

# **DISTRICT COUNCIL**

## **Health & Safety Policy**

**Sept 2017**

## Document Control and History

Version Control			
Issue No.	Author	Issue Date	Reasons for Issue
1	NK	Oct 2012	Revision of previous policy document
2	NK/JH	Oct 2014	Revision of policy document
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4	PA	April 2017	Revision of policy document
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## South Holland

Issue No.	Approval Process	Date
5	Joint Strategic Corporate Health & Safety Group	17/05/2017
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Revision Schedule			
Issue No.	Cycle	Job Title	Next Due
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2	Every 3 yrs	H & S Team	Sept 2020

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## **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 safety representatives directly and via the Health and Safety Group.

The main responsibility for health and safety lies with the Chief Executive, the leader of the Council and the Executive 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, Executive 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**  
**Leader of BDC**

**Date:**

**Signed**



**Date:**

**Mr Phil Adams**

**Executive Management team member responsible for Health and Safety**

**Unison Health & Safety Representative**

**Date:**

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

See Appendix A

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

See Appendix B  
See Appendix C for Specific Arrangements

## **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 Strategic Corporate Health and Safety 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 3 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.

## **Appendix A      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 Executive 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 Executive Manager 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 Services 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 Executive Management Team (EMT)**

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 Executive 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;
- receiving the 6 monthly Health & Safety Report & 3 monthly updates.

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

The Executive Management team member responsible for Health and Safety will:

- provide strategic direction for ensuring the effectiveness of the Authority's health and safety organisation and arrangements;
- inform, and alert EMT 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;
- liaise on a regular basis with the Health & Safety Team;



- report to the Shared Executive Director of Strategy and Governance, 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;
- being the sponsor of the 6 monthly review of health and safety performance;
- update EMT on a regular basis actions from the Joint Strategic Corporate Health & Safety group;
- chair the Joint Strategic H & S Group;
- chair the councils Health & Safety Group.

### 2.2.5 Section 151 Officer

Will be responsible for:

- identifying and allocating budgetary resources where this is not either the responsibility of a specific Executive Management team member, Shared Manager or where adequate resources are not available within a nominated budget, and includes the budgetary responsibility for all Commercial Assets
- ensuring that the requirements of health and safety legislation, e.g. Construction (Design and Management) Regulations 2015 (CDM2015) are complied with as they apply to the Council's activities.

### 2.2.6 Shared Executive Director Place

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 own 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 in their control 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 / Strategy;
- 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.

## 2.2.7 Managers (including Team Leaders and Supervisors)

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

- 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, and signed off through the Joint Strategic Health & Safety Group;
- set a personal example by including health and safety management into daily management practice and demonstrating safe personal working practices;
- effective service and place specific procedures 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, and signed off through the Joint Strategic Health & Safety Group;
- a positive health and safety culture is actively demonstrated and promoted within their areas of responsibility including a commitment to continuous improvement;
- 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;
- 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 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 Team;
- when commissioning work through partners and contractors ensure that they are selected and managed in accordance with statutory and Council health and safety requirements and include in all tender documents suitable provision for health and safety and co-ordinate the safety activities of the contractors and subcontractors;
- monitoring 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
- they and their management team understand and are competent, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare;
- 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;
- where managers hold the budget for repair and maintenance of the Council's Corporate assets in their control and are responsible for ensuring that repair or

maintenance work necessary to address health and safety issues are carried out;

- 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 employees to fulfil their roles as defined by this policy & procedures;
- 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 and through the corporate health & safety group.

### **2.2.8 Health & Safety Team**

The Health & Safety Team will:

- provide professional support, technical and other guidance to the Council, , EMT, 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 Strategic Corporate H & S Group, Health & Safety Group and EMT on health and safety performance, making recommendations for improving performance as necessary. An annual report will be produced each April Annually for EMT 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.

## 2.2.9 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.

## 2.2.10 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 affect 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.

## 2.2.11 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 or take part in training provided relevant to their role;
- carry out all mandatory training as requested by the Council health & Safety team within clear timeframes.
- 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.

## **2.2.12 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.

## **2.2.13 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.

## **2.2.14 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;
- invited 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.

## **2.2.15 Joint Strategic Corporate Health & Safety 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 group will:

- report to EMT on a six monthly basis and update them on Policy, procedures, incidents, action plans and training;
- review, monitor and provide a programme of training for staff, members and contractors;
- recommend changes to the Council's Health & Safety Policy and Procedures and to ensure compliance;
- ensure and advise on the Council's compliance with Health & Safety legislation and monitor any changes within this sector;
- receive and review reports regarding health and safety accidents and incidents (near misses);
- monitor performance, having regard to underlying trends and review progress on improving safety performance and safety culture;
- consider health & safety issues that may have strategic, business and reputational implications for the Council's and recommend appropriate measures, responses and targets;
- carry out annual inspections of Council premises and associated buildings and receive reports on other assets of the Council

## 2.2.16 Health and Safety Group

The Health and Safety Group 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 Group will:

- consider and advise on Council policies or procedure for health, safety and welfare, both statutory and otherwise and monitor and review their effectiveness;
- consider and approve amendments or additions to the Council's H & S Policies, procedures or Safety Guidance;
- review forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules governing any hazardous work activity or operations;
- promote and monitor the adequacy of health and safety training in the Council at all levels, also the communication and publicity and initiate actions to maintain a high standard;
- consider, and take action as appropriate on, reports from Trade Union health and safety representatives;
- receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents;
- receive statistical data of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents;
- consider reports of formal audits of Council work places and / or activities and such other reports may be submitted;
- request formal inspections of work places as the Committee think appropriate and to receive reports of such inspections;
- consider reports and factual information provided by inspectors of the HSE under the Health and Safety at Work etc Act 1974, or any other relevant enforcement authority and to establish and maintain effective links with such persons;
- consider relevant health, safety and welfare matters raised by members of the Group and Council staff;
- consider the activities of Union Safety Representatives as required by the relevant legislation.

## **Appendix B      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 Group with the assistance of the Joint Strategic Corporate Health and Safety 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 or procedure 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, EMT, the 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 Strategic Corporate Health and Safety Group by the quickest possible means. The Joint Strategic Corporate Health and Safety 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 new starters will receive relevant Health & Safety information from their line manager or supervisor on arrival.

Within their first month they must complete the e-learning module on Health & Safety Induction.

Within their first three months they must attend the formal 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:

- e-learning modules;
- 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 Health & Safety team;
- e-learning modules;
- shared managers, line managers / team leaders / supervisors;
- in-house courses delivered by external training providers;
- external courses.

All training, when identified as relevant to an individual, is compulsory.

### **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 Strategic Corporate Health and Safety 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.

## Appendix C      Specific Arrangements

The following are covered by specific Policies and/or Procedures which can be found on the Council's intranet.

- Risk Assessment Procedure
- Fire Procedure
- Manual Handling Procedure
- Display Screen Equipment Procedure
- Hazardous Substances
- Young Persons
- New or Expectant Mothers
- Accident, near miss and investigation Procedure
- Asbestos Management Policy
- Control of Legionella in Water Systems Procedure
- CDM and Contractor Management Procedure
- Driving for work Procedure
- Electrical Safety Procedure
- Equipment Procedure
- First Aid Procedure
- Housekeeping Procedure
- Lone Workers Procedure
- Noise Procedure
- Protective Clothing and Equipment Procedure
- Smoking (including-Cigarettes) Procedure
- Terrorism, bomb threats and suspicious packages
- Vibration Procedure
- Violence at Work Procedure