechyd neu ddiogelwch, a bod trefniadau yn eu lle i sicrhau bod gwybodaeth am iechyd a diogelwch yn cael ei rannu o fewn yr Adran yn ogystal â thu hwnt ble fo'n addas.
- 4.6. Cynnal fforwm Iechyd a Diogelwch Adrannol yn rheolaidd gan gynnwys aelod o'r Uned Iechyd a Diogelwch Corfforaethol a chynrychiolydd staff. Sicrhau hefyd fod cynrychiolaeth ar lefel priodol o'u hadran ar y Fforwm I&D gorfforaethol.
- 4.7. Sicrhau fod anghenion hyfforddi staff a Rheolwyr wedi'u hadnabod, a sicrhau bod rhaglen hyfforddiant trylwyr a mandadol yn ei lle (gan gynnwys anwytho a hyfforddiant gloywi) er mwyn sicrhau fod staff ar bob lefel yn gymwys a medrus i allu ymgymryd â'u dyletswyddau'n ddiogel.
- 4.8. Sicrhau bod cyfrifoldebau am iechyd a diogelwch yn glir o fewn eu Hadran a'u bod yn cael eu mynegi i staff ac yn cael eu cynnwys

mewn swydd ddisgrifiadau.

- 4.9. Sicrhau bod pob perygl arwyddocaol sy'n codi o waith eu Hadran wedi'u nodi a bod gweithdrefnau wedi'u dogfennu ac asesiadau risg clir wedi cael eu paratoi.
- 4.10. Sicrhau bod cofrestr risg adrannol yn cael ei chadw dan adolygiad parhaus a system o uchafu risgiau uchel i'r gofrestr risg gorfforaethol neu broses bidiau, a bod adrodd ar unrhyw rwystrau neu risgiau o dan y drefn herio perfformiad.
- 4.11. Sicrhau bod digon o staff cefnogol, cynrychiolwyr ac adnoddau yn gweithredu'r polisi hwn yn effeithiol.
- 4.12. Asesu, datblygu, gweithredu a gwella trefniadau gweithio diogel yn barhaus.
- 4.13. Sicrhau bod iechyd a diogelwch yn cael ei ystyried, a bod cynlluniau'n cael eu ffurfio ar gychwyn unrhyw ddatblygiad, brosiect neu newid arwyddocaol sy'n cael ei reoli gan eu Hadran fel bod risgiau naill ai'n cael eu gwaredu, eu rheoli'n effeithiol, neu ble nad yw hynny yn bosibl, eu hamlygu i lefel uwch. Dylid gofyn ar gyngor cymwys ble gall fo oblygiadau arwyddocaol. Yn ogystal, ble bo'n briodol, dod â materion iechyd a diogelwch gerbron y Grŵp Rheoli er mwyn eu trafod a'u datrys.
- 4.14. Enwebu person cyfrifol ac addas i weithredu fel Rheolwr Safle ar gyfer pob safle dan reolaeth eu Hadran, a sicrhau bod system effeithiol yn ei lle ar gyfer hysbysu'r Gwasanaeth Eiddo am unrhyw newidiadau.
- 4.15. Sicrhau bod gweithdrefnau effeithiol yn eu lle o fewn yr Adran i reoli unrhyw gontractwyr a / neu bartneriaid sy'n ymgymryd â gwaith ar ran yr Adran.

Caiff Penaethiaid Adran eu cynorthwyo i gyflawni eu dyletswyddau gan y Penaethiaid Cynorthwyol o fewn eu Hadran. Bydd Penaethiaid

Cynorthwyol hefyd yn dal Rheolwyr Gwasanaeth yn atebol am berfformiad iechyd a diogelwch eu Gwasanaeth a'u cynorthwyo i uchafu unrhyw risgiau neu rwystrau na allant eu datrys o fewn y Gwasanaeth.

5. Llywodraethwyr Ysgol

Bydd llywodraethwyr ysgol yn gyfrifol am:

- 5.1. Sicrhau eu bod yn arwain yn ddiogel a bod iechyd a diogelwch yn rhan integredig o reolaeth yr ysgol.
- 5.2. Penodi un llywodraethwr i arwain ar faterion iechyd a diogelwch ym mhob ysgol a sicrhau bod y person hwnnw wedi'i hyfforddi'n ddigonol.
- 5.3. Sicrhau cydymffurfiaid gyda gweithdrefnau, arweiniad a chanllawiau iechyd a diogelwch corfforaethol.
- 5.4. Sicrhau cydweithrediad gyda'r Cyngor ac ymateb priodol i unrhyw arweiniad iechyd a diogelwch a ddarperir.
- 5.5. Sicrhau bod yr ysgol yn cadw at drefniadau Cyngor Gwynedd o ran cofnodi, ymchwilio ac adrodd ar unrhyw ddamwain, methiant agos, digwyddiad peryglus/treisgar, afiechyd hysbysadwy neu ddigwyddiad arwyddocaol.
- 5.6. Sicrhau bod gan yr ysgol gofrestr risg gyda mesurau rheoli wedi'u gweithredu i reoli peryglon arwyddocaol i iechyd, diogelwch a llesiant cyn belled ag y bo'n ymarferol bosib.
- 5.7. Sicrhau gwarcheidwaeth gyfrifol o adeiladau'r ysgol, gan ymateb yn briodol mewn argyfwng a sicrhau bod unrhyw waith adeiladu a drefnir gan yr ysgol yn cydymffurfio â gweithdrefnau llym y Cyngor.
- 5.8. Annog iechyd a diogelwch synhwyrol.

6. Cyfrifoldeb Prif Weithredwr

Y Prif Weithredwr yn y pen draw sydd â chyfrifoldeb cyffredinol am iechyd, diogelwch a llesiant o fewn Cyngor Gwynedd. Mae cyfrifoldebau penodol yn cynnwys:

- 6.1. Sicrhau bod iechyd, diogelwch a llesiant yn rhan hanfodol o ddiwylliant Cyngor Gwynedd, trwy egwyddorion Ffordd Gwynedd, trefniadau llywodraethu'r Cyngor, a mesurau perfformiad
- 6.2. Sicrhau fod y polisi hwn yn cael ei weithredu'n effeithiol gan bob Pennaeth Adran.
- 6.3. Sicrhau y caiff perfformiad iechyd a diogelwch y Cyngor ei fonitro a'i adolygu yn rheolaidd trwy raglen o archwiliadau ar drefniadaeth pob Adran o fewn y Cyngor a'i fod yn derbyn adroddiadau rheolaidd ar y perfformiad hwnnw, ynghyd ac adroddiadau penodol ar ddigwyddiadau arwyddocaol.
- 6.4. Sicrhau bod adnoddau digonol ar gael o ran amser, cyllid ac offer er mwyn diogelu staff a'r cyhoedd cyn belled â'i bod yn rhesymol ymarferol i wneud hynny.
- 6.5. Sicrhau bod adroddiad blynyddol ar Iechyd, Diogelwch a Lles yn cael ei lunio a'i gyflwyno i Grŵp Rheoli'r Cyngor ac i'r Cabinet.
- 6.6. Arwain trwy esiampl bob amser a hyrwyddo rheolaeth risgiau synhwyrol.

Cynorthwyr y Prif Weithredwr gan y Cyfarwyddwr Corfforaethol a fydd ef /hithau yn arwain trwy esiampl i gynnal diwylliant o reolaeth risgiau synhwyrol a sicrhau fod ystyriaeth lawn i faterion iechyd a diogelwch yn y meysydd gwaith y mae yn arwain arno.

7. Cyfrifoldebau Aelodau Cabinet

- 7.1. Hyrwyddo a dal Penaethiaid yn atebol i ddatblygu diwylliant iechyd, diogelwch a lles cadarnhaol ac agwedd synhwyrol at reoli diogelwch.
- 7.2. Darparu adnoddau priodol ynghyd â chyfeiriad strategol er mwyn galluogi'r Cyngor a'i swyddogion i gyflawni cyfrifoldebau iechyd a diogelwch.
- 7.3. Sicrhau bod iechyd a diogelwch a gofynion y Polisi hwn yn cael ei ystyried, a bod cyngor cymwys wedi ei dderbyn ble'n berthnasol ar oblygiadau diogelwch unrhyw benderfyniadau arwyddocaol a wnânt. Byddant yn sicrhau eu bod yn arwain yn ddiogel a pheidio cyfaddawdu ar iechyd diogelwch na llesiant pam yn gwneud penderfyniadau, nac ychwaith yn ystod cyswllt a gweithwyr ac aelodau'r cyhoedd.
- 7.4. Bydd yr aelod Cabinet sy'n dal portffolio Cefnogaeth Gorfforaethol yn arwain ar faterion iechyd, diogelch a llesiant ac yn gweithredu fel prif bwynt cyswllt ar gyfer aelodau er mwyn sicrhau bod y penderfyniadau a wneir yn unol â'r Polisi hwn. Ef neu hi fydd y Pencampwr(aig) Iechyd a Diogelwch
- 7.5. Yn ogystal, bydd gan aelodau dynodedig eraill rôl allweddol yn rheoli a monitro iechyd, diogelwch a llesiant Cyngor drwy eu cynrychiolaeth ar bwyllgorau megis y Panel Iechyd, Diogelwch a Lles Corfforaethol, a phwyllgorau craffu corfforaethol er enghraifft.

8. Aelodau Etholedig

- 8.1. Mae pob aelod etholedig yn gyfrifol tros sicrhau bod ganddynt ddealltwriaeth ddigonol o gyfrifoldebau y Cyngor er mwyn eu galluogi i ystyried iechyd a diogelwch yn y penderfyniadau y byddant yn eu cymryd, a phan byddant yn craffu trefniadau a chynigion.

9. Gwasanaeth Iechyd Diogelwch a Llesiant

Bydd y Gwasanaeth Iechyd Diogelwch a Llesiant yn cyflawni'r rôl statudol o ddarparu cyngor cymwys i'r Cyngor ar faterion iechyd diogelwch a llesiant, a bydd un Ymgynghorydd o'r Gwasanaeth yn cael ei ddynodi fel prif bwynt cyswllt gyda phob Adran. Yn ogystal, bydd y Gwasanaeth yn:

- 9.1. Hyrwyddo agwedd gadarnhaol a diwylliant yn seiliedig ar reolaeth synhwyrol o iechyd a diogelwch ar bob lefel yn y Cyngor
- 9.2. Datblygu polisiau, gweithdrefnau a chanllawiau ar risgiau cyffredin ble fo goblygiadau ar draws Adrannau'r Cyngor.
- 9.3. Cyngori Rheolwyr ar gynnwys asesiadau risg ble fo risgiau uchel a / neu chymhleth y mae angen mewnbwn arbenigol iddo.
- 9.4. Cyngori ar ddatblygu cynlluniau gweithredu iechyd a diogelwch yn cynnwys gosod amcanion realistig byrdymor a hirdymor.
- 9.5. Cyngori ar ofynion hyfforddiant iechyd a diogelwch cyffredinol ynghyd â darparu rhai elfennau o'r rhaglen hyfforddiant.
- 9.6. Cynnal ymchwiliadau i ddamweiniau a digwyddiadau difrifol o adroddir arnynt o dan reoliadau RIDDOR, neu ddamweiniau difrifol fu bron a digwydd.
- 9.7. Archwilio neu arolygu eiddo, Wasanaeth, prosesau, peiriannau a gweithgarwch o bryd i'w gilydd er mwyn pennu os oes cydymffurfiad â'r ddeddfwriaeth berthnasol, a p'un ai yw'r gofynion statudol iechyd, diogelwch a lles yn cael eu cyrraedd cyn belled ag y bo hynny'n rhesymol ymarferol gan adrodd ar y canfyddiadau i'r Tîm Rheoli Adrannol fel isafswm.
- 9.8. Gweithredu fel y prif bwynt cyswllt rhwng y Cyngor ac awdurdodau gorfodaeth megis AGID, neu'r Gwasanaeth Tân ac Achub.
- 9.9. Gweithredu awdurdod i roi terfyn ar waith neu weithgareddau

mewn achosion pan fo risg annioddefol o anaf difrifol. Bydd unrhyw achos o'r angen i wneud hyn yn cael ei adrodd i'r Prif Weithredwr.

- 9.10. Cyngori ar ffitrwydd gweithiwr i weithio, ar addasiadau rhesymol a chyfyngiadau ar gyfer cyflogaeth gyfredol a phosib.
- 9.11. Darparu cyngor meddygol er mwyn cyfarwyddo asesiadau risg unigol ar weithwyr sydd â chyflyrau meddygol gwaelodol.
- 9.12. Darparu cyngor meddygol ar raglenni adfer a dychwelyd i'r gwaith.
- 9.13. Darparu gwylidwriaeth a chyngor iechyd i unigolion a'u rheolwyr ar unrhyw risgiau i'w iechyd a diogelwch ynghyd â'r mesurau angenrheidiol i atal afiechyd a salwch rhag datblygu.
- 9.14. Darparu rhaglen gefnogi iechyd meddwl, yn cynnwys cwnsela cyfrinachol a gwasanaeth ffisiotherapi.

10. Gwasanaeth Eiddo Corfforaethol

Mae cyfrifoldeb landlord gan y Gwasanaeth Eiddo Corfforaethol dros ddiogelwch adeiladau Cyngor Gwynedd, ac mae hefyd yn darparu cyngor ac arweiniad ar draws pob Adran mewn perthynas â datblygu adeiladau newydd ac atgyweirio a chynnal a chadw adeiladu cyfredol. Ni ddylid ymgymryd ag unrhyw waith mewn adeilad Cyngor heb awdurdodiad gan y Gwasanaeth Eiddo Corfforaethol. Mae'r Gwasanaeth yn cysylltu gydag Adrannau i sicrhau bod contractau addas yn eu lle ar gyfer cynnal a chadw adeiladau, peiriannau, offer a gwasanaethau. Yn ogystal, mae'r Gwasanaeth yn rheoli risgiau a darparu cyngor ym maes diogelwch Eiddo sy'n ymwneud â tân, asbestos, radon, a chlefyd y lleng filwyr (legionella).

11. Cefnogi Iechyd, Diogelwch a Llesiant

Bydd pob Pennaeth Adran yn rhoi ystyriaeth i enwebu swyddogion cefnogol i gynorthwyo gyda gweithredu a hyrwyddo iechyd, diogelwch a lles o fewn yr Adran. Yn gyffredinol, bydd staff cefnogol:

- 11.1. Wedi derbyn hyfforddiant i safon 'Rheoli'n Ddiogel' Sefydliad Diogelwch ac Iechyd Galwedigaethol (IOSH).
- 11.2. Yn gweithredu fel pwynt cyswllt ar faterion iechyd, diogelwch a lles o fewn y gwasanaeth neu adrannau penodol o'r gwasanaeth.
- 11.3. Yn cynorthwyo'r Uned Iechyd, Diogelwch a Lles Corfforaethol i godi ymwybyddiaeth o faterion iechyd, diogelwch a lles o fewn y Gwasanaeth.
- 11.4. Ymgymryd a rhai tasgau iechyd a diogelwch i gynorthwyo Rheolwyr
- 11.5. Yn mynychu cyfarfodydd ble bo'r angen.

Adran 3 - TREFNIADAU AR GYFER GWEITHREDU'R POLISI

Er mwyn sicrhau bod iechyd, diogelwch a lles yn cael eu rheoli'n effeithiol, rhaid sicrhau bod trefniadau digonol yn eu lle er mwyn galluogi staff i ymgymryd â'u dyletswyddau a'u cyfrifoldebau yn ddiogel.

1. Dogfennaeth.

Rhaid cefnogi'r Polisi hwn gan ddogfennaeth ychwanegol sy'n rhoi sylw pellach i bynciau iechyd a diogelwch penodol. Yng Nghyngor Gwynedd, mae'r dogfennau cefnogol hyn ar ffurf dogfennau gweithdrefn neu ddogfennau canllaw.

Dogfennau gweithdrefn: yn nodi'r ffordd i ymgymryd â gweithgaredd neu broses, ac maent yn fandadol.

Dogfennau canllaw: eu nod yw darparu gwybodaeth a chyfeiriad ar arferion gweithio da er mwyn galluogi rheolwyr a staff i ymgymryd â'u dyletswyddau yn effeithiol a chydymffurfio â gweithdrefnau.

Gall dogfennau gweithdrefn a chanllaw lechyd a Diogelwch fod mewn un o'r tair ffurf a ganlyn:

Corfforaethol Adrannol Lleol

Lefel Gorfforaethol

Mae gweithdrefnau a chanllawiau'r polisïau corfforaethol yn berthnasol i'r holl staff beth bynnag fo'u Hadran, Gwasanaeth neu leoliad.

Lefel Adrannol

Mae'r dogfennau gweithdrefn neu ganllaw yn berthnasol ar lefel Adrannol yn unig. Nid yw'n bosib nac yn ddymunol i'r Gwasanaeth lechyd, Diogelwch a Lles Corfforaethol sefydlu gweithdrefnau sy'n gallu ymdrin â phob tasg neu sefyllfa ac yn bodloni anghenion pob Adran a Gwasanaeth. Felly, dylai Adrannau Unigol ddatblygu fframwaith rheoli iechyd a Diogelwch sy'n cyflawni eu hanghenion unigol er mwyn ategu'r gweithdrefnau corfforaethol.

Lefel Lleol

Mae gweithdrefnau a chanllawiau yn benodol i'r uned gwasanaeth neu'r lleoliad yn unig.

Cyfathrebu ac Ymgynghoriad

Mae'r Cyngor yn cydnabod ei gyfrifoldebau dan Reoliadau lechyd a Diogelwch (Ymgynghori â Gweithwyr) 1996, a Rheoliadau Cynrychiolwyr Diogelwch a Rheoliadau Pwyllgorau Diogelwch 1977. Bydd y Cyngor yn ymgynghori'n ffurfiol gyda Chynrychiolwyr a benodwyd ynglŷn â materion iechyd a diogelwch sy'n effeithio ar weithwyr ar lefel corfforaethol drwy'r Panel lechyd, Diogelwch a Lles Corfforaethol. Bydd ymgynghoriad ar lefel adrannol hefyd yn cael ei gynnal drwy fforymau lechyd a Diogelwch Adrannol a thrwy sicrhau bod iechyd a diogelwch yn eitemau safonol ar raglenni pob cyfarfod tîm.

Yn ogystal ag ymgynghori, bydd gwybodaeth ar faterion iechyd a diogelwch yn cael ei rhannu gyda staff drwy'r hyn a ganlyn:

Hysbysfyddau ym mhob gweithle ble gall Rheolwyr Safle a Gwasanaeth arddangos gwybodaeth.

**Mewnrwyd Cyngor Gwynedd
Newyddlen Cyngor Gwynedd
Arwyddion
Cofnodion cyfarfodydd Fforymau Iechyd a Diogelwch
Adrannol
Monitro Iechyd a Diogelwch**

Bydd effeithiolrwyd y Polisi Iechyd a Diogelwch Corfforaethol a'r safonau Iechyd a Diogelwch a gyflawnir gan Gyngor Gwynedd yn cael eu monitro'n weithredol.

Monitro Rhagweithiol

- Bydd pob Adran yn cynnal Fforwm Iechyd, Diogelwch a Llesiant Adrannol o leiaf ddwy waith y flwyddyn. Dylai'r Pennaeth Adran benderfynu ar yr aelodaeth fwyaf priodol o'u Hadran ond rhaid i fforymau gynnwys Rheolwr o bob Gwasanaeth o fewn eu Hadran, Ymgynghorydd Iechyd a Diogelwch, ynghyd â chynrychiolwyr staff a / neu gynrychiolwyr undeb.
- Bydd y Fforwm Iechyd Diogelwch a Llesiant Corfforaethol yn cyfarfod yn chwarterol. Mae'r Grŵp hwn yn cael ei gadeirio gan y Pennaeth / Pennaeth Cynorthwyol Cefnogaeth Gorfforaethol a'i brif swyddogaeth yw monitro risgiau iechyd a diogelwch corfforaethol yn ogystal â hybu iechyd a lles y gweithle. Fel rhan o fonitro corfforaethol, bydd gofyn i Adrannau unigol adrodd o bryd i'w gilydd ar eu cynlluniau gweithredu. Mae angen i bob Pennaeth Adran enwebu person addas i fynychu'r fforwm ar eu rhan ar lefel Rheolwr fel isafswm. Mae materion brys a godir gan aelodau'r Fforwm yn cael eu dwyn i sylw'r Prif Weithredwr a'r Aelodau(au)

Cabinet perthnasol yn uniongyrchol tra bo materion eraill yn cael eu hadrodd i'r Panel Iechyd Diogelwch a Llesiant.

- Bydd y Panel Iechyd a Diogelwch a Llesiant Corfforaethol yn cyfarfod ddwy waith y flwyddyn. Bydd aelodaeth yn cynnwys aelodau etholedig penodedig, gan gynnwys yr Aelod Cabinet Cefnogaeth Gorfforaethol, cynrychiolwyr undeb, y Prif Weithredwr, Pennaeth Cefnogaeth Gorfforaethol a'r Rheolwr Gwasanaeth Iechyd, Diogelwch a Llesiant.
- Bydd y Gwasanaeth Iechyd Diogelwch a Llesiant yn tynnu sylw y Prif Weithredwr a'r Aeloda(au) Cabinet perthnasol i unrhyw bryder iechyd a diogelwch sy'n codi trwy gwyn / damwain /neu archwiliad ble nad ydynt yn fodlon fod gweithrediad o fewn yr Adran(au) perthnasol.
- Bydd cynlluniau gweithredu iechyd a diogelwch adrannol yn cael eu monitro drwy system reoli perfformiad y Cyngor, sy'n cael ei monitro drwy'r drefn herio perfformiad a Phwyllgor Craffu'r Cyngor.
- Bydd y Cydbwyllgor Ymgynghorol Lleol yn ogystal a Grŵp Rheoli'r Cyngor, y Tim Rheoli a'r Cabinet yn derbyn yr adroddiad blynyddol ar berfformiad iechyd a diogelwch y Cyngor.

Monitro Adweithiol

- Bydd pob adroddiad am ddamwain, anaf, digwyddiad, neu fethiant agos yn cael eu hadolygu gan yr Uned Iechyd, Diogelwch a Lles corfforaethol, ble bydd swyddogion yn penderfynu ar lefel y gweithredu dilynol sy'n ofynnol. Bydd pob adroddiad am ddamwain, anaf, digwyddiad a chwyn yn cael eu mewnbynnu i'r bas data iechyd a diogelwch ac adroddir ar yr ystadegau yn chwarterol wrth y Prif Weithredwr.
- Cynhelir a chofnodir ymchwiliadau ffurfiol i ddamweiniau / digwyddiadau. Bydd lefel yr ymchwiliad yn ddibynnol ar natur y

digwyddiad ond bydd ymchwiliadau lefel uchel yn cael eu harwain gan y Gwasanaeth Iechyd Diogelwch a Llesiant mewn cydweithrediad a'r rheolwr Gwasanaeth perthnasol.

- Adroddir am ddigwyddiadau perthnasol i'r AGID, fel y'u diffinnir gan Reoliadau Adrodd am Anafiadau, Clefydau a Digwyddiadau Peryglus 1995 (RIDDOR). Bydd y Gwasanaeth Iechyd Diogelwch a Llesiant yn gyfrifol am adrodd.
- Caiff gwybodaeth ystadegol am ddigwyddiadau ei choladu a'i dadansoddi a'i defnyddio i ddarparu tueddiadau a gwybodaeth arall fel y gellir targedu ymyriad ble ceir yn un problemau.

Gwerthuso

Defnyddir y fframwaith werthuso i osod a mesur perfformiad pob unigolyn ac mae'n cynnwys iechyd a diogelwch. Defnyddir gwerthuso hefyd i nodi anghenion dysgu a datblygu iechyd a diogelwch unigolion ac i fonitro datblygiad cymhwysedd.

ADOLYGU'R POLISI

Bydd y Gwasanaeth Iechyd Diogelwch a Llesiant yn gyfrifol am adolygu'r polisi hwn ar ddechrau pob blwyddyn galendr, neu pam fo unrhyw newid arwyddocaol.

Health and Safety Policy



Health, Safety and Welfare Department

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SECTION 1 - POLICY STATEMENT

Health and Safety Policy Statement

Here at Gwynedd Council, we aim to put the people of Gwynedd at the heart of everything the Council does. This means making sure we know what's important to our inhabitants and working to achieve that. Obviously being safe is important to all of us and therefore health and safety is at the heart of Ffordd Gwynedd and is one of those elements we can't compromise on. There is no doubt that it is a fundamental expectation of all Gwynedd's people that the Council will not put them in harm's way. In the same way, none of the Council's staff come into work expecting to be injured. Put simply, we need not worry about the standard of service offered to the public unless that service is safe to begin with.

None of us can achieve a safe Council working in isolation. All staff need to work collectively, and be open and report any danger or problems immediately, whilst at the same time being sensible about risks, recognising that we can't always eliminate risks, but rather manage them.

It is often said that health and safety is a matter of common sense, and although there is an element of truth to this, in a large and complex organisation such as the Council nothing can be taken for granted. We must have clear structures, responsibilities and arrangements that everyone understands in order to safeguard staff and the people of Gwynedd, and that is what is outlined in this policy.

The Council's objective in relation to the above are:

1. To undertake our work safely and comply with legal requirements
2. To ensure that health, safety and staff wellbeing is given equal prominence as other management responsibilities within the Council.

3. To ensure that staff on all levels within the Council are competent to carry out their work in a safe way, and that they understand the obligations and risks associated with their work and any decisions they make.
4. To provide safe equipment and systems.
5. To provide and maintain safe and healthy work places and public buildings
6. To ensure that partners and contractors are competent to manage the risks associated with their work
7. To maintain appropriate arrangements for eliminating hazards where possible and reducing and managing risks where elimination is not possible.
8. To regularly monitor and review the arrangements and system in place and introduce continuous improvements.
9. To consult and involve employees and their representatives on health and safety matters
10. Take all opportunity to promote staff health and wellbeing within the Council



Dafydd Gibbard
Chief Executive



Dyfrig Siencyn
Council Leader

SECTION 2 - ORGANISATION AND RESPONSIBILITIES WITHIN THE COUNCIL

This Policy is published to comply with the requirements of the Health and Safety at Work Act 1974.

The policy outlines specific responsibilities and accountabilities within Gwynedd Council and it is necessary to bring it to the attention of all staff members.

1. All employees

One of the essentials of Ffordd Gwynedd is that if anyone knows of anything that hinders our ability to achieve what's important for the people of Gwynedd, then it is their duty to do something about it.

Essentially therefore, they are expected to tell their Team Leader or Manager as soon as possible about any concerns they have about a health and safety matter or situation they consider to be dangerous, or any obstacle to them working safely.

Additionally, it will be the responsibility of all employees to:-

- 1.1. Take reasonable care for their own health and safety and the health and safety of others who may be affected by what they do, or do not do at work.
- 1.2. Co-operate with all managers and supervisors on health and safety matters.
- 1.3. Familiarise themselves with and act in accordance with this Policy any health and safety procedures which have been issued to them or otherwise brought to their attention.

- 1.4. Attend training provided for them and act in accordance with the training provided or any other verbal and documented instructions given to them.
- 1.5. Follow safe operating procedures and instructions and not misuse or damage equipment.
- 1.6. Assist in maintaining high standards of housekeeping in their workplace.
- 1.7. Report all accidents, incidents, near misses and acts of violence immediately to their Line Manager using the HS11 form. This must be done as soon as possible after the incident. This includes reporting any accident / incident involving a non-employee whilst on Council premises or sites affected by Council activities which come to their attention.
- 1.8. Ensure they are aware of how to undertake a work task allocated to them, and how to use equipment they are required to use, and if they are uncertain on any aspect of their duties to ask a supervisor or manager.
- 1.9. Wear and use protective clothing and equipment provided, keep it well maintained and request replacement if it does not fit, is ineffective or has worn out.
- 1.10. Assess any substantial hazard that could arise during a work process (i.e. dynamic assessment) and ensure that they do not carry out work in a dangerous environment.
- 1.11. Make constructive suggestions to their Line Manager on any aspects of Health and Safety.

2. Service Managers responsibilities (to include Head Teachers)

Managers are accountable for health safety and wellbeing within their Service / Site. They are responsible for:

- 2.1. Ensure they have familiarised themselves not only with their safety management responsibilities, but also with risks they are managing to a level that is sufficient to allow them to manage them on a day to day basis. In addition to attending managing safely training, this may involve attending specialist training or/and asking for competent advice.
- 2.2. Leading by example; nurturing and maintaining a positive Health and Safety culture at all times by establishing health and safety and sensible risk management as operational principles for their Service.
- 2.3. Develop an open culture which breeds trust and promotes the participation and involvement of all staff with open lines of communication for staff to report on concerns and suggest improvements.
- 2.4. Ensure all staff take ownership of accident and incident reporting procedures; that accidents are investigated and that prompt corrective action is taken where necessary.
- 2.5. Ensure that suitable and sufficient risk assessments are undertaken in their area of responsibility. These should be recorded, shared with all relevant staff and reviewed regularly or when there is any change. It should be remembered that some staff will require specific risk assessments such as young people under 18, and pregnant women.
- 2.6. Ensure that staff training needs have been identified, and they receive specific training, instruction and information that is appropriate to their role, and that refresher training is provided at suitable intervals. Also to ensure that new staff receive appropriate training and instruction.
- 2.7. Ensure that internal Council procedures are being implemented within their Service.

- 2.8. Co-operate and co-ordinate with other Managers where the effective management of risks requires collaboration.
- 2.9. Ensure a robust system of identifying and assessment of risks associated with any significant change or project within the Service and draw upon competent advice where significant risks may arise.
- 2.10. Identify the partners and contractors that work for the Service and ensure they are competent, and that the Council's procedures for the control of contractors have been adhered to in the commissioning of any work.
- 2.11. Produce a work programme of any improvements that arise from risk assessments / inspections / investigation and report on any barriers or problems that cannot be resolved within the Service to Head of Department / Assistant Head of Department so that there is an avenue for them to be included on the Departmental Risk Register where appropriate.
- 2.12. Ensure health and safety matters are clearly communicated to staff, and that health and safety is regularly discussed in team meetings.
- 2.13. Report any health and safety matters that require urgent attention to the Head of Department.
- 2.14. Ensure that consideration is given to health and safety in the procurement of any new equipment and that work equipment is maintained in a safe working condition from thereon.
- 2.15. Ensure that all staff members and trainees have been issued with personal protective equipment and that staff receive adequate information and instruction on its use.
- 2.16. Ensure that medical checks and or health surveillance needs of staff have been identified for staff within the Service and that the information has been passed on the Health Safety and Wellbeing Service, and that staff are released from their duties to attend any

tests that are required to safeguard their health or safety.

- 2.17. Ensure Council procedures are adhered to when commissioning and managing contractors undertaking work for their Service.
- 2.18. Ensure there are appropriate monitoring arrangements in place, with regular reviews and pathways for continuous improvement.
- 2.19. **Team leaders will be expected to undertake some Manager duties in order to assist them Managers in their role.**

(Note: Where risks need to be reported to Assistant Head / Head of Department, this will include board of Governors in schools.)

3. Site Managers responsibilities (to include Head Teachers)

Central to the Council's efforts to improve the condition and use of its buildings and land within site boundaries and ensure they operate safely and efficiently is the role of Site Managers: individuals who keep an eye on the Council's buildings and land in order that they are maintained in a safe, clean, tidy and attractive condition, as well as being suitable for the needs of staff and customers.

The responsibilities of Site Managers will be to:-

- 3.1. Lead by example; nurture and maintain a positive health and safety culture at all times.
- 3.2. Manage any devolved maintenance / servicing budget where applicable. This does not include any budgets managed by Property Services.
- 3.3. Act as initial contact point, or ensure that another suitable person has been designated as the initial contact point, and take responsibility for day-to-day issues relating to the property.
- 3.4. Ensure that applications for maintenance work are submitted to

the Property Helpdesk, where relevant.

- 3.5. If a Site Manager / Service wishes to arrange work on the building, it should be ensured that an application is submitted to the Property Service on a C1 form and ensured that approval for the work has been received by the Property Service before any work is arranged.
- 3.6. Ensure that any servicing work which is the responsibility of the organisation to be funded from their devolved budget takes place in a timely manner.
- 3.7. Liaise with the Project Manager on building projects to ensure the smooth running of the project with minimal impact on normal building users and to disseminate relevant information to building users.
- 3.8. Ensure that risk assessments are undertaken and revised and ensure compliance with the arrangements to manage the risks linked to the building, the site and its use. Specialist risk assessments and surveys on fire, asbestos and legionella will be coordinated by the property service and the findings shared with the Site Manager.
- 3.9. Ensure that the Property Services / Blue Box files are kept up-to-date.
- 3.10. Ensure that Management Plans e.g. fire management plan relating to property matters are implemented on site e.g. matters relating to the control of legionella, testing sprinklers and emptying any biomass systems.
- 3.11. Ensure that the corporate signing in and out procedures are implemented on site and that staff, contractors and visitors are made aware of information pertaining to risks onsite and that the asbestos register is made available to contractors at all times.

- 3.12. Arrange grounds maintenance.
- 3.13. Support the Council's efforts to reduce energy use and ensure arrangements are in place to record the use of energy on site and to send this information to the Property Service monthly.
- 3.14. Ensure there is an arrangement in place to deal with requests to use/hire parts of the building in line with the type of service provided from that building and to ensure that adequate handover procedures are in place to cover the safe use and evacuation of the building (however, any application for broader use e.g. access rights, licensing, leases, and purchases should be brought to the attention of the Property Service).
- 3.15. Ensure any contractors they use are competent to undertake the work safely, produce risk assessments on the work and comply with Gwynedd Council's Contractor management procedures.
- 3.16. Ensure that Gwynedd Council safety procedures are followed.
- 3.17. Ensure that site inspections take place regularly and are recorded on the relevant log sheet e.g. fire safety logbook.
- 3.18. Attend any training provided for site manager including refresher.
- 3.19. Promptly reply to requests for information by the Corporate Health and Safety Unit or Property Services.

4. Heads of Department responsibilities

Heads of Department are responsible for the safety of staff within their Department and for the safety of anyone else who may be effected by the Departments' activities. They are accountable to the Chief Executive and Cabinet member for ensuring that their Department complies with health and safety requirements.

It is the responsibility of each Head of Department to:

- 4.1. Ensure that this Policy, along with relevant health and safety procedures are integral to the Departments' work, culture, values and performance standards and that competent advice on significant health and safety implications has been acquired.
- 4.2. Ensure that a clear structure exists within their Department in order to be able to implement this Policy.
- 4.3. Provide clear leadership to Senior Managers and staff on health and safety and set and review targets for achieving improvements in health and safety.
- 4.4. Develop an open and sensible culture which nurtures trust and promotes the participation and involvement of all staff.
- 4.5. Ensure staff and their representatives are consulted on matters which could affect their health or safety and that appropriate arrangements are in place to share information about health and safety within the Department and beyond where necessary.
- 4.6. Hold a regular Departmental Health and Safety forum at least twice a year and include a Health and Safety Advisor and a staff representative.
- 4.7. Ensure that the training needs of staff and Managers have been identified and ensure there is a comprehensive and mandatory training programme in place (including induction and refresher training) so as to ensure that staff on all levels are competent and capable of undertaking their duties safely.
- 4.8. Ensure that responsibilities for health and safety are clear within their Department and are communicated to staff and included in job descriptions.

- 4.9. Ensure that all significant hazards arising from the work of their Department have been identified and that clear and documented procedures and risk assessments have been prepared
- 4.10. Ensure that a departmental risk register is kept continuously under review and that risks and barriers are reported at performance scrutiny meetings.
- 4.11. Ensure there adequate support staff, representatives and resources to effectively implement this policy.
- 4.12. Continually assess, develop, implement and improve safe working arrangements.
- 4.13. Ensure health and safety is considered and planned from the outset of any major development, project or significant changes being managed by their Department so that risks are eliminated or where that is not possible effectively controlled. Competent advice should be sought where there significant risks may arise. Also, where appropriate, bring health and safety issues to the Management Group for discussion and resolution.
- 4.14. Nominate a responsible and suitable person to act as Site Manager for all sites under the control of their Department, and ensure that an effective system is in place for notifying the Property Service of any changes.
- 4.15. Ensure that there are effective procedures in place within the Department to manage any contractors and / or partners undertaking work on behalf of the Department.

Heads of Department will be assisted in the discharge of their duties by Assistant Head of Departments. They will also hold Service Managers to account and help them escalate risks and barriers that cannot be resolved within the Service.

5. School Governors

Schools governors shall be responsible for:

- 5.1. Ensuring safe leadership and that health and safety forms an integrated part of school management.
- 5.2. Appointing one Governor to lead on health and safety matters at each school and ensure that person is adequately trained.
- 5.3. Ensuring compliance with corporate health and safety procedures, guidance and instruction.
- 5.4. Ensuring co-operation with the Council and an appropriate response to any health and safety guidance that is provided.
- 5.5. Ensuring the School adheres to Gwynedd Council's arrangements for recording, investigating and reporting on any accident, near miss, dangerous/violent incident, notifiable disease or significant incident.
- 5.6. Ensuring that the school has a risk register with control measures having been implemented to control significant dangers to health, safety and wellbeing as far as is reasonably practical.
- 5.7. Ensuring responsible guardianship of the school buildings, giving an appropriate response in an emergency and ensuring that any building work arranged by school adheres to strict Council procedures.
- 5.8. Promote sensible health and safety

6. Chief Executive

The Chief Executive ultimately has overall responsibility for health, safety and wellbeing within Gwynedd Council. Specific responsibilities include:

- 6.1. Ensure that health safety and wellbeing is integral to the culture of Gwynedd Council, through the principles of Ffordd Gwynedd, governance arrangements, and performance measures.
- 6.2. Ensure that this policy has been effectively implemented by each Head of Department.
- 6.3. Ensure that the Council's health and safety performance is monitored and reviewed regularly through a programme of audits covering the arrangements in each Department and that he receives regular reports on that performance as well as incident led reports where relevant.
- 6.4. Ensure that adequate resources are made available by way of time, finance and equipment to protect the safety of staff and public so far as it is reasonably practicable to do so.
- 6.5. Ensure that an annual Health, Safety and Wellbeing report is produced and submitted to the Council Management Group and to the Cabinet.
- 6.6. Lead by example and promote sensible risk management.

The Chief Executive will be assisted by the Corporate Director who his / herself will also lead by example to maintain a sensible risk management culture, and ensure that full consideration is given to health and safety matters in the work areas they he/she leads on.

7. Responsibilities of Cabinet members

- 7.1. Promote and hold Heads of Service accountable for promoting a positive health, safety and welfare culture and a sensible approach to managing safety.
- 7.2. Provide suitable resources and strategic direction to enable the Council and its officers to discharge health and safety

responsibilities.

- 7.3. Ensure that health and safety and the requirements of this Policy is always considered, and that competent advice has been acquired where relevant on any significant safety implications to decisions they make. They will ensure they lead safely and that they do not compromise on health safety or welfare when making decisions, or during contact with staff and members of the public.
- 7.4. The Cabinet member for Corporate Support will lead on health, safety and wellbeing matters and act as main contact point for members for ensuring that the decision making is in line with this Policy. He / she will be the Health and Safety Champion.
- 7.5. In addition, other designated members will have a key role in the management of the health, safety and welfare of the Council by their representation on the Corporate Health, Safety and Welfare Panel, or Scrutiny Committees.

8. Responsibility of all elected members

- 8.1. Each elected member is responsible for ensuring that they have sufficient understanding of the Council's responsibilities so that they have regard for health and safety in the decisions they make, and when scrutinising arrangements and proposals.

9. Health Safety and Wellbeing Service:

The Health Safety and Wellbeing Service will undertake the statutory function of providing competent advice on matters relating to health safety and wellbeing, and one Advisor / Officer will be allocated as a main point of contact with each Department. In addition, the Service will:

- 9.1. Promote, at all levels within the Council, a positive approach and culture based on sensible health and safety management.
- 9.2. Develop policies, procedures and guidance on common hazards that span Council Departments.

- 9.3. Advise Managers on the content of risk assessment for complex and significant risks where specialised input is required.
- 9.4. Advise on the development of health and safety action plans including the setting of realistic short term and long term objectives
- 9.5. Advise on general health and safety training requirements and deliver some elements of the training programme.
- 9.6. Investigate certain accidents and incidents that require reporting to the Health and Safety executive under the requirements of RIDDOR.
- 9.7. Periodically inspect or audit premises, processes, plant and activities, in order to determine whether the relevant health safety and welfare legislation is being complied with so far as is reasonable to do, and report findings to the Departmental Management Team as a minimum.
- 9.8. Act as main contact point between the Council and enforcement agencies such as the Health and Safety Executive and the Fire and Rescue Service.
- 9.9. Exercise the authority to stop work or activities in cases where there is an intolerable risk of serious injury. Any need to exercise this authority will be reported to the Chief Executive.
- 9.10. Advise on employee fitness for work and on reasonable adjustments and restrictions for existing and potential employments.
- 9.11. Provide medical advice to inform individual risk assessments on employees who have underlying medical conditions.
- 9.12. Provide medical advice on rehabilitation and return to work programmes.

- 9.13. Provide health surveillance and advice to individuals and their managers on any risks to their health and safety and the necessary measures to prevent the development of disease and ill-health.
- 9.14. Provision of a mental health support programme including confidential counselling.

10. Corporate Property Service

The Corporate Property Service has landlord responsibility for the safety of Gwynedd Council buildings, and also provide advice and guidance across all Departments in relation to the development of new buildings, and the refurbishment and maintenance of existing buildings. No work must happen in any Council building without the authorisation of the Corporate Property Service. The Service liaises with Departments to ensure that suitable contracts are in place for maintaining buildings, plant, equipment and services. In addition, the Service provides specific advice on fire, asbestos, radon and legionella related matters.

11. Health, Safety and Wellbeing Support

Every Head of Department will give consideration to nominating support officers to assist with the implementation and promotion of health safety and wellbeing within their Department. In general, support staff will:

- 11.1. Have received training to the 'Managing Safely' standard of the IOSH Institute.
- 11.2. Act as a contact point on health, safety and welfare matters within the service or specific sections of the service.
- 11.3. Assist the Corporate Health, Safety and Wellbeing Service to raise awareness of health, safety and welfare matters within the Service.
- 11.4. Undertake some health and safety work to assist Managers

11.5. Attend meetings where required.

Section 3 - ARRANGEMENTS FOR POLICY IMPLEMENTATION

In order to ensure that health, safety and welfare is being managed effectively, it must be ensured that adequate arrangements are in place to enable staff to safely carry out their duties and responsibilities.

1. Documentation.

It is necessary for this Policy to be supported by additional documents which further address specific health and safety topics. In Gwynedd Council, these supporting documents either take the form of procedure documents or guidance documents.

Procedure documents: specify the way to carry out an activity or a process and they are mandatory.

Guidance documents: aim to provide information and direction on good working practices to enable managers and staff to effectively undertake their duties and comply with procedures.

Health and safety procedure and guidance documents may take any one of the following three forms:



Corporate
Departmental
Local

Corporate Level

Corporate policies procedures and guidance are relevant to all staff regardless of Department, Service or location.

Departmental Level

Procedures and guidance documents are only applicable at Departmental

level. It is not possible or desirable for the Corporate Health, Safety and Welfare Service to put in place procedures that will address every task or situation and satisfy the needs of every Department and Service. Individual Departments should therefore develop a Health and Safety Framework that fulfils their individual needs to complement the corporate procedures.

Local Level

Local procedures and guidance are specific to a service unit, or location.

Communication and Consultation

The Council acknowledges its responsibilities under the Health and Safety (Consultation with Employees) Regulations 1996, and the Safety Representatives and Safety Committee Regulations 1977. The Council will consult formally with appointed Representatives on health and safety matters affecting the employees on a corporate level through the Corporate Health, Safety and Welfare Panel. Departmental consultation shall be conducted through the Departmental Health and Safety forums and by ensuring that health and safety is a standard health and safety agenda item on all team meetings.

In addition to consultation, information on health and safety matters will be shared with staff through the following:

Information boards in all workplace where information can be displayed via Site and Service Managers.

Gwynedd Council intranet
Gwynedd Council newsletter
Signage
Minutes of Departmental Health and Safety Forums
Monitoring Health and Safety

The effectiveness of the Corporate Health and Safety Policy and the standards of Health and Safety achieved in Gwynedd Council will be actively monitored.

Proactive Monitoring

- Each Department will hold a Departmental Health, Safety and Welfare Forum to be held at least twice annually. The Head of Department shall decide upon the most appropriate membership for their Department but forums must include a Manager or Senior Manager from each Service within the Department, a Health and Safety Advisor, together with staff representatives and union representatives.
- The Corporate Health and Safety and Welfare Panel will meet at least twice annually. Membership will consist of appointed elected members including the Cabinet Portfolio Holder for Corporate Support, union representatives, the Chief Executive, Head of Corporate Support Services, Assistant Head of Corporate Support Services, and the Health and Safety and Wellbeing Manager.
- The Corporate Health Safety and Welfare Forum will meet every quarter. This group is chaired by the Head / Assistant Head of Corporate Support with its primary function being to monitor corporate health and safety risk and promoting workforce health and wellbeing. Individual Departments are also likely to be asked to report periodically on their action plans as part of the corporate monitoring. Every Head of Department is required to nominate an individual to attend on their behalf who is at least at Manager level. Urgent matters raised by Forum members are brought to the attention of the Chief Executive / relevant Cabinet member whilst other matters are reported to the Health Safety and Welfare Panel.
- Departmental health and safety action plans will be monitored through the Council's performance management system which is monitored through the Council's Scrutiny Committee.

- The Local Joint Consultative Committee, the Council's Management Group and the Cabinet shall receive the annual report on the Council's health and safety performance.

Reactive Monitoring

- All reported accidents, injuries, incidents, near misses and complaints will be reviewed by the corporate Health Safety and Welfare Unit where officers will decide on the level of follow up required. All reported accidents, injuries, incidents and complaints will be entered onto the health and safety database.
- Formal accident / incident investigations will be carried out and recorded. The level of the investigation will be dependent on the nature of the incident, and high level investigations will be led by the Health Safety and Wellbeing Service.
- Relevant incidents will be reported to the HSE as defined by the Reporting of Injuries Diseases and dangerous Occurrences Regulations 1995. The Advisory Service: Personnel, Health, Safety and Welfare will be responsible for the reporting.
- Statistical information on incidents is collated and analysed and used to provide trends and other information so that intervention can be targeted where there are recurring problems.

Appraisal

The appraisal framework is used to set and measure performance of all individuals and it includes health and safety. Appraisal is also used to identify health and safety learning and development needs of individuals and monitor competency development.

REVIEWING THE POLICY

The Health Safety and Wellbeing Service will review this policy at the beginning of each calendar year or upon any significant change