

**BRECKLAND  
DISTRICT COUNCIL**

**Health & Safety Policy**

**December 2014**

## Document Control and History

<b>Version Control</b>			
<b>Issue No.</b>	<b>Author</b>	<b>Issue Date</b>	<b>Reasons for Issue</b>
1	NK	Oct 2012	Revision of previous policy document
2	NK/JH	Oct 2014	Revision of policy document
3	PA	Dec 2014	Revision of policy document

### Breckland

<b>Issue No.</b>	<b>Approval Process</b>	<b>Date</b>
1	CMT	
1	Corporate Health & Safety - JCG	
1	Local Joint Consultative Committee	
1	General Purposes Committee	

<b>Revision Schedule</b>			
<b>Issue No.</b>	<b>Cycle</b>	<b>Job Title</b>	<b>Next Due</b>
1	Every 2 yrs	H & S Team	December 2016

<b>Added to Policy Register</b>		
<b>Yes/No</b>	<b>Policy Officer Signature and Date</b>	<b>Authors Signature and Date</b>

# Contents

## Section 1 Policy Statement

1.1 Scope – Policy Aim	5
1.2 Policy Consultation and Consideration	
1.3 General Health, Safety and Welfare Policy Statement	

## Section 2 Management Control and Organisation

2.1 Individual Responsibilities	8
2.2 Specific Responsibilities	
2.2.1 Full Council	
2.2.2 Chief Executive	9
2.2.3 Corporate Management Team (CMT)	
2.2.4 Corporate Management team member responsible for Health and Safety	10
2.2.5 Shared Public Protection Manager	
2.2.6 Shared Finance Manager	
2.2.7 Shared Asset and Property Manager and the Shared Housing Manager	
2.2.8 All other Shared Managers	11
2.2.9 Managers (including Team Leaders and Supervisors)	12
2.2.10 Health and Safety Team	13
2.2.11 Fire Marshalls	
2.2.12 First Aiders	14
2.2.13 Each Employee	
2.2.14 Occupational Health	
2.2.15 Non-Council Employees' Responsibilities	15
• Contractors or other such persons	
• Manufacturers and Suppliers	
2.2.16 Trade Union Representatives	
2.2.17 Joint H&S Steering Group	16
2.2.18 Health and Safety Committee	

## Section 3 Implementation - Arrangements for Health and Safety

3.1 General	17
3.2 Communication, co-operation and consultation	
3.3 Co-operation with Regulatory Authorities	
3.4 Information, instruction and training	18
3.4.1 General	
3.4.2 Induction	
3.4.3 Training needs identification	
3.4.4 Previous training	
3.4.5 Ongoing training and development	
3.4.6 Delivery of training	19
3.4.7 Funding of essential health and safety training	
3.4.8 Training records	
3.5 Risk Assessment	
3.5.1 Fire Precautions	20

3.5.2 Manual Handling	
3.5.3 Display Screen Equipment	
3.5.4 Hazardous Substances	
3.5.5 Young Persons	21
3.5.6 New or Expectant Mothers	
3.6 Accident and near miss incident reporting	
3.7 Asbestos	
3.8 Control of Legionella in Water Systems	22
3.9 Driving for work	
3.10 Electrical Safety	
3.11 Equipment	
3.12 Fire precautions and evacuation procedures	
3.13 First Aid	23
3.14 Housekeeping	
3.15 Lone workers	
3.16 Noise	
3.17 Protective clothing and equipment	24
3.18 Smoking	
3.19 Vibration	
3.20 Violence at work	25

## **Section 4      Monitoring and review of the general policy statement**

4.1 Monitoring of the policy	25
4.2 Review	25
Related Policies and Strategies	25
Appendices	25

## **Section 1      Policy Statement**

### **1.1    Scope – Policy Aim**

The aim of this Policy is to assist the Council in providing a safe and healthy workplace and working environment for all its employees, and to protect all other persons who may be affected by their work activity.

The Policy provides the framework by which the management of health and safety within the Council will be carried out, including the necessary arrangements and organisation.

Good communication and competence at all levels throughout the organisations will be essential to the success of the Policy.

### **1.2    Policy Consultation and Consideration**

This policy was taken through the Council's Joint H & S Steering Group & Health and Safety Committee which exist to ensure effective communication, monitoring of performance and consultation in matters involving the health, safety and welfare of all those affected by the work of the District Council.

### **1.3    General Health, Safety and Welfare Policy Statement**

The Council, as a corporate body and employer, is committed to meeting its legal responsibilities to safeguard the health, safety and welfare of their employees, and non-employees, who may be affected by the Council's work activities.

We consider health and safety to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

To enable the Council to carry out their responsibilities it will, so far as is reasonably practicable, take steps to:

- comply with and where possible exceed statutory requirements;
- ensure a sensible approach to risk management, giving focus and attention to the assessment and control of significant risks that arise as a result of our activities;
- provide a safe and healthy working environment (which includes access, egress and adequate welfare facilities);
- ensure safe working methods and provide safe, suitable and sufficient equipment;
- develop and maintain a positive Health and Safety culture with an emphasis on improvement, through communication and consultation with our employees and their trade union representatives;
- work with our partner organisations to ensure consistent health and safety standards are maintained;
- ensure that only competent contractors and sub-contractors are engaged and are regularly controlled and monitored;
- prevent or reduce the number of accidents and work related ill health;
- to provide suitable and sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work;

- ensure adequate resources are made available to fulfil the Council’s health and safety responsibilities;
- ensure adequate procedures are in place for contractors and others where we have a duty of care are fully compliant with this policy and the health and safety legislation;
- ensure that arrangements detailed within the health and safety management system are monitored and reviewed at appropriate intervals to ensure it remains effective.

The Council will co-operate fully in the appointment of safety representatives by recognised trade unions and will comply with the requirements of the Safety Representatives and Safety Committees Regulations 1977, Approved Code of Practice and Guidance. The Council will consult with employees and safety representatives directly and via the Health and Safety Committee.

The main responsibility for health and safety lies with the Chief Executive, the leader of the Council and the Corporate Management team, but in order for this policy to be successful, it is the personal responsibility of each employee, elected member, contractor, volunteer and agency staff member to:

- take reasonable care in carrying out their activities to minimise the risk to their own health, safety and welfare and that of their colleagues or others who may be affected by their actions;
- co-operate with management and colleagues in the carrying out of their duties to establish safe systems of work;
- bring to the attention of their line manager any hazards, dangerous practices, accidents or incidents of which they become aware.

The Chief Executive, Leader of the Council, Corporate Management team and Shared Managers support this policy and encourage everyone to take a positive and constructive approach to health and safety and welcome all suggestions and recommendations that might lead to a safer workplace, improved work practices and a reduction in sickness absence.

The allocation for safety matters and the particular arrangements that we will make to implement the policy set out within this document.

The policy will be kept up to date, particularly as the organisation changes in nature and size, and will be supplemented by further procedures relating to work activities. To ensure this, our policy and the way it is operated will be reviewed every two years.

**Signed**  
**Anna Graves**  
**Chief Executive**

**Date:**

**Signed**  
**Councillor Michael Wassell**  
**Leader of BDC**

**Date:**

**Signed** **Date:**  
**Mr Rob Walker**  
**Corporate Management team member responsible for Health and Safety**

**Signed** **Date:**  
**Unison Health & Safety Representative**

## **Section 2      Management Control and Organisation**

### **2.1 Individual Responsibilities**

All Council employees have a legal responsibility to meet the statutory requirements of the Health and Safety at Work etc Act 1974. At all levels of the organisation, our people will be:

- responsible for the safety and wellbeing of themselves, those people they manage and the people they work for;
- aware of their responsibility for health and safety issues and their effects on people within the activities they control; and
- aware of the influence that their action or inaction can have on the effectiveness of our safety management and performance.

The Chief Executive has ultimate responsibility for ensuring the Council fulfils its legal responsibility, that the policy's objectives are achieved and that effective management is in place to secure its implementation and review as appropriate.

The Chief Executive delegates the overall implementation of the policy to the Corporate Management team and the authority for the day to day administration of the policy to shared service managers for all other levels of employees.

The Corporate Manager Team member responsible for Health and Safety has a critical role in providing strategic direction and support to ensure health and safety risks are properly managed.

Line managers and supervisors have direct responsibility for activities and employees under their control. All employees have a legal and moral responsibility to take reasonable care for the health and safety of themselves and other people who may be affected by their acts or omissions.

### **2.2 Specific Responsibilities**

#### **2.2.1 Full Council**

Are responsible for:

- the conduct of the Council's undertakings to ensure the health, safety and welfare, of the Council's employees, the public and other persons who may be affected by its activities;
- ensuring there are adequate resources available to meet the requirements of the Corporate Health and Safety Policy;
- demonstrating their support for sensible health and safety;
- working closely with the Chief Executive to jointly promote a positive culture around health and safety within the Council and its employees;
- ensuring that adequate resources are allocated when setting budgets to secure the health and safety of the workforce and others who may be affected.

Portfolio Holders:

- should seek to demonstrate health and safety leadership within their departments
- they should be aware of the significant risks within their area of responsibility and the measures in place to reduce risks
- should know who to approach for competent health and safety advice.

### **2.2.2 Chief Executive**

Has overall responsibility for the effective implementation of the Council's Health and Safety Policy.

Specifically they are responsible for:

- making Full Council aware of significant health and safety issues, immediately when necessary.

### **2.2.3 Corporate Management Team (CMT)**

Are responsible for:

- supporting the Chief Executive in meeting their additional health and safety responsibilities;
- finding corporate solutions to health and safety issues;
- identifying and allocating resources where this is not either the responsibility of a specific Corporate Management team member, Shared Manager, Service Manager or where adequate resources are not available within a nominated budget;
- agreeing the health and safety strategy and the annual Corporate Health and Safety Plan;
- ensuring decisions and actions recognise the aims of the Corporate Health and Safety Policy.
- implementing the Corporate Health and Safety Policy within the Directorate of their control, ensuring that adequate safety management systems are in place at all levels within their Directorate so as to provide the Council with the assurance that all parts of the organisation is adequately meeting its legal obligations;
- establishing structures and strategies to implement policy and integrating these into service activities;
- making sure to fully consider the resources needed across their directorate for putting an effective health and safety management system into practice;
- ensuring that there is a standing item on the Corporate Management Team meetings to consider health and safety matters of evident concern.

## **2.2.4 Corporate management team member responsible for Health and Safety**

The Corporate Management team member responsible for Health and Safety will, through the Shared Public Protection Manager:

- provide strategic direction for ensuring the effectiveness of the Authority's health and safety organisation and arrangements;
- inform and alert CMT to, health and safety matters of evident concern and initiatives that have or may have an impact on the health and safety of employees, contractors or the public;
- being the sponsor of the annual review of health and safety performance;
- update CMT on a regular basis actions from the Strategic Corporate Health & Safety group;
- chair the Joint H & S Steering Group;
- chair the Council's Health & Safety committee.

## **2.2.5 Shared Public Protection Manager**

The Shared Public Protection Manager will:

- liaise on a regular basis with the Health & Safety Team;
- report to the Assistant Director for Health and Safety, any significant matters of Health and Safety that have the potential to impact on the Council and its undertakings;
- champion Health and Safety within the Council;
- assist with securing corporate budget for key H & S initiatives;
- update the corporate Health & Safety Policy and its associated procedures.

## **2.2.6 Shared Finance Manager**

The Shared Finance Manager will be responsible for:

- identifying and allocating budgetary resources where this is not either the responsibility of a specific Corporate Management team member, Shared Manager or where adequate resources are not available within a nominated budget.

## **2.2.7 Shared Asset and Property Manager and the Shared Housing Manager**

In addition to 2.2.8 below the shared managers responsible for Council Assets will have responsibility for all assets owned or managed by the council where they have not been passed to the responsibility of a local manager, and will:

- take responsibility for health and safety matters in connection with all aspects of the maintenance and investment service and to actively promote risk management in their services areas;
- include in all tender documents suitable provision for health and safety and co-ordinate the safety activities of contractors and subcontractors;
- hold the budget for repair and maintenance of the Council's Corporate assets and is responsible for ensuring that repair or maintenance work necessary to address health and safety issues are carried out;
- take responsibility for maintaining the Council's Asset Management Plan;

- make sure that full fire risk assessments are carried out on Corporate assets by suitably qualified persons and that they are maintained and kept current;
- make sure that all fire evacuation drills and tests are carried out in accordance with the relevant statutory requirements;
- work with local managers, responsible for assets to make sure that all assets (land and property) are inspected, maintained and managed in accordance with statutory legislation and in a manner that protects the health and safety of the occupants or others that may be affected by them. This will include but is not limited to maintenance of **asbestos, electrical equipment, water services and lifting equipment** with the appropriate records managed and kept up to date.

### 2.2.8 All other Shared Managers

Have responsibility for health and safety within their Services. In particular, they must ensure that:

- the Council's health and safety policy is implemented within their areas of responsibility;
- effective service policies are developed and implemented where necessary, including clearly defined responsibilities for all levels of staff, systems for assessing and controlling risks and for monitoring health and safety performance;
- a positive health and safety culture is actively demonstrated and promoted within their areas of responsibility including a commitment to continuous improvement;
- include in all tender documents suitable provision for health and safety and co-ordinate the safety activities of contractors and subcontractors;
- corporate health and safety policies and procedures are implemented within their areas of responsibility and where specific service risks arise service procedures are developed and implemented that complement corporate strategic direction;
- they and their management team understand and are competent, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare;
- adequate budgetary provision is made to meet the cost of fulfilling the service's responsibilities in relation to health, safety and welfare;
- adequate time and resources are given to managers and employees to fulfil their roles as defined by this policy;
- there are adequate and effective arrangements in place for consulting all employees and their representative trade unions within their areas of responsibility on matters that affect their health and safety;
- they have systems in place for monitoring health and safety within their areas of responsibility, including setting targets for improvement and reviewing performance;
- where their Services work with partnership organisations, ensure that suitable health and safety arrangements are established and monitored in partnership activities.

## 2.2.9 Managers (including Team Leaders and Supervisors)

Managers are responsible for ensuring that the policy is implemented in their areas of responsibility. Managers will be responsible for all employees and activities under their control and will ensure that the requirements of relevant safety policies and procedures are complied with. In particular, they will, where appropriate:

- ensure that risk assessments are undertaken by persons competent to do so and that adequate control measures are taken to minimise the health and safety risks to their employees and to any other persons who may be affected by work carried out by these employees; and those risk assessments are maintained on the corporate Health and Safety systems to allow effective monitoring;
- ensure that safe systems of work are developed and implemented in line with the Council's health and safety management system;
- when commissioning work through partners and contractors ensure that they are selected and managed in accordance with statutory and Council health and safety requirements;
- include in all tender documents suitable provision for health and safety and co-ordinate the safety activities of contractors and subcontractors;
- ensure action is taken to resolve any situations that may adversely affect the health and safety of employees or other persons. They will rectify any problem within their own resources or see it is raised with their line manager without delay where they do not have the budgetary or management control to do so;
- ensure effective health and safety monitoring activities are undertaken;
- set a personal example by including health and safety management into daily management practice and demonstrating safe personal working practices;
- monitor and review health and safety performance through:
  - undertaking health and safety inspections of the relevant work area/practices in accordance with relevant policy
  - setting health and safety targets and objectives through appraisals and other supervisory reviews
- ensure that arrangements are in place to keep themselves and their employees up to date with health and safety information provided to them by the organisation;
- ensure that all employees under their control are given adequate information, instruction, training and supervision to carry out their duties safely, paying particular attention to new/inexperienced employees and trainees;
- ensure that all plant, work equipment and personal protective equipment provided is selected through a risk assessment process, is suitable, properly maintained and all necessary tests and examinations have been carried out;
- ensure that accidents and incidents (including near misses and violence and aggression) are properly reported, processed, investigated by competent persons and the findings acted upon without delay, plus report these to the Corporate Health & Safety officer;
- ensure that employees and their trade union representatives are consulted on matters of health and safety that affect them;
- ensure information that may assist safety representatives in their role is provided to them as necessary;
- work with local Managers responsible for assets to ensure if premises issues affecting their employees are adequately managed and communicated;
- attend training provided to them that is relevant to their role;

- ensure that competent health and safety advice is sought where required.
- arranging suitable and sufficient health & safety training as identified, to equip their team leaders/supervisors and staff with necessary knowledge, information and competence, plus update the corporate Health & Safety management system.

### **2.2.10 Health & Safety Team**

The Health & Safety Team will:

- provide professional support, technical and other guidance to the Council, CMT, Shared Managers, Managers and members of staff on matters of health & safety risk assessments and audits;
- raise awareness of health & safety at work with all employees, members and partners of the Council;
- prepare reports to the Joint H & S Steering Group, Health & Safety Committee and CMT on health and safety performance, making recommendations for improving performance as necessary. An annual report will be produced each April for the Corporate management team and will include an overview of the policy, the performance of each service and details of accidents, statistics and inspections carried out that year;
- draft guidance and develop corporate health and safety procedures in line with current legislation and best practice;
- interpret new legislation, audits and report findings to health and safety committee;
- liaise with relevant enforcing bodies e.g. HSE, Fire Authorities;
- maintain corporate accident / incident records;
- review accident and incident data to identify trends and any appropriate remedial action as necessary;
- actively participate in Health & Safety Action Plans, meetings and the setting of realistic targets to maintain progress and continued standards of compliance with relevant statutory provisions;
- delivering or arranging suitable and sufficient health & safety training as identified, to equip senior managers, team leaders/supervisors and staff with necessary knowledge, information and competence, plus to maintain the corporate management system;
- maintain the list of First Aiders and Fire Marshalls, plus ensure that the Council has sufficient numbers to perform their duties in accordance with national guidance;
- that all first Aid boxes are sufficiently stocked and maintained.

### **2.2.11 Fire Marshalls**

The Fire Marshalls will take control in the event of a fire or emergency evacuation and will:

- attend necessary training;
- in the event of an evacuation ensure their dedicated area is clear;
- carry out fire inspection checks as deemed appropriate.

## **2.2.12 First Aiders**

First Aiders will:

- provide first aid treatment in accordance with the first aid at work regulations;
- ensure their first aid box is adequately stocked;
- advise Human Resources or the Health and Safety Team of any changes that may effect their ability to continue with their duties;
- assist with the completion of accident forms and follow up investigations and actions as appropriate, for any incident they are involved in.

## **2.2.13 Each Employee**

All Employees have individual responsibility to take reasonable care for the health and safety of themselves and for those other persons who may be affected by their acts or omissions. In particular, employees must:

- comply with the Council's Health and Safety Policy and procedures at all times and make themselves familiar with the Health & Safety information on the Council's Intranet;
- co-operate with their management in complying with relevant health and safety safe systems of work and procedures;
- participate in emergency arrangement training including fire evacuation and familiarising themselves with emergency arrangements at the premises in which they carry out their work;
- use all work equipment and substances in accordance with the instruction and training received;
- wear, use, store and maintain personal protective equipment as provided to them and required by their manager. To notify their line manager when PPE needs replacing;
- not intentionally misuse anything provided in the interests of health, safety and welfare e.g. fire fighting equipment;
- take part in and contribute to health and safety inspections, risk assessments etc as appropriate;
- report all accidents (personal injury and vehicle), ill-health, incidents of violence and aggression, near misses, hazardous situations, general health and safety concerns, defective equipment or premises in line with departmental procedures;
- attend training provided relevant to their role;
- if working on behalf of the Council on premises other than those controlled by the Council, comply with health and safety arrangements at those premises;
- ensure that when driving while at work that they are fit to do so and drive in a safe and proper manner.

## **2.2.14 Occupational Health**

The Council retains the services of Occupational Health organisations. Their responsibility extends to providing advice, when requested, on all matters relating to occupational health. It will, when requested, carry out medical assessments as part of any medical surveillance required by health and safety legislation.

## **2.2.15 Non-Council Employees' Responsibilities**

- **Contractors or other such persons**

Only competent contractors or other such persons will be permitted to undertake services for the Council.

The Council needs to ensure that contractors or other such persons they engage have the skills, knowledge and competency to carry out the service to the required standards without risks to health and safety. The contractor selection and monitoring procedure should be followed this requires a health and safety competency assessment form completed by the contractor (or other such person) and associated documentation supplied. An assessment as to the contractor's competency to carry out work on behalf of the Council will be made and a record kept. All documents provided by the contractor will be retained as evidence.

Contractors or other such persons will be required to conform to all relevant Health and Safety legislation or Council instructions that are applicable and to ensure that their employees and sub-contractors also conform.

Any health and safety concerns or issues arising from the health and safety competency assessment or monitoring of contractors or other such persons will be referred to the Health and Safety Team.

No contractor or other such person shall work for the Council unless the Control of Contractors procedures have been adhered to.

- **Manufacturers and Suppliers**

The Health and Safety at Work etc Act 1974 requires that all plant, machinery, equipment, appliances and materials are so designed and constructed so as to be safe and without risks to health.

Manufacturers and suppliers must provide adequate operating and/or handling instructions and information about any conditions necessary to ensure that their products will be safe and without risks to health when properly used. This information must be made available to all relevant employees.

## **2.2.16 Trade Union Representatives**

The functions available to safety representatives are:

- to investigate potential hazards in the workplace (whether or not they are drawn to their attention by the employees they represent), the causes of accidents and general complaints by any employee they represent on health, safety or welfare issues at the workplace and communicate with the appropriate officer. Make observations in writing to the Service Manager and the Health and Safety Committee;

- to carry out inspections of the workplace, both on a planned basis and following substantial changes in working conditions, where new hazard information has been published by the HSE or where incidents and accidents have occurred;
- to inspect and take copies of any document relevant to health and safety providing reasonable notice is given to the manager concerned;
- to represent employees in consultations with the managers and to receive information from managers;
- to represent the employees they were appointed to represent in consultations with the inspectors of the Health and Safety Executive and/or any other enforcing authority and to receive information from inspectors;
- to attend meetings of safety committees in the capacity as a Safety Representative in connection with any of the above functions;
- to carry out inspections of the workplace, following notifiable accidents and, if relevant to the inspection, see certain documents.

### **2.2.17 Joint H & S Steering Group**

The Joint Steering Group will be responsible for ensuring effective communication, monitoring of performance and consultation in matters involving the health, safety and welfare of all those affected by the work of the District Council.

- The steering group will report to CMT on a quarterly basis and update them on Policy, procedures, incidents, action plans, training and sickness levels.
- Will draft policy and submitted for approval to CMT, Corporate Health & Safety committee and full Council.
- Approve and organise appropriate training for all staff.
- Deal and action any emergency issues that arise.
- Review, sanction and implement relevant Action Plans.
- Review Staffing issues that affect their working environment.
- Review the services performance in issues relating to Health & Safety.

### **2.2.18 Health and Safety Committee**

The Health and Safety Committee exists to ensure effective communication, monitoring of performance and consultation in matters involving the health, safety and welfare of all those affected by the work of the District Council.

The Committee will:

- review accident and near miss incident data;
- receive and consider procedures developed by the Joint Health and Safety Steering Group, before passing them to Senior Management team;
- receive and consider reports from the Health and Safety Executive, Trade Union representatives, the Joint Health and Safety Steering group and shared managers;
- assist in the development of safety rules;
- monitor and review health, safety and welfare training;
- review the Joint Health and Safety Steering Group work programme.

## **Section 3      Implementation - Arrangements for Health and Safety**

### **3.1      General**

The following arrangements supplement the policy but are not intended to be exhaustive. They are supported with separate, additional procedures / guidance. Constant observance of this policy, adherence to rules and maintenance of good practices and procedures / guidance will prevent personal suffering and injury and in some cases, property and equipment damage.

Performance against these various systems will be monitored by the Health and Safety Committee with the assistance of the Joint Health and Safety Steering Group. Such monitoring will have regard to accident cause statistics and will involve periodic audits by the Joint Health and Safety Steering Group.

All risk assessments will be reviewed annually in light of safety performance monitoring results and changes in the work carried out. Amendments will be brought to the attention of those employees to whom they apply.

### **3.2      Communication, co-operation and consultation**

No safety policy is likely to be successful unless it actively involves all employees. It also helps in motivating staff and making them aware of health and safety issues.

Employees will be consulted on health and safety matters either communicating directly through line management at team meetings, team briefings, formal training or directly by Trade Union Safety Representatives.

Safety representatives appointed by the recognised trade unions have an important role in consulting and communicating with staff on health, safety and welfare related issues. Therefore it is to be accepted by the Elected Members, the Chief Executive, the Directors, the Shared Managers and team leaders that the Council will provide safety representatives, with reasonable facilities, assistance, attendance at TUC, union specific training and any other council delivered training appropriate for the purpose of carrying out their functions as defined by the Safety Representatives and Safety Committees Regulations 1977. None of these functions undertaken by Safety Representatives are imposed upon them by the Council; however, reasonable time off without loss of earnings will be given whilst undertaking health and safety functions.

### **3.3      Co-operation with Regulatory Authorities**

Any contact, including correspondence from any regulatory authority, in particular, the Health and Safety Executive (HSE), the Fire Authority and the Environment Agency must be notified to the Joint Health and Safety Steering Group by the quickest possible means. The Joint Health and Safety Steering Group will provide those services with appropriate support and advice.

## **3.4 Information, instruction and training**

### **3.4.1 General**

All employees regardless of position, length of service or role will be provided with appropriate health and safety training. Providing all employees with suitable and sufficient health and safety information, instruction and training is vital to ensuring that:

- daily working activities are carried out safely;
- health and safety responsibilities are understood and performed satisfactorily;
- individual's are aware of the hazards present in their day-to-day working environment.

Information, instruction and training does not always require attendance on formal training courses. In many instances verbal or written instruction may be sufficient, for example:

- briefings on risk assessments findings including controls identified;
- walking a new employee through their office escape route;
- job shadowing / observing an experienced member of staff;
- providing detailed, step by step instructions (i.e. Safe Working Practice), on how to perform a particular task.

### **3.4.2 Induction**

All employees require a Health and Safety induction. As well as providing necessary information, instruction and training, it also provides an opportunity from the outset to demonstrate a positive health and safety culture that each individual is expected to help maintain.

### **3.4.3 Training needs identification**

Training needs will be determined by a number of mechanisms, including assessment of the individual job role and activities expected to be undertaken, risk assessment controls, as a mandatory requirement of the job, appraisals, or in some circumstances as part of professional or self improvement.

### **3.4.4 Previous training**

Existing competencies such as attendance on accredited training and recognised courses are reviewed and taken into consideration as part of training needs analysis, however, where training is required to familiarise an employee with specific systems of work additional training will be provided.

### **3.4.5 Ongoing training and development**

Employees are provided with necessary information, instruction and training throughout their employment.

Examples of when further training may be required include:

- where refresher dates are formally specified as is the case for first aid training;
- following changes in equipment and / or working practices, an accident and any introduction of new hazards into the workplace (e.g. machinery, substances etc);
- periodic refresher training e.g. where aspects of training may be forgotten, or skills diminish over time – particularly where the training is not regularly used e.g. Fire Marshal, Evacuation Chair;
- where the line manager or the employee identifies additional training that would be beneficial e.g. during work reviews, appraisals or after difficulties in carrying out work safely;
- where staff are observed not to be working safely;
- where safety roles are not being performed satisfactorily e.g. a premises manager not ensuring hazards in their workplace are being adequately managed;
- an identified requirement through the appraisal process.

### **3.4.6 Delivery of training**

Formal training may be delivered through the following mechanisms:

- the Joint Health & Safety Steering Group;
- shared managers, line managers / team leaders / supervisors;
- in-house courses delivered by external training providers;
- external courses.

### **3.4.7 Funding of essential health and safety training**

It is recognised that the funding of essential health and safety training and instruction as is deemed necessary is an essential element of the health and safety management system. Further advice can be obtained from the Joint Health and Safety Steering Group.

### **3.4.8 Training records**

Training records are to be kept by the Human Resources team and the Health and Safety team and it is the responsibility of the relevant Line Manager to make sure that Human Resources are notified of training that has been given.

## **3.5 Risk Assessment**

Risk assessment is the foundation in building an effective health and safety management system and its purpose is to make sure that appropriate workplace precautions are implemented and kept in place to safeguard employees, elected members and the public alike.

- The responsibility for ensuring that suitable and sufficient risk assessments are carried out, recorded and that staff are aware of and comply with health and safety requirements, lies with the relevant line manager.
- The responsibility for ensuring the implementation of the control or precautionary measures lies with the line managers / team leaders / supervisors.

- Risk assessments will be carried out by competent persons who have received suitable and sufficient training, and have relevant knowledge of the area or work process they are assessing.
- The Joint Health and Safety Steering Group will provide the generic risk assessments, which are those that generally apply to a group of workers as a whole over several locations i.e. driving at work; such generic risk assessments must be adapted to be service specific.
- Risk assessments will be recorded on the Council's corporate Health & Safety system.

The Management of Health and Safety at Work Regulations 1999 set out the general requirement for risk assessments to be carried out, recorded and control measures implemented, however there are a number of specific regulations that require risk assessments to be undertaken and the Council, as an employer must have regard to:-

### **3.5.1 Fire Precautions**

The Council will ensure that appropriate fire precautions will be maintained in all Council occupied premises. A risk assessment will be undertaken and reviewed as necessary in accordance with the Regulatory Reform (Fire Safety) Order 2005 for each premise.

### **3.5.2 Manual Handling**

All manual handling tasks with a significant risk of injury will be suitably risk assessed, and control measures implemented where required and practicable, in accordance with the Manual Handling Operations Regulations 1992 (as amended). Where possible the manual handling task will be eliminated by the use of other methods or equipment.

### **3.5.3 Display Screen Equipment**

All users of display screen equipment as defined in the Health and Safety (Display Screen Equipment) Regulations 1992 will be assessed by the use of an on-line training and assessment system. Where required, specific assessments will be undertaken by competent persons or members of the Health and Safety team.

### **3.5.4 Hazardous Substances**

All substances hazardous to health used within the workplace will be suitably assessed in accordance with the requirements of the Control of Substances Hazardous to Health Regulations. Where possible, hazardous materials will be substituted by non or less hazardous substances.

Material Safety Data sheets will be obtained from manufacturers or suppliers of substances, and all relevant details will be made available for users of the substances, prior to use.

### **3.5.5 Young Persons**

Regulation 19 of the Management of Health and Safety at Work Regulations 1999 requires the protection of young persons.

Any young person i.e. those under the age of 18, working either as an employee, on work experience or voluntary basis will have a specific risk assessment carried out to ensure that the arrangements in place for the work that they are to undertake.

### **3.5.6 New or Expectant Mothers**

Regulation 16 of the Management of Health and Safety at Work Regulations 1999 requires the protection of new or expectant mothers.

Procedures are in place to protect new or expectant mothers from possible ill health effects at work. The Council is committed to ensuring a safe environment for all new or expectant mothers throughout employment and will ensure appropriate arrangements are in place regardless of the type of work carried out by the individual.

All expectant mothers should inform their line manager, Human Resources and the Health and Safety team as soon as they are aware they are pregnant to ensure protective measures, if necessary can be taken to ensure the safety, health and welfare of the individual and their unborn child.

## **3.6 Accident and near miss incident reporting**

Employees must report to their Line Manager/Supervisor any accident or near miss incident, which results in personal injury to themselves or a colleague while at work or to a member of the public or contractor visiting any of the Councils' premises/sites or as a result of the Council's work activity.

The relevant Line Manager/Supervisor must make sure that all accidents and incidents are recorded on the accident report forms, as appropriate and carry out an investigation so any changes that may be required can be made. Full details on the accident reporting and investigation systems can be found on the Council's Intranet under Health and Safety/Accident Reporting.

## **3.7 Asbestos**

The Council, in recognition of its duties under the Health & Safety at Work etc Act 1974 and the Control of Asbestos Regulations 2012 towards employees, customers, contractors and members of the public and undertake to manage the risks associated with asbestos containing materials responsibly.

In order to ensure that the risks associated with asbestos containing material is managed across a diverse property portfolio, which includes both domestic (Council Housing Stock) and non-domestic premises an Asbestos Management Procedure has been adopted. This is to ensure that responsibilities and duties are clearly defined, understood and implemented.

### **3.8 Control of Legionella in Water Systems**

The Council recognises and accepts its obligations under current legislation including the Health and Safety at Work etc Act 1974, the Control of Substances Hazardous to Health Regulations 2002 and the HSE guidance The Control of Legionella Bacteria in Water Systems (L8) towards employees, customers, contractors and members of the public and undertake to manage the risks associated with asbestos containing materials responsibly.

In order to ensure that the risks associated with water systems are managed a Control of Legionella in Water Systems Procedure has been adopted. This is to ensure that responsibilities and duties are clearly defined, understood and implemented.

### **3.9 Driving for work**

Some jobs will require driving for work purposes (this does not include driving to and from the normal place of work). Drivers are responsible for adhering to road safety legislation and for ensuring that their vehicle is in a roadworthy condition and all necessary checks are made to ensure this is carried out. When driving their own private vehicles for work purposes, drivers must ensure that they have the relevant insurance, valid driving licence and their road tax is up-to-date (where applicable).

The Council is clear that drivers must not use their mobile phone whilst driving, including the use of hands free systems.

### **3.10 Electrical Safety**

Electrical equipment must be visually examined before use for obvious defects. Equipment with loose wiring, damaged plugs or cable/flex should be immediately taken out of service and reported to the line manager / supervisor for repair by a competent person. Portable and fixed equipment is subject to testing and maintenance by a suitably qualified person organised by the Property and Asset Team. Employees should not bring any electrical equipment into the buildings for use unless it has been checked and approved by a suitably qualified person.

### **3.11 Equipment**

All work equipment and machinery have safe operating methods and must be strictly adhered to. Employees operating equipment must do so in accordance with the training given and take all necessary precautions to ensure the safety of themselves and others. The Line Manager / Supervisor responsible for the equipment will conduct risk assessments and maintenance will be organised and conducted as necessary.

### **3.12 Fire precautions and evacuation procedures**

Fire evacuation procedures are site specific and can be found on Fire Action Notices displayed throughout the sites, with the general procedures being held on the Council's Intranet under Health and Safety / Fire. Adequate means of warning and escape will be provided and maintained in effective order. Employees will receive instruction on the fire procedures as part of their workplace induction and

the corporate health and safety induction. Employees should familiarise themselves with the evacuation procedures on the sites that they work from or visit regularly. Refer to the Council's Intranet for further information.

### **3.13 First Aid**

First Aiders are listed on notice boards at each site.

First Aid kits will be stored in first aid rooms (where applicable) or other designated areas such as kitchenettes, council vehicles (where applicable) or given to lone workers as required by the risk assessments. For kits located in static positions, local first aiders will be responsible for checking and restocking on a monthly basis or sooner if required. Other persons will be nominated within each service unit, where kits are held in council vehicles, and will be responsible for the checking and restocking of these kits. Further information on the first aid procedure is provided in the Council's intranet.

### **3.14 Housekeeping**

All corridors, stairs, landings, fire exits and fire extinguishers are to be kept clear of obstacles.

Line Managers / Supervisors will carry out an inspection of the areas of their responsibility at least every six months and the managers responsible for public buildings will arrange daily checks to be carried out and for quarterly inspections to take place.

### **3.15 Lone Workers**

Some tasks require employees to work alone for periods of time. Wherever possible this will be kept to a minimum and arrangements will be implemented to ensure lone workers have regular contact with their line manager / supervisor and are provided with appropriate and practical means to maintain this contact. Tasks involving lone working will be thoroughly assessed and managers will implement control measures necessary to reduce risks. Refer to the Lone Working procedure on the Council's Intranet.

### **3.16 Noise**

Some activities undertaken by the Council will generate noise. This will be kept to a minimum as much as possible. Excessive noise levels can cause permanent damage to hearing. Therefore, it is our policy to ensure individuals are not exposed to noise levels exceeding legal limits.

This will be achieved by:

- reducing noise levels at source, by using quieter plant and work processes;
- identifying residual sources of excessive workplace noise (greater than 80dBA);
- advising staff when noise levels are likely to exceed 80dBA / 85dBA;
- undertaking risk assessments and identifying practical noise reducing measures;

- providing staff with hearing protection, as well as information, instruction and training;
- limiting the time staff are exposed to excessive noise levels;

If it is not reasonably practicable to reduce noise levels below 85dBA then staff must wear the hearing protection provided.

Audiometry tests will be carried out on an annual basis, for all staff exposed to significant noise levels, by a competent Occupational Health provider.

### **3.17 Protective clothing and equipment**

Where, despite efforts to eliminate hazards or to reduce the risks associated with them, a significant problem remains, personal protective equipment and/or clothing may be required. The provision of such will be in accordance with the risk assessment and issued by the line manager / team leader / supervisor.

Each employee issued with Personal Protective Equipment must make sure that it is appropriately looked after, any defects reported to their line manager / supervisor and that it is returned at the end of their employment with the Council.

### **3.18 Smoking**

Smoking is prohibited in all Council Buildings, Council Vehicles, leased vehicles and also in private vehicles (used for work purposes) when carrying someone for work purposes.

For further information in respect of smoking can be found in the Council's Smoke Free Procedure.

### **3.19 Vibration**

Excessive vibration levels can, if experienced over a long period of time, cause serious health problems. Therefore, it is our intention to ensure that individuals are not exposed to levels of vibration exceeding legal limits,

We will achieve this by:

- reducing vibration levels at source;
- identifying residual sources of excessive vibration;
- undertaking risk assessments and identifying practical vibration reduction measures;
- using alternative equipment or work processes, as well as providing staff with information, instruction and training;
- advising staff when vibration levels are likely to exceed the exposure action value (2.5 m/s<sup>2</sup>);
- limiting the time staff are exposed to vibration;
- taking into account individual staff health and adjusting exposure accordingly where possible.

If it is not reasonably practicable to reduce vibration levels below  $2.5\text{m/s}^2$  then, using the steps outlined above, we will ensure that the exposure limit value is not exceeded.

Hand arm vibration monitoring will be carried out on an annual basis, for all staff exposed to significant levels of vibration, by a competent Occupational Health provider.

### **3.20 Violence at work**

Employees must report to their line manager any incident where they are verbally or physically abused and line managers need to ensure that appropriate action is taken and the incident recorded. For full details of the Violence at Work Procedure, the relevant reporting forms and the Cautionary Contact Database (CCD), refer to the Council's Intranet.

## **Section 4 Monitoring and review of the general policy statement**

### **4.1 Monitoring of the policy**

The monitoring of this Policy will be carried out by the Joint Health and Safety Steering Group, actively through health and safety auditing and reactively by the investigation of incidents and collation of accident, near miss, violent incident and ill health statistics produced and reported on a regular basis. It is anticipated that appointed Trade Union Health and Safety Representatives will also assist by the carrying out of inspections of the workplace.

### **4.2 Review**

This safety policy will be reviewed every 2 years, and when agreed, added to or modified as necessary within that period.

## **Section 5 Related Policies and Procedures**

Information about related policies and procedures can be found on the Council's Intranet.

## **Section 6 Appendices**

None