

**My Line Manager is...**

**My Service Rep is...**

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## Employee Induction

## Health & Safety

**This booklet is designed to answer common questions related to health and safety, and give you an idea of what the expectations are for DCC, as your employer, and for you.**

**1. I am just an employee—surely it is my employer's job to manage health and safety?**

As an employee you also have a duty to look after yourself and others around you. Although health and safety management is the law, we want you to go home at the end of the day in the same condition you came to work in, so it is important that you are aware of the hazards associated with your job role, and the risks from those hazards — and you co-operate with your manager to manage them.

**2. So how does my employer look after me?**

Denbighshire County Council has to do a number of things to ensure it looks after its employees and complies with the law. This includes providing information, instruction and training, providing and maintaining safe workplaces, tools and equipment, consulting with employees on matters that affect them, and identifying, assessing and controlling risks arising from our work activities. DCC is required to report accidents and incidents that happen in the workplace, so it is important that if you are involved in an accident or incident in work, you report it to your Line Manager.

**3. Where do I find the policies that are relevant to my work?**

At DCC, the only corporate policy we have in health and safety is the Health & Safety Policy itself, however there may be other policies and procedures specific to your service. All of the rest of our documentation is information and guidance. With such variety in services provided by DCC - from leisure and libraries to social work and construction - we believe the 'one size fits all' just doesn't work, and therefore we feel guidance documents and templates are a lot more helpful for teams to carry out their own health and safety assessments. Supporting documents including but not limited to: fire safety information, templates and worked examples of documents, school specific guides, driving and road related guidance, online accident / incident reporting, and staff protection register.

**4. What if there is no risk assessment for my work activity?**

Your Line Manager must make you aware of any existing risk assessments and safe systems of work associated with your job role. Although it is your manager's responsibility to ensure the risks associated with your work activity have been assessed, the task of doing this can be delegated, and often you are the best placed person to know what hazards are present within your daily activities and how to manage the risks from them. So if you do not think there is an existing risk assessment for you, speak to your Line Manager about putting one together.

**5. If I have an issue with health and safety in my role - who do I talk to?**

If you have any concerns about your particular job role, your first port of call should be your Line Manager, but if you do not feel comfortable speaking to them - or if you have spoken to them previously but feel no action has been taken - there are lots of different representatives for Health & Safety that you can speak to. The Corporate Health & Safety team are always available on 01824 712502, and your service should have a Union and Staff Council representative that can take forward issues you may have. We also have an Occupational Health Advisory team who can support you on 01824 712522.

**When you first start your job, your Line Manager must take you through a departmental induction. This should tell you all the local information you need to know about, including who your H&S reps are, fire alarm and procedure, welfare facilities, policies and procedures relating to your work activities, accident reporting process, first aiders, and local training on the use of any equipment relevant to your job role including information on any Personal Protective Equipment that is required.**

**If you have not received this - ask for it!**

**You can find all of our Health & Safety guidance and templates on the intranet.**