
REVISED HEALTH AND SAFETY POLICY

Committee: Personnel and Corporate Services Committee

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[M236]

1.0 ISSUE

1.1 To review the Council's revised Health and Safety Policy.

2.0 RECOMMENDATION

2.1 It is recommended that the Committee adopts the Council's revised Health & Safety Policy with immediate effect following the end of the consultation period with the Joint Consultative Committee (JCC).

3.0 BACKGROUND/OPTIONS

3.1 The 'Health and Safety at Work Act 1974' sets out the broad principles for managing health and safety legislation in the workplace. The Act places a general duty on the Council to "ensure so far as is reasonably practicable, the health, safety and welfare at work of their employees". The Act also places a duty on the Council to "conduct their undertakings in such a way as to ensure, so far as is reasonably practicable, that persons not in their employment who may be affected thereby are not exposed to risks to their health or safety".

3.2 The Council's Health and Safety Policy (Appendix 1), sets out how the Council will manage its health and safety arrangements in the workplace to eliminate or control health and safety risks.

3.3 The policy has been updated to include more detail on the reporting and investigation of accidents and incidents in the workplace and to reflect recent changes to health and safety legislation (i.e. Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) (page 10), Control of Asbestos Regulations 2012 (page 17)).

4.0 ARGUMENTS/CONCLUSIONS

4.1 An audit of health and safety arrangements was carried out in July 2011 by the Internal Audit team to ensure that the Council is complying with its legal obligations regarding the health and safety of its employees. The audit identified and tested controls within a number of areas including a review of the Council's policies and procedures. The audit report found controls

around health and safety to be operating satisfactorily and concluded that significant assurance could be given to the arrangements in place.

4.2 The Council's Health and Safety Policy will be reviewed on a regular basis to ensure that the Council's health and safety arrangements are working and that policy changes can be made to meet any changes in legislation and/or guidance.

5.0 FINANCIAL IMPLICATIONS / EQUALITY IMPACT ASSESSMENT

5.1 There are no costs associated with this report.

5.2 An Equality Impact Assessment is attached as Appendix 2.

6.0 APPENDICES

6.1 Appendix 1 - Revised Health and Safety Policy

6.2 Appendix 2 - Impact and Needs/Requirements Assessment (INRA), Initial Screening Template (completed March 2011)

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
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HEALTH AND SAFETY POLICY



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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HEALTH AND SAFETY POLICY

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1.0 Introduction

East Cambridgeshire District Council recognises and accepts its duties under the 'Health and Safety at Work Act 1974' and will, as far as is reasonably practicable, ensure the health, safety and welfare at work of all staff, Councillors, contractors, visitors and any members of the public affected by activities under the Council's control.

This policy sets out the Council's commitment to high standards of health and safety, which will be achieved through the continuous review and improvement of management practices with the aim of preventing injury, ill-health, damage and loss arising from workplace activities. The policy also identifies the relevant health and safety legislation, individual responsibilities and provides details of the arrangements in place to control the risk and likelihood of harm to maintain a healthy and safe working environment.

It is the responsibility of all staff to familiarise themselves with the Council's Health and Safety Policy and ensure that they comply with all health and safety arrangements, procedures and safe systems of work for the safety of themselves and others. The co-operation of all staff is vital to the effective management of health and safety in the workplace.

Staff may be subject to disciplinary action if health and safety instructions, rules or procedures are not followed to ensure their safety and to protect other members of staff and individuals who may be put at risk of harm.

1.1 Aims and Objectives

The overall aim of this policy is to support and promote good health and safety practices in the workplace, through the:

- identification of relevant legislative requirements;
- identification of roles and responsibilities of managers, councillors, specialist health and safety advisor(s)/representatives and employees;
- co-ordination of activities to identify, analyse and implement control measures to eliminate or minimise potential safety problems;
- co-ordination of arrangements for the promotion, planning and control of all aspects of health and safety in the workplace;

The Council's performance in relation to the management of health and safety will be measured through annual performance targets as set out in the Facilities Management Service Plan. The performance targets for 2012/2013 are as follow:

- to introduce a Legionella Management Plan
- to review and revise the following health and safety documents:

Health and Safety Policy;
Violence at Work Policy and Procedure;
Manual Handling Policy;
Risk Assessment Guidance;
Working with Visual Display Units;
A Step by Step Guide to Reporting and Investigating Accidents and Incidents;
Driving for Work;
Driving Handbook;
Working Alone in Safety;
First Aid Provision; and
Asbestos Plan

1.2 Monitoring and Review

The Council's health and safety performance will be measured as follows:

Activity	Responsibility	Frequency
Health and safety audit - to assess compliance with relevant health and safety legislation and that agreed health and safety arrangements have been implemented effectively and regularly reviewed.	Health and Safety Advisor	Periodic
Active monitoring - regular inspections to check working conditions and ensure that safe working practices are being followed.	Line Managers	Dependent on activity
Monitoring of completed accident/incident and investigation forms.	Health and Safety Working Group	Quarterly
Monitoring of sickness records in relation to occupational ill-health – to identify any underlying problems/health and safety issues.	Line Managers/HR	Quarterly
Monitoring of health and safety training records.	Health and Safety Working Group	Quarterly
Assessment of any changes within the workplace that could potentially affect the health, safety and welfare of staff.	Health and Safety Working Group	Quarterly
Monitoring and assessment of completed risk assessment forms, with summary report being submitted to Management Team.	Health and Safety Advisor	Annually

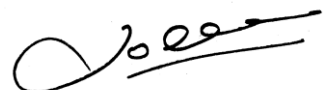
The Council's Health and Safety Policy will also be reviewed annually in consultation with the Health and Safety Working Group, Management Team and the Joint Consultative Committee. The review will cover the Council's health and safety arrangements to ensure its continuing suitability and effectiveness and also consider opportunities for improvement. Any variations to the policy will be recommended for adoption to the Council's Personnel and Corporate Services Committee.

1.3 Policy Statement of Intent

East Cambridgeshire District Council recognises its duties under the 'Health and Safety at Work Act 1974' and legislation/codes of practice made as a result of the Act. It also accepts its responsibilities for the health, safety and welfare of its staff (employees) and those who may be affected by activities under the Council's control.

The Council will comply with all statutory requirements and will take all reasonably practical measures to ensure that arrangements are in place to protect everyone from health and safety risks. This will include:

- reducing the likelihood of accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.
- providing adequate information, instruction, training and effective supervision as is necessary to ensure the health and safety at work of staff and other people.
- implementing emergency procedures to include evacuation in case of fire or other significant incident.
- providing and maintaining safe plant, equipment and machinery, and ensuring safe use, handling, storage and transport of goods/articles and substances.
- providing and maintaining safe and healthy working conditions which are backed up by safe systems of work.
- ensuring that appropriate personal protective equipment is provided, used and maintained.
- providing adequate facilities and arrangements for welfare at work.
- providing adequate and appropriate equipment, facilities and personnel to enable first aid to be given to staff if they are injured or become ill at work.
- ensuring that all accidents and incidents are properly investigated and remedial action taken where appropriate.
- consulting with staff through the Council's Health and Safety Working Group, Union Safety Representatives and the Joint Consultative Committee on matters affecting their health and safety.
- reporting certain, injuries, diseases and dangerous occurrences at work to the Health and Safety Executive.
- reviewing the Council's Health and Safety Policy, as necessary (at least annually), to ensure that it meets its stated aims, remains up to date and complies with current legal requirements.



Chairman of the Council

Chief Executive

October 2012

October 2012

2.0 RESPONSIBILITIES

2.1 The Chief Executive

The Council's Chief Executive has overall responsibility for ensuring the health and safety of all people who are affected by the work of the Council, whether that work is carried out by its own staff or by contractors. The Chief Executive is responsible for ensuring that the Health and Safety Policy is effectively implemented and that adequate resources are in place to establish, implement, maintain and improve the Council's management of health and safety. The Chief Executive may delegate responsibility for health and safety to the Deputy Chief Executive, Heads of Service, Principal Officers and to the Council's Health and Safety Advisor.

2.2 The Joint Consultative Committee

The Council's Joint Consultative Committee will consider matters relating to the health, safety and welfare of staff and other people affected by the activities of the Council. Any final policy decisions will be recommended to the Council's Personnel and Corporate Services Committee for their approval.

2.3 The Council's Health and Safety Advisor

The Council's Health and Safety Advisor will carry out an advisory and auditing role across the Council to ensure that up-to-date information and advice is provided and that the Council complies with current health and safety legislation. The Council's Health and Safety Advisor will also be responsible for the following:

- developing health and safety policies and emergency planning procedures;
- monitoring safety performance and recommending any improvements necessary;
- arranging for periodic audits and reviews of the Council's health and safety arrangements;
- assisting Heads of Service and Principal Officers/Team Leaders with the investigation of accidents/incidents and oversee the implementation of any follow-up action where appropriate; and
- reporting certain work related accidents, diseases and dangerous occurrences to the Health and Safety Executive.
- review the introduction of any new work processes, types of work, ways of working and equipment that may substantially affect health and safety of individuals at work

~~2.4 Executive Directors~~

~~Executive Directors will have overall responsibility for the management of health and safety within their service area however they may delegate some responsibility to Heads of Service and Principal Officers/Team Leaders as set out below.~~

2.4 Heads of Service

Heads of Service are responsible for the health and safety arrangements within their department. Working closely with their Principal Officers/Team Leaders, they will ensure that their department complies with the Council's Health and Safety Policy and will be responsible for overseeing the investigation of any accidents/incidents to prevent recurrence and ensure that their staff are adequately trained to carry out their health and safety responsibilities.

2.5 Principal Officers/Team Leaders

Principal Officers/Team Leaders are responsible for the management of health and safety within their service area, which includes:

- the development and implementation of safe working procedures to ensure that the Council's safety arrangements are met;
- overseeing the completion of risk assessments and ensuring that adequate control measures are implemented to remove or reduce risks to an acceptable level;
- the approval and annual review of all departmental health and safety risk assessments and procedures;
- carrying out regular monitoring and inspection to ensure that procedures and safe systems of work are in place for all activities under their control;
- ensuring that all machinery, equipment and vehicles used for work are used and maintained in accordance with the manufacturers recommendations;
- ensuring that health and safety training programmes are in place, implemented (with refresher training as appropriate) and that all training is recorded;
- carrying out the investigation of all accidents/incidents and implementing any changes to risk assessments, control measures or safe working procedures as appropriate; and
- ensuring that all staff are aware of and follow all relevant health and safety rules, procedures and safe systems of work.

Principal Officers/Team Leaders may delegate responsibility for day-to-day health and safety tasks to the line managers within their service areas.

2.6 Line Managers

Line Managers are responsible for the day-to-day health and safety management of their teams, which includes:

- assisting with the development of safe working procedures and ensure that safety arrangements are implemented without delay;
- instructing all staff of relevant health and safety rules, procedures and safe systems of work and make records of this instruction;
- ensuring that hazards are identified by risk assessments and that sensible controls are in place to prevent accidents and ill health;
- identifying whether any substances under the 'Control of Substances Hazardous to Health (COSHH)' are used and undertake COSHH assessments;
- ensuring that risk assessments are reviewed annually unless there has been a significant change or amendments required following an accident or incident;
- carrying out regular monitoring and inspections to ensure that all health and safety rules, procedures and safe systems of work are in place and followed;
- ensuring that all control measures such as guards and personal protective equipment are available, maintained and used appropriately;

- identifying health and safety training requirements to ensure all staff are competent to carry out their duties without putting their own safety or others at risk;
- ensuring that all health and safety training is recorded so that refresher training can be given when needed;
- ensuring that health and safety issues are regularly discussed with staff and take prompt action in relation to any health and safety complaints and suggestions (where appropriate) without delay;
- carrying out investigations of accidents/incidents ensuring that any changes to risk assessments, control measures or safe working procedures are implemented;
- ensuring that completed 'Accident/Incident Report Forms' are sent to the Council's Health and Safety Advisor, Insurance Officer, First Aid Officer and to the individual(s) affected immediately after an accident/incident.

2.7 All Council Staff

It is the duty of all staff, while at work, to take reasonable care for their health and safety, and that of others who may be affected by their activities, including work colleagues, Councillors, contractors and members of the public.

Each member of staff in addition to any specific responsibility delegated to them must:

- familiarise and comply with the Council's health and safety policies;
- familiarise themselves and follow all of the codes of practice, general procedures and local procedures which their line managers have indicated are relevant to their work;
- co-operate with their line managers on all aspects of health and safety;
- use all transport, equipment, safety device or dangerous substance provided by the Council correctly, including personal protective equipment, in accordance with any training or instructions provided;
- inform their line manager of any aspects of their health or medical treatment, which may affect their ability to carry out their duties safely. This also includes new and expectant mothers as employers have a statutory duty to assess the risks to these staff and make appropriate arrangements to protect them from harm. The definition of a new or expectant mother is someone who is pregnant, has given birth within the previous six months, or is breastfeeding;
- report all accidents, near misses or incidents to their line manager; and
- report any unsafe working practices, safety hazards or health and safety concerns to their line manager or the Council's Health and Safety Advisor. This will include machine defects, protective equipment/clothing defects and any damage to plant or property.

2.8 First Aiders and Appointed Persons

The Grange

First Aiders will be selected and provided with appropriate training to enable them to provide immediate assistance and treatment to someone injured or suddenly taken ill in advance of an ambulance, doctor or other appropriately qualified person attending. Their responsibilities include:

- responding promptly when requested;
- ensuring the protection of themselves, the casualty and bystanders from danger;
- assessing the situation quickly, safely and calmly, calling for appropriate help;
- providing rapid and appropriate treatment competently;
- arranging transport to hospital, GPs surgery or home as appropriate;
- staying with the casualty until further medical assistance arrives;
- informing them of any observations and treatment given; and
- completing the accident/incident report form.

All Other Sites

Appointed Persons will be selected and provided with appropriate training to enable them to provide immediate assistance to someone injured or suddenly taken ill. Their responsibilities include maintaining first aid equipment and facilities and calling for the emergency services when required.

2.9 Fire Wardens

Fire Wardens will be selected and provided with appropriate training to enable them to fulfil their responsibilities in the event of a fire. These staff will be consulted on the findings from the fire risk assessments carried out by Office Services.

When the fire alarm sounds, the Fire Wardens will carry out a sweep of their zone, where it is safe for them to do so, and make sure that everyone is out of their designated area. Fire Wardens will then go to the fire assembly point and check that everyone from their zone is accounted for. They will then report whether or not their zone is clear and if anyone is missing to the Office Services Fire Warden.

In addition to the basic fire warden training, Fire Wardens will be offered fire extinguisher training to allow them to deal with fires that are at a very early stage and/or to assist those present to escape from the building in the event that the nearest exit is blocked by fire.

2.10 Health and Safety Working Group

The main function of the Council's Health and Safety Working Group is to consider and make recommendations on all matters relating to health, safety and welfare of all staff and where appropriate, members of the public.

The terms of reference are as follows:

- to consider any matters and reports referred to the group.
- review the circumstances of accidents, violent incidents, dangerous occurrences and causes of occupational ill health, and review accident statistics and trends, so that action can be taken on any unsafe and unhealthy conditions and practices.
- review accident investigation and control measures.

- monitor risk assessment procedures and implementation of control measures.
- review the effectiveness of health and safety training.
- review any health and safety policy changes that are necessary.
- consider any new health and safety legislation.
- review the introduction of any new work processes, types of work, ways of working and equipment that may substantially affect health and safety of individuals at work.
- to promote health and safety awareness, reporting any issues of concern to the Council's Health and Safety Advisor and/or the Health and Safety Working Group.

The Health and Safety Working Group reports to the Council's Joint Consultative Committee.

3.0 HEALTH AND SAFETY ARRANGEMENTS

3.1 Information, Instruction, Training and Supervision

The Council will provide health and safety information, instruction, training and supervision to help prevent staff being injured or made ill by the work they do. This will include providing new staff with health and safety training when they start work to cover basics such as first aid and fire safety arrangements.

The Council will ensure that young persons who are particularly vulnerable to accidents are given training as a priority and that new, inexperienced or young employees/work experience students are adequately supervised.

All staff will be advised of any significant health and safety hazards and risks associated with their work and their actual place of work. They will also be instructed on how they can avoid or reduce the risk of harm and be provided with job specific health and safety training. Additional training will also be provided if the type or levels of risk(s) change or new working practices are introduced. Refresher training may also be required when certain skills/tasks are carried out infrequently. Provision of health and safety training can include giving information or instruction, coaching or on-the-job training. A record of all training provided should be maintained by the line manager/HR and reviewed as part of the annual appraisal process.

The statutory Health and Safety Law poster is displayed at each Council building and provides details of the health and safety responsibilities of the Council (as the employer) and its staff. The poster also provides contact information so that staff can report any health and safety problems or concerns that they may have.

The Council's Health and Safety Advisor is also available to provide health and safety information and guidance. Contact details are available on the Council's intranet site.

3.2 Managing Health

The Council provides an occupational health service to protect and promote the health and well-being of staff and ensure that all staff have access to occupational advice and support during their employment. The Council's 'Managing Attendance and Stress at Work Policy' also ensures that staff are provided with specific support and guidance in relation to ill-health and that reasonable adjustments are made where appropriate.

The Council also has arrangements in place to identify workplace hazards through the completion of risk assessments and implement required control measures where appropriate, which are regularly reviewed.

3.3 Safe Ways of Working

The Council will ensure that staff are well trained or skilled and understand the hazards and risks of the work that they carry out on behalf of the Council.

Line managers will ensure that safe systems of work and procedures are in place as a control measure to reduce any risks associated with routine and non-routine work that is considered high risk such as maintenance and building work.

Line managers must ensure that staff follow the safe systems of work and procedures at all times. Failure to do so may result in disciplinary action being taken against the line manager and/or the member(s) of staff.

3.4 Welfare at Work

The Council will provide adequate and appropriate welfare facilities for all staff whilst they are at work.

These will include:

- lighting to enable staff to work and move about safely;
- cleaning and the removal of waste;
- offices with enough free space to allow staff to move about freely;
- workstations and seating suitable for the staff using them;
- toilet and washing facilities;
- first aid facilities;
- drinking water; and
- rest facilities and somewhere clean to eat and drink during breaks.

3.5 Personal Protective Equipment (PPE)

The Council will provide staff with PPE (personal protective equipment) wherever there are risks to health and safety that cannot be adequately controlled in other ways.

PPE must be worn at all times when carrying out work for which the PPE has been provided in order to protect staff from harm. The Council expects all staff to use and maintain any PPE issued to them in accordance with the manufacturer's instructions. If any defects are found, then the matter should be reported to their line manager without delay.

Where necessary the Council will provide information, instruction and training to staff on how to use and look after the personal protective equipment.

3.6 Risk Assessments

The 'Management of Health and Safety at Work Regulations 1999' requires all employers to make a suitable and sufficient assessment of:

- (a) the risks to the health and safety of its employees to which they are exposed whilst they are at work; and
- (b) the risks to the health and safety of persons not employed by the organisation arising out of or in connection with the activities/conduct of the employer.

The assessment is simply a careful examination of what, in the workplace, could cause harm to an individual, so that informed decisions can be made as to whether enough precautions have been taken to prevent harm.

It is the responsibility of all line managers to ensure that risk assessments are completed in accordance with the Council's procedure and that these risk assessments are regularly reviewed to ensure that appropriate control measures are in place.

Where appropriate, it is recommended that line managers involve their staff in the completion of the risk assessment and that all relevant staff and contractors are made aware of the identified hazards and the control measures to be used to reduce or eliminate the identified risk.

Completed risk assessments must be reviewed following an accident/incident, if new equipment is being used or if significant changes have been made to the work activity, methods or equipment used.

Generic risk assessments for all Council buildings will be completed by the Facilities Management department and will be available on the Council's intranet site. These risk assessments will include layout, welfare facilities, access and egress.

A risk assessment template and further guidance is available from the Council's Health and Safety Advisor and the Council's intranet site.

3.7 Accident and Incident Reporting and Investigation

Staff must ensure that all accidents/incidents that result or have the potential to result in injury are reported to their line manager and/or the Council's Health and Safety Advisor. The person affected, or making the report, should complete the Council's 'Accident/Incident Report Form' (available on the Council's Microsoft Outlook under Public Folders) paying particular attention to the completion of contact details if the person involved is not an employee of the Council. The completed form will be received by the Council's Health and Safety Advisor, First Aider and Insurance Officer. Where the affected person is a member of staff they, or the person completing the form, must ensure that a copy of the completed report is passed to the affected persons line manager.

The receipt of the completed 'Accident/Incident Report Form' will trigger the appropriate investigation of the accident or near miss incident. The Council's Health and Safety Advisor will complete part 1 of the Council's 'Adverse Event Report and Investigation Form' and determine the level of investigation that is required in consultation with the relevant line manager.

If the minimal level of investigation is appropriate the line manager will be required to review the circumstances of the accident/incident and try to learn any lessons that will prevent future occurrences. If a low or medium level of investigation is required the line manager will complete the investigation and record their findings on the 'Adverse Event Report and Investigation Form'. A high level investigation will be a team-based investigation and involve the line manager(s) and the Council's Health and Safety Advisor under the supervision of the relevant Head of Service.

The investigation will provide an understanding of how and why things went wrong and the circumstances in which people can be exposed to substances and conditions that may affect their health.

Where an investigation identifies a new or changed hazards or the need for new or changed control measures then a new risk assessment must be carried out and if necessary, appropriate action taken.

It is the responsibility of the line manager, supported by the Council's Health and Safety Advisor, to ensure that investigations are carried out in a timely manner and that the findings are recorded and actioned appropriately.

The Joint Consultative Committee and the Council's Health and Safety Working Group will review all 'Accidents/Incidents Report Forms' and any subsequent investigations to ensure that appropriate action has been taken.

To comply with the 'Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995' (RIDDOR), the Council's Health and Safety Advisor will inform the Health and Safety Executive (HSE) of any reportable death, injury, occupational disease or dangerous occurrence; and all occupational accidents and injuries that result in a member of staff being away from work or incapacitated for more than seven consecutive days. It is also advisable for line managers to notify the Council's Health and Safety Advisor if an employee continues to work after an accident and is then subsequently absent due to injury or ill-health that could be linked to the accident.

All accident/incident report forms will be retained for three years from the date of the accident/incident.

3.8 First Aid Provision

The Council will ensure that first aiders or appointed persons are available during normal hours of work. The number of first aiders or appointed persons provided will be assessed based on the level of risk and number of staff at each worksite as recommended by the Health and Safety Executive.

First aid boxes along with notices advising whom the first aiders or appointed persons are will be available at each location. Mobile and lone workers will be issued with personal first-aid kits. All staff undertaking first aid duties will be given appropriate training to include annual refresher training.

The contents of first aid boxes will be checked every six months to ensure that items, particularly sterile ones, marked with 'best before dates' are replaced. Staff should advise Office Services if they remove anything from the first aid kits so that it can be replaced.

3.9 Fire Safety Arrangements

The 'Regulatory Reform (Fire Safety) Order 2005' places general fire safety duties on the Council. These include implementing general fire precautions and carrying out suitable and sufficient fire risk assessments.

The Council's fire and evacuation plans are recorded in a fire logbook held at each Council building. These plans are reviewed regularly as part of the Council's fire safety arrangements. The logbooks include a copy of the annual fire risk assessments, together with records covering training for Fire Wardens, fire drills, inspections and the testing and maintenance of fire protection equipment.

Fire notices are displayed in all Council buildings giving clear instructions on the action to be followed in case of fire. All staff should ensure that they are familiar with the layout of the building and emergency exits. Staff should also be aware of the location of the nearest fire alarm call point and the location of the assembly area for their building.

On hearing the fire alarm, staff must leave the building and report to the designated officer at the assembly point. Anyone who discovers a fire, must immediately operate the nearest fire alarm call point, leave the building and report to the designated officer at the assembly point.

- do not stop to collect personal belongings;
- do not re-enter the building until authorised to do so; and
- do not use any lifts.

Fire Wardens will be offered fire extinguishers training however extinguishers should only be used if the fire is still very small or to enable staff to make their escape without putting themselves or others in any danger.

3.10 Lone and Mobile Workers

Lone workers are staff that work by themselves without close or direct supervision. Lone workers include staff who work outside normal hours and/or who leave the Council offices to carry out any activity connected with their work (e.g. site visits, inspections, cleaning and maintenance work).

Line managers will be responsible for completing risk assessment for lone workers and ensuring that appropriate control measures are implemented and regularly reviewed.

The risk assessment must consider the following factors:

- is there a safe way to access and leave the workplace?
- can one person safely handle the equipment, substances and goods involved in the work?
- can one person safely handle any access equipment, which is necessary, such as portable ladders?
- is there a risk of violence?
- do the lone workers have any medical conditions, which make them unsuitable for working alone?
- what training is required to ensure competency in safety matters?
- what level of supervision is required?
- what happens if a person becomes ill, has an accident, or there is an emergency?

Control measures will include arrangements for communication, first aid and emergency procedures along with instruction, training, supervision and protective equipment.

Line managers must ensure that arrangements are in place for monitoring the tasks being carried out by lone and mobile workers to ensure that they follow good working practices and safe systems of work.

Staff that carry out lone worker duties are expected to co-operate fully with any instructions given by their line managers and follow safe systems of work and any associated procedures that are in place.

[Further advice and guidance is provided in the Council's 'Working Alone in Safety Policy', which is available from the Council's Health and Safety Advisor or the Council's intranet site.](#)

3.11 Young People (Under 18 years old)

Young people, especially those new to the workplace, will face unfamiliar risks from the job they will be doing and from the working environment.

The Council will ensure that young people are trained to do the work without putting themselves and other people at risk. The training will provide instruction on the hazards and risks in the workplace and on measures to protect their health and safety.

The Council will ensure that young people are adequately supervised and will also:

- take into account that young people are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature;
- put in place measures to remove or control the risks to the lowest possible level;
- let the work experience organiser of any students below the minimum school leaving age know the key findings of the risk assessment and the control measures taken before the work placement is accepted or work commenced.

3.12 New and Expectant Mothers

Line managers must complete a specific risk assessment for new and expectant mothers and take into account any medical advice from the member of staffs own GP or midwife in relation to their health and any adjustments required to the job or working conditions.

Some of the more common risks might include lifting or carrying of heavy loads, standing or sitting for long periods of time, work-related stress, poor workstation design and posture. The risk assessment must be regularly reviewed to take into account possible risks that may occur at different stages of pregnancy.

A risk assessment template and further guidance is available from the HR Section or the Council's intranet site.

3.13 Visual Display Units (VDU's)

Working with display screen equipment is not generally high risk and most associated health problems do not arise directly from display screens themselves, but from the way they are used. This can include visual and postural fatigue, headaches and neck strain therefore the design of the workstation, equipment and general environment together with the occupational health aspects of visual display operation must be effectively managed by the Council.

The Health and Safety '(Display Screen Equipment) Regulations 1992' applies to all "users" of visual display units. A "user" is defined under the regulations as an employee who habitually uses VDU equipment for a significant part of their normal work.

Staff whose use of VDU's is only occasional are not covered by the regulations, however, the general duty to protect them under other health and safety legislation still applies. To comply with the regulations, all employers must analyse the workstations to assess and reduce the risk of harm. The assessment must include:

- the workstation including equipment, furniture and the work environment;
- the job being done; and
- any special needs of individual staff.

Line managers must ensure that workstation assessments are carried out as part of the annual risk assessment process. A workstation checklist and further guidance is available on the Council's intranet site.

3.14 Work Related Stress

Some pressure at work is inevitable. A total elimination of pressure is neither possible nor desirable, but it is important that this pressure does not become work-related stress. In its widest sense, stress can be defined as the condition experienced when someone perceives that they are unable to meet the demands placed upon them. The Health and Safety Executive defines work-related stress as "the reaction people have to excessive demands or pressures, arising when people try to cope with tasks, responsibilities or other type of pressure connected with their jobs, but find difficulty, strain or worry in doing so".

There are six key areas that can cause work-related stress if not properly managed:

- Demands of the job** - this includes issues such as work patterns and the work environment.
- Control over work** - how much influence staff have in the way they do their work.
- Support** - this includes the encouragement and resources provided by the Council, line managers and colleagues.
- Relationships** - this includes promoting positive working to avoid conflict and dealing with unacceptable behavior.
- Role** - understanding their role within the Council and ensuring that they do not have conflicting roles.
- Change** - how organisational change is managed and communicated throughout the Council.

Through the annual risk assessment process, line managers should identify jobs, which pose a particular hazard of work related stress to staff. The health risks arising from stress should then be assessed in the same way as the risks involved in physical workplace hazards. This information should be used to implement controls to remove or reduce the risk of ill-health caused by work related stress.

Further guidance on the causes of stress in the workplace, recognising the signs of stress and examples of positive actions that can be taken to reduce and control stress is provided in the Council's 'Managing Attendance and Stress at Work Policy'. A copy of the policy is available from the HR Section or the Council's intranet site.

3.15 Violence at Work

The risk of violence at work is inevitable for the majority of staff, due to the nature of the work and the fact that many of the services are provided directly to the public. However for many, the likelihood of such instances occurring is considerably low.

As part of the annual risk assessment process, line managers should identify those jobs or duties, which pose a particular risk of violence to staff. The likelihood of such situations occurring should then be assessed and this information used to implement controls to remove or reduce the risk of harm to staff.

Staff must report all acts of actual or threatened violence to their Head of Service and line manager. Heads of Service must ensure that arrangements exist to investigate violent incidents occurring in work situations under their jurisdiction.

Heads of Service must complete the ['Incident Report Form Violence and Aggression to Staff'](#) that is on the Council's Microsoft Outlook programme under Public Folders. The completed form will be received by the Council's Health and Safety Advisor and the Principal HR Officer.

In addition, Heads of Service/Principal Officers should also establish departmental procedures for recording violent incidents. Records built up over time enable a broader view to be gained of the extent to which violent acts are occurring, and allow the effectiveness of the control measures to be monitored.

All injuries must be reported to a first aider who will complete an 'Accident/Incident Report Form'. The injured person or first aider must also inform the Council's Health and Safety Advisor, who will decide whether the incident is reportable to the Health and Safety Executive as prescribed in the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' (RIDDOR). It is the nature of the injury or dangerous occurrence, which makes it reportable, not the circumstances which occasioned it.

Further advice and guidance is provided in the Council's 'Violence at Work Policy', which is available from the HR Section or the Council's intranet site.

3.16 Alcohol and Drug Misuse

The Council recognises that taking non-prescribed drugs or drinking before or whilst at work could have serious health and safety implications.

Misuse of alcohol and drugs not only damages health but can also have implications for the Council through absenteeism, poor performance and may also increase the risk of workplace accidents.

The Council's Misuse of Alcohol and Drugs at Work Policy is designed to raise awareness of the problems of alcohol and drug misuse, encourage and support staff to seek advice and help with alcohol and drug dependency related health problems and deal with issues arising from the misuse of alcohol and drugs. A copy of the policy is available from the HR Section or on the Council's intranet site.

3.17 Slips and Trips

Slips and trips are the most common causes of injuries at work.

Slips and trips can be caused by floors in poor condition, trailing cables and leads, poor lighting or because obstacles have been left where people do not expect to find them.

As part of the Council's health and safety arrangements risk assessments will be carried out to identify problem areas, put in place control measures and good work practices to prevent slip and trip hazards in the workplace.

Staff should ensure that they keep all access routes clear and free from obstruction at all times. Take care not to leave any hazards in the way that may cause somebody to trip or fall such as bags or boxes, furniture, tools, spilt liquids etc.

3.18 Electricity

The 'Electricity at Work Regulations 1989' places a statutory requirement on all employers to inspect, maintain and test all fixed electrical installations and portable appliances to ensure their safety.

It is the responsibility of the Facilities Management department to ensure that electrical systems and all Council owned equipment is regularly inspected and tested.

It is important that staff do not attempt to carry out any electrical work unless they are authorised and competent to do so. Those using electrical equipment must carry out a visual inspection (prior to use) to ensure that plugs, cables, socket outlets, appliances and items of electrical equipment are not damaged and are safe to use.

If anything is found to be damaged or faulty on inspection staff should advise their line manager or Office Services immediately so that they can take it out of service and ensure that it is clearly marked.

Staff must not attempt to repair any electrical item unless they are a qualified electrician and have the Council's authorisation to do so in advance.

Staff are not permitted to use any of their own portable electrical equipment in the workplace, unless they can prove that the item has been regularly tested.

One of the best ways of reducing the risk of injury when using electrical equipment is to limit the supply voltage and the Council will provide portable tools, which are designed to operate on 110 volts rather than 230 volts.

Where portable equipment operating at 230 volts is used the Council will provide an RCD (residual current device), which detects faults in the electrical system and rapidly switches off the supply. Where electrically powered tools are used line managers should consider replacing these, where possible, with safer battery-operated tools.

3.19 Noise

The Control of Noise at Work Regulations 2005 require employers to prevent or reduce risks to health and safety from exposure to noise at work. The regulations require all employers to:

- assess the risks to employees from noise at work;
- take action to reduce the noise exposure that produces those risks;
- provide employees with hearing protection if the exposure to noise can not be reduced by using other methods;
- make sure the legal limits on noise exposure are not exceeded;
- provide employees with information, instruction and training; and
- carry out health surveillance where there is a risk to health.

The regulations do not apply to:

- members of the public exposed to noise from their non-work activities, or making an informed choice to go to noisy places;
- low-level noise that is a nuisance but cause no risk of hearing damage.

Line managers must ensure that they assess the risks of noise at work for staff that may be affected and where appropriate, consider alternative arrangements to reduce the level of noise or rearrange the work to limit the exposure.

The Council's HR Section should also be notified to ensure that occupational health checks are regularly carried out on staff that continue to be at risk to ensure that the control measures are working.

Further guidance and advice on the control of noise is available from the Council's Health and Safety Advisor and the Environmental Services department.

3.20 Vibration

Regular and frequent use of hand-held power tools and equipment can cause health related issues from vibration.

The Council will ensure that arrangements are in place to assess the vibration risk to staff and introduce controls to eliminate risk or reduce exposure to as low a level as is reasonably practicable. Control measures will include using suitable equipment and tools and ensuring that tools are maintained to prevent vibration increasing.

The Council will also provide health surveillance through the occupational health service for those staff that continue to be at risk.

3.21 Harmful Substances

The 'Control of Substances Hazardous to Health (COSHH) Regulations 2002' require all employers to assess the risks to health from hazardous substances used in or created by workplace activities so as to prevent ill health. The regulations cover chemicals, fumes, dust, vapours, mist/gases and biological agents (germs). A hazardous substance is any substance, which identifies any of the following hazards on the packaging:

- very toxic
- toxic
- harmful
- corrosive
- irritant

As part of the Council's risk assessment process, line managers must complete a COSHH assessment for each substance used and record what precautions are needed to prevent or adequately control exposure to harmful substances (the COSHH form template is available on the Council's intranet site). Line managers must consider the health effects that the substance can cause, the way the substance is used, the degree of exposure and how exposure occurs. All COSHH assessments must be reviewed annually or when work activities change.

Line managers must ensure that all control measures including PPE are used and maintained and that staff are provided with information, instruction and training about the hazards associated with these substances, control measures that are in place and action to be taken in the event of an emergency.

3.22 Asbestos

The 'Control of Asbestos Regulations 2012' places a statutory duty on the Council to manage asbestos within non-domestic premises, this includes:

- taking reasonable steps to find out if there are materials containing asbestos in the premises, and if so, its amount, where it is and what condition it is in;
- presume materials contain asbestos unless there is strong evidence that they do not;
- maintain and update a record of the location and condition of the asbestos containing materials – or materials which are presumed to contain asbestos;
- assess the risk of anyone being exposed to fibres from the materials identified;
- prepare a plan that sets out in detail how the risks from these materials will be managed and ensure that the plan is reviewed periodically; and
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

In order to comply with the regulations and manage the risk from asbestos-containing materials the Council will:

- keep and maintain an up-to-date record of the location, condition, maintenance and removal of all asbestos-containing materials;
- repair, seal or remove, if there is a risk of exposure due to its condition or location; [with prior assessment of the category of work to be carried out \(i.e. licensed, non-licensed or notifiable non-licensed work\) and ensuring compliance with regulations.](#)
- maintain asbestos-containing material in a good state of repair and regularly monitor the condition;
- have arrangements and procedures in place, so that work which may disturb the asbestos-containing material complies with the control of asbestos at work regulations; and
- review the plan at regular intervals and make changes to the plan and arrangements if circumstances change.

As long as asbestos-containing material is in good condition and is not disturbed or damaged there is no risk to health.

3.23 Use of Contractors

When employing contractors to undertake works on behalf of the Council, consideration must be given to the following:

- that both parties have joint health and safety responsibilities to protect each other, their workforce and others (e.g. customers, visitors, people living nearby and members of the public);
- that all aspects of the work required must be clearly identified (including preparation and completion stages) to determine the health and safety implications of the work;
- that the contractor(s) selected must be competent (i.e. they have sufficient skills and knowledge to do the job safely and without risks to health and safety);
- that the contractor(s) know and understand what you expect from them and the works to be undertaken;
- that the contractor(s) provides information on their health and safety policies, practices, training and, safety method statements;
- that the contractor(s) are aware of and understand the Council's health and safety arrangements and have been provided with information on the Council's health and safety policies, procedures, [permits-to-work](#) and risk assessments;
- that the contractor(s) provides details of their Public Liability Insurance;
- that the health and safety requirements are including in any contractual documentation;
- that both parties jointly consider what information must be passed between the client/contractor, the workforce and anyone else who could be affected by the work;
- that periodic checks on the contractor's performance are carried out and recorded to ensure that the work is being completed as agreed and in a safe manner; and
- that where health and safety requirements are not being met, the matter is raised with the contractor without delay. If health and safety performance is not brought up to the required level, then the work must be stopped until the requirements are met.

The provisions of the 'Construction (Design and Management) Regulations 1994 (CDM Regulations)' will apply to all appropriate contracts for new builds, site clearance, demolition, alterations or renovations to a structure, etc and must be adhered to.

Further advice and guidance is available from the Council's Health and Safety Advisor.

3.24 Work Equipment and Machinery

The 'Provision and Use of Work Equipment Regulations (PUWER) 1998' requires that all equipment provided for use at work is:

- suitable for the intended use;
- safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case;
- used only by people who have received adequate information, instruction and training; and
- accompanied by suitable safety measures, eg protective devices, markings, warnings.

Work equipment is classified as almost any equipment used by staff to carry out their work (eg. machines, hand tools, lifting equipment, etc). Line managers must identify the risks from work equipment and consider what can be done to prevent or reduce these risks and the likelihood of harm. Consideration should be given to who will be using the equipment and whether they have the knowledge required to use and maintain the equipment safely. Maintenance and preventative checks must be carried out regularly and where appropriate, due to significant risk, the equipment must be thoroughly inspected by a competent person.

3.25 Work at Height

The 'Work at Height Regulations 2005' applies to all work at height where there is a risk of falling liable to cause personal injury. The regulations place a statutory duty on employers and any person that controls the work of others (eg. building owners who may contract others to work at height) to ensure that:

- work at height is avoided where possible;
- all work at height is properly planned and organised;
- those involved in work at height are trained and competent;
- the risks from work at height are assessed (including weather conditions) and appropriate work equipment is selected and used;
- prevent falls from height by using prevention methods such as scaffolding or mobile elevating work platforms;
- minimise the consequences of a fall by using a safety harness with a fall arrest system;
- the risks from fragile surfaces are properly controlled;
- the risks from falling objects are properly controlled;
- equipment for work at height is properly inspected and maintained; and
- appropriate instruction, training and supervision is provided.

3.26 Lifting and Handling

The 'Manual Handling Operations Regulations 1992' define manual handling as 'any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving of loads) by hand or by bodily force'. In effect, any activity that requires an individual to lift, move or support a load, will be classified as a manual handling task.

The regulations state that employers should adopt the following hierarchy of control measures:

- avoid hazardous manual handling operations so far as reasonably practicable;
- assess the risk from any hazardous manual handling operation that cannot be avoided; and
- reduce the risk of injury from manual handling, so far as is reasonably practicable.

Further guidance and practical tips for good lifting technique is explained in the Council's Manual Handling Policy, which is available from the Council's Health and Safety Advisor or the Council's intranet site.

3.27 Driving For Work

The Council recognises the potential risks associated with driving. All members of staff driving on behalf of the Council must hold a valid driving licence (for the class of vehicle being driven) and insurance cover, remain fit to drive whilst at work and report any endorsable offences to their line manager.

Both essential and casual users must inform their insurance company that they drive for work regardless of frequency or reason for travel (eg. training only).

[The Council's Driving for Work Policy and Driver Handbook provides advice and guidance on work-related road safety and provides information to staff who drive for work to promote safe driving practises.](#)

[The Driving for Work Policy and Driver Handbook are available from the Council's Health and Safety Advisor or the Council's intranet site.](#)

3.28 Use of Mobile Phones

The new regulatory offence under the 'Road Vehicle (Construction and Use) Regulations 1986' enables the police to prosecute if anyone 'causes or permits' the use of a hand-held mobile phone while driving. They can also prosecute anyone using a hands-free mobile if such use affects their driving in that they do not have proper control of the vehicle.

Staff must not use a hand-held mobile phone while driving and should use voicemail or call diversion to pick up messages later. The only exception to this is to call 999 in response to a genuine emergency and when it is unsafe or impractical to stop to make the call. Otherwise, staff must pull over and park safely, switch off the engine to make a call or answer messages (texts or e-mails). Staff must not use their mobile phone when stopped at traffic lights or queuing in traffic. This includes picking up a mobile phone to send and receive texts or browsing the internet.

Further advice and guidance is available from the Council's Health and Safety Advisor and is included in the Driving for Work Policy and Driver Handbook.

Impact and Needs/Requirements Assessment (INRA)

Initial Screening

Initial screening needs to take place for all new policies, strategies, procedures and functions. This stage must be completed at the earliest opportunity to determine whether it is necessary to undertake an INRA for this activity.

Name of Policy, Strategy or Function:	Health and Safety Policy
Lead Officer (responsible for assessment):	Keith Stronach
Department:	Facilities Management
Others Involved in the Assessment (i.e. peer review, external challenge):	Health and Safety Working Group
Date Initial Screening Completed:	28 th March 2011 Updated 19 th November 2012

(a) What is the activity trying to achieve? i.e. what are its aims and objectives? Is it affected by external drivers for change?

The overall aim of this policy is to support and promote good health and safety practices throughout the Council.

The policy also aims to eliminate or minimise risks to staff who could be exposed to any health and safety hazards and to any other people who may be affected by the way the Council conducts its business.

External drivers:

- Health and Safety at Work Act 1974
- Health and Safety (Display Screen Equipment) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- The Electricity at Work Regulations 1989
- The Control of Noise at Work Regulations 2005
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Control of Asbestos Regulations 2012
- The Provision and Use of Work Equipment Regulations (PUWER) 1998
- The Work at Height Regulations 2005
- The Manual Handling Operations Regulations 1992

(b) Who are its main beneficiaries? i.e. who will be affected by the policy and the way the service is delivered?

- Council staff
- Members of the public attending Council events or visiting Council properties/land.
- Council Members
- External bodies using Council facilities or working on behalf of the Council.

(c) Does this activity have the potential to cause an impact (positive, negative or neutral) on different groups in the community, on the grounds of: (please tick all that apply):

Ethnicity	<input type="checkbox"/>	Age	<input checked="" type="checkbox"/>
Gender	<input checked="" type="checkbox"/>	Religion and Belief	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Sexuality	<input type="checkbox"/>

Please explain any impact identified:

The policy does not differentiate between any of the groups stated above and the guidance should be followed by all.

The following groups are mentioned specifically in the policy:

Gender: The policy has a positive impact for female staff as there is guidance for new and expectant mothers.

Age: The policy has a positive impact for young people and provides guidance for those under 16 years of age. The policy highlights that young people, especially those new to the workplace, will face unfamiliar risks from the job they will be doing and from the working environment. The Council will ensure that young people are adequately trained to do the work without putting themselves and other people at risk.

Disability: The risk assessment process has a positive impact on people with disabilities, as line managers are required to complete assessments of work place risks for all staff.

(d) If you have identified an adverse impact, does it disadvantage or discriminate unfairly against any of the groups in a way that is unlawful? YES/NO

(e) What Information or background data is currently available to assist with making the judgements above?

The Health and Safety Working Group reviewed this policy before it was approved by Management Team, Joint Consultative Committee and Personnel Committee.

If the answer to question (d) is **YES**, then it is necessary to proceed with a full equality impact assessment. If the answer is **NO**, then this judgement and your response to the above questions will need to be countersigned by your Head of Service/Executive Director, and then referred to the Council's Equal Opportunities Working Group (EOWG) for scrutiny and verification. Please forward completed and signed forms to Nicole Pema, Principal HR Officer.

Signatures:

Completing Officer: _____ **Date:** _____

**Executive Director/
Head of Service:** _____ **Date:** _____