

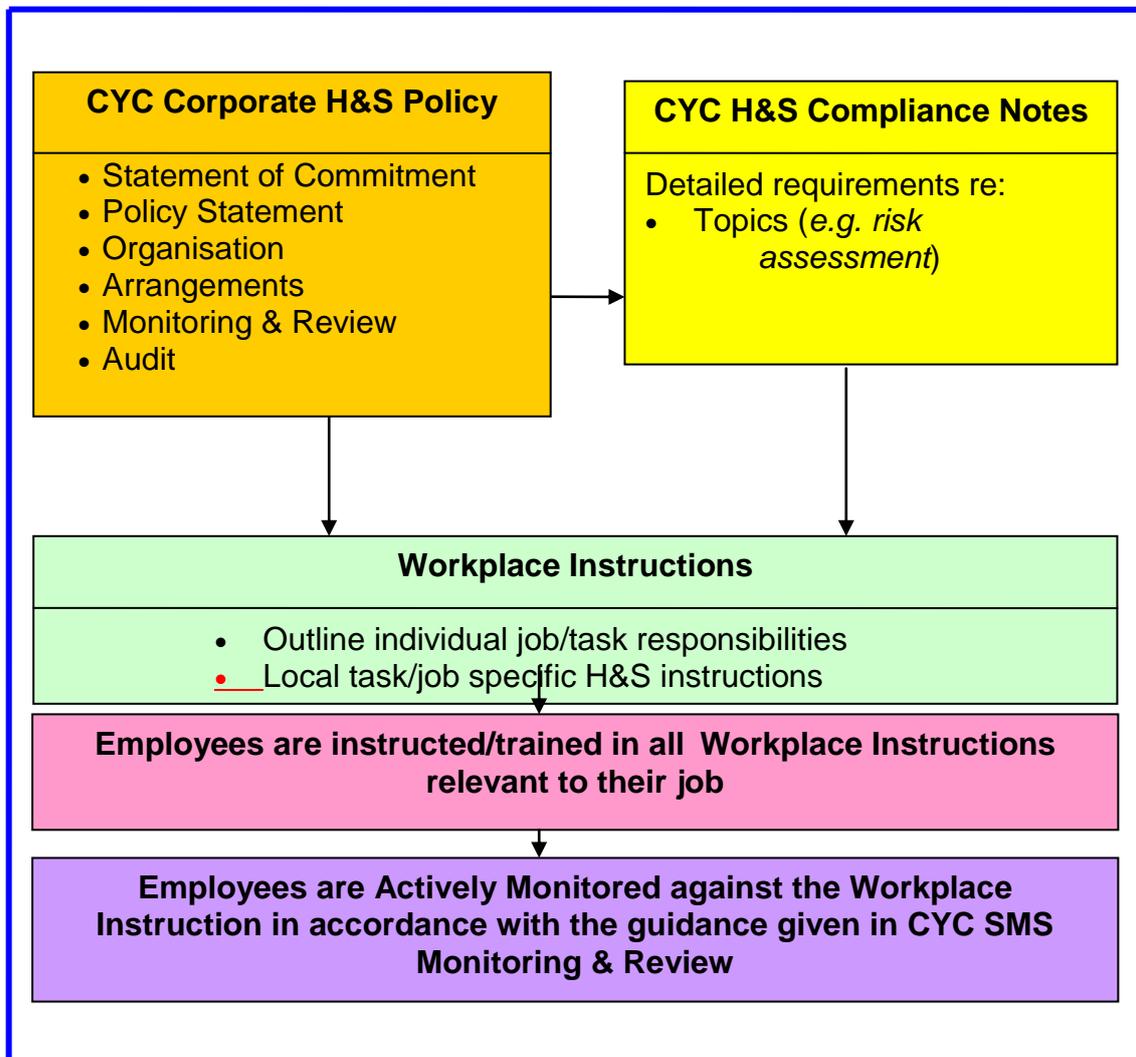
	<b>HEALTH &amp; SAFETY POLICY</b>	
	<b>DESCRIPTION OF THE CYC SMS</b>	
	Version: 2	Issue/review: March 2009
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## DESCRIPTION OF THE CYC-SMS

This section describes the City of York Safety Management System (CYC-SMS for short).

The CYC-SMS comprises of a number of inter-dependent parts. These are aimed at providing the framework for delivering a high level of health and safety performance in the workplace. This aim is consistent with the council's values and the joint Statement of Commitment.

The following diagram shows the basic components. The individual elements are described in more detail in the subsequent paragraphs.



*If you have any questions relating to this document please contact the Health & Safety Help Line on 01904 554131*

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## **Safety Management System Documentation**

This is made up of the H&S Policy and a set of Compliance Notes and is subject to a standard quality control process.

The CYC Corporate H&S Policy identifies the top tier issues which are to be applied across CYC. It is made up of the following elements:

### **Page i Index**

An Index of the Policy

### **Page ii Statement of Commitment**

A simple statement setting out the broad objectives agreed between managers and employee representatives.

### **Section 1 Description of CYC SMS**

(this document)

### **Section 2 Policy Statement**

The H&S Policy develops the Statement of Commitment to identify specific key matters to be addressed. It is a legal requirement and is signed by the Chief Executive.

### **Section 3 Organisation**

This is a legal requirement and identifies the key responsibilities and accountabilities of all CYC employees, senior managers and contractors/agency etc staff. It also identifies the outline requirements for a CYC Joint H&S Committee.

### **Section 4 Arrangements**

These too are a legal requirement. Arrangements set out "Specific Requirements" for a range of H&S issues (e.g. Risk Assessments, Incident Reporting & Investigation etc). They are applicable across CYC and directorates must incorporate these into their "Service Plans".

### **Section 5 Monitoring and Review**

This section identifies the basic requirements for routine monitoring of performance. In particular it includes the need for regular workplace inspections, active monitoring of workplace instructions, following up identified improvements, sharing experience, and setting measurable targets for improvement. Monitoring and review is an essential component to demonstrate the legal requirement for supervision, which CYC will be able to demonstrate through Active Monitoring.

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### **Section 6 Audit**

The final part that closes the 'quality loop' by providing a level of independent monitoring of performance. This must not be a paper chase exercise – it must also gauge the level of actual compliance in the workplace.

### **Section 7 Document Control**

A standard quality control process

### **Section 8 Schools Model Policy Instructions & Template**

All schools are required by the Department of Children, Schools and Families (DCSF) to produce a local policy. These instructions give a step by step instructions on how to adapt the model policies either for LA or Voluntary Aided Schools.

### **Section 9 SMS Health Check**

This is to be used by Managers in Directorate/Services/Departments to gauge current health and safety working practices against standards required by the Safety Management System and ascertain the subsequent actions to meet these standards.

### **H&S Compliance Notes**

The H&S Compliance Notes provide more detailed assistance to managers and employees in the interpretation of aspects of this Manual and other aspects of health & safety. The objective is to provide a means by which further information can be provided which may not be applicable to everyone. The Compliance Notes relate to specific topics where there is a need for detailed information on a particular Arrangement etc (e.g. Risk Assessment) is identified.

### **Workplace H&S Instructions**

Workplace Instructions are to be produced within and by directorates. They provide the practical implementation of the Arrangements and Compliance Notes.

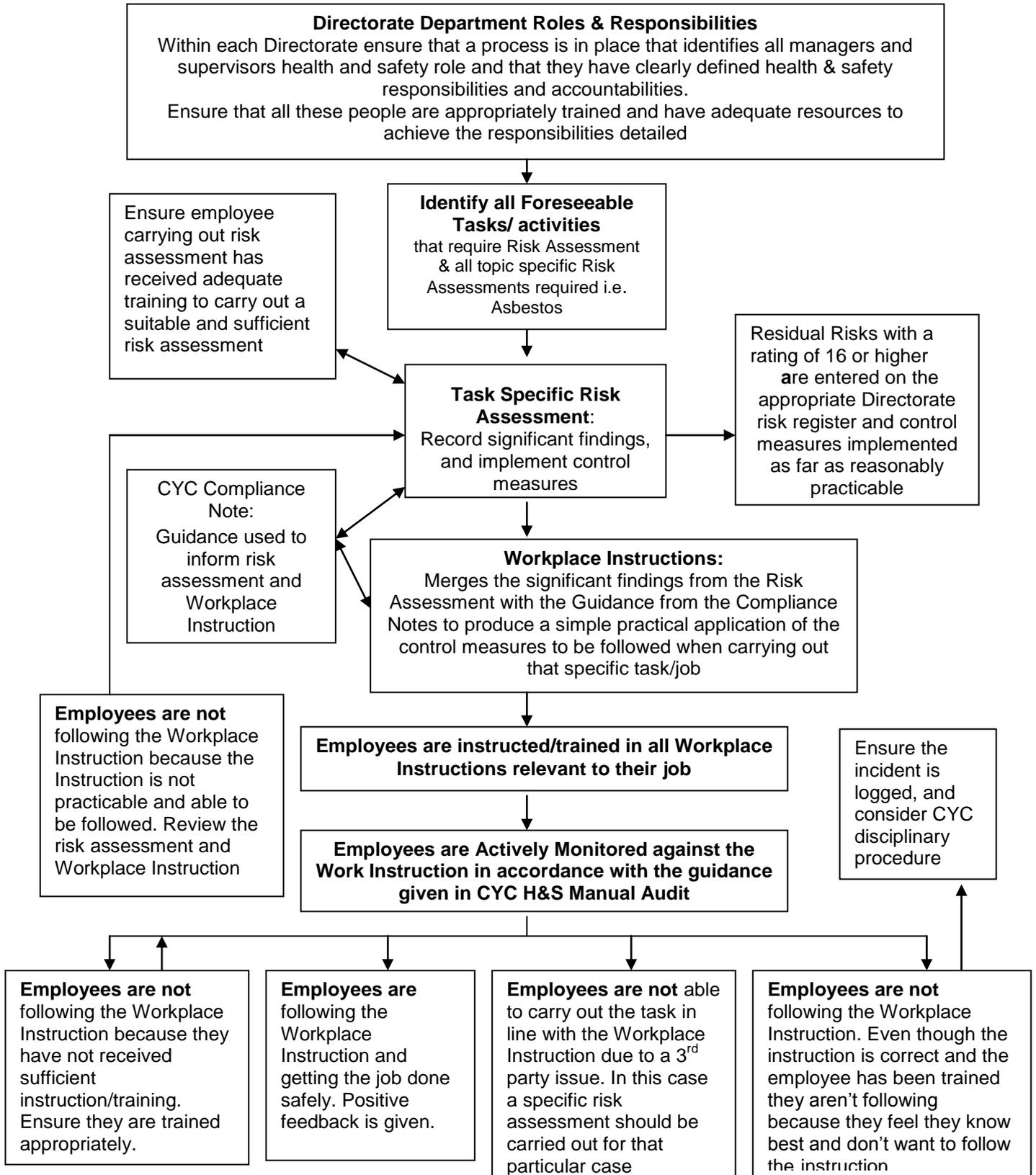
There is no need for any further local 'safety management systems' e.g. a Directorate Specific Manual Handling Policy. However Directorates and Departments should document the relevant roles and responsibilities in the implementation of the SMS e.g.

- Which managers carry out the SMS Health Checks ?
- Who hold training records ?
- Who are the Site Asbestos Liaison Officers ?

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### Overview of CYC SMS



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