

Document Name: Health & Safety Policy

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Approved by:

Responsible Business Manager: Business Manager–Public Protection

Newark and Sherwood District Council

Health & Safety Policy

Introduction

This policy has been produced in accordance with section 2(3) of the Health and Safety at Work Etc. Act 1974.

This policy is the “parent” document in the council’s health and safety management system. This is therefore not a stand alone document and further guidance/information may be found within supporting policies.

Section A - General Statement of Intent

Section A outlines in general terms this council's overall philosophy in relation to the management of health and safety at work.

Section B - Policy and Organisation

This section outlines the structure in terms of health and safety management and defines the specific health and safety responsibilities and accountabilities for all involved.

All employees are responsible for health and safety at work. However some officers, due to their seniority or particular role within the organisation, will have additional responsibilities and duties.

Specific roles identified within this policy include:

- Chief Executive
- Elected Members
- Directors
- Safety Champion – Senior Leadership Team
- **Business Manager – Public Protection**
- Safety and Risk Management Officer
- Business Manager – Human Resources and Training
- Line Management
- All Employees
- Business Managers, Officers who appoint or control contracts and/or contractors
- The Competent Person

Persons identified within this policy are specifically responsible for health and safety matters and cannot delegate these responsibilities to others. Nevertheless, it is acceptable to delegate specific tasks to other persons provided the responsible person is satisfied that those tasks are fully and properly completed.

Failure to carry out a task or responsibility specified within the Health and Safety Policy or in any other associated policy, or a deliberate or negligent infringement of any part of the Health and Safety Policy, may lead to disciplinary action. Failure to adhere to the above may also

lead to possible criminal action against the individual where Health and Safety Executive investigations have identified significant personal negligence.

Section C - Arrangements

The way in which this council shall achieve its policy is explained within the Arrangements section. This section specifies the procedure and actions to be followed and taken when carrying out work activities in order to comply with the relevant legislative requirements/codes of practice, etc. Fundamentally these arrangements dictate how the objectives of the policy will be achieved. Consequently strict adherence is necessary.

Arrangements are included within this policy for the following:

Health and Safety Management Arrangements

| | | | |
|----|--|----------------|--|
| C1 | Risk Assessments | C18 | Events |
| C2 | Consultation | C19 | Fire |
| C3 | Supervision, Instruction and information | C20 | First Aid |
| C4 | Health and Safety Training | C21 | Gas Safety |
| C5 | Health and Safety Monitoring | C22 | Health Surveillance |
| C6 | Joint Working - Cooperation and co-ordination with other employers | C23 | Highways – working on or near |
| C7 | Temporary Workers (including agency workers) | C24 | Home Working -Occasional |
| | | C25 | Housekeeping - Safe Workplaces |
| | | C26 | Ill Health |
| | | C26 | Latex Gloves |
| | | C27 | Legionella |
| | | C28 | Lone Working |
| | | C29 | Manual Handling |
| | | C30 | Mobile Phones |
| | | C31 | Noise |
| | | C32 | Open spaces |
| | | C33 | Playgrounds and Play Equipment |
| | | C34 | Personal Protective Equipment and Clothing |
| | | C35 | Pregnant Workers |
| | | C36 | Stress |
| | | C37 | Smoking |
| | | C38 | Travel & Transport |
| | | C39 | Vibration - Hand Arm |
| | | C40 | Volunteers and Volunteering |
| | | C41 | Work Equipment - Provision and Maintenance |
| | | C42 | Working at Heights |
| | | C43 | Young Persons |
| | | C44 | Audit and Review |

General Health and Safety Arrangements

| | |
|-----|---|
| C8 | Accident and Violent Incident Reporting |
| C9 | Asbestos |
| C10 | Cemeteries |
| C11 | Confined Spaces |
| C12 | Contractors |
| C13 | Construction based projects |
| C14 | COSHH General - Control of Hazardous Substances Hazardous to Health |
| C15 | COSHH – Infectious diseases and Sharps |
| C16 | Display Screen Equipment |
| C17 | Electricity |

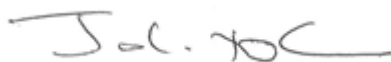
It is the duty of ALL staff to familiarise themselves with the relevant contents of this policy and to be aware of their responsibilities for both themselves and others.

Further advice should be sought from your immediate supervisor or manager if there are any issues relevant to your position that you do not understand.

Section A – General Statement of Intent

- Newark & Sherwood District Council regards health and safety as a matter of prime importance and will at all times ensure, so far as reasonably practicable, the health, safety and welfare of all employees. The Council shall also ensure so far as reasonably practicable that activities of the Council do not in any way cause detriment to the general public, contractors, tenants/leaseholders and other non-employees.
- It is the policy of this council that health and safety is and shall remain a management responsibility equal to that of any other function.
- Newark and Sherwood District Council recognises that a positive health and safety culture can only exist with the full co-operation and commitment of staff. With this in mind, management shall ensure that effective control of health and safety is achieved through ensuring co-operation and communication with all employees within the organisation and by ensuring competence of those employees.
- Health and safety plays a vital role in achieving the commitments of the council. The council also acknowledges the significant benefits accruing from positive and pro-active health and safety management and the input such management can make into achieving quality services.
- This council believes that accidents and occupational ill health incidents are preventable and to this end, using the risk assessment process, shall endeavour to manage risks in order to prevent or at least minimise the occurrence of these incidents. Hazards will be identified and risks shall, where possible, be reduced to a reasonably practicable level.
- It is equally the duty of all employees to exercise responsibility and to do all that is reasonable to prevent injury to themselves and to others that may be affected by their actions or omissions.
- This council will ensure that appropriate consultation with employees and/or their recognised trade unions will take place on matters affecting their safety and or health.
- This council shall provide suitable training, information, instruction and supervision to ensure that all employees are competent to do their tasks safely. It shall also co-operate and provide health and safety information to others including visitors, contractors and on shared work sites.
- This council shall provide and maintain plant and equipment to enable its services to operate, so far as is reasonably practicable, without risk to its employees or others.
- So far as is reasonably practicable, this council will ensure there are arrangements in place to ensure the safe use, handling, storage and transport of articles and substances.
- The council acknowledges its legal responsibilities to appoint competent contractors. All reasonable steps shall be taken to ensure contractor's competency and adequate steps taken to monitor their activities in consideration of health and safety requirements.
- This council shall be prepared and have suitable plans in place to deal with foreseeable emergencies.
- This policy shall be reviewed as and when necessary and at least bi-annually and any amendments shall be brought to the attention of all employees.

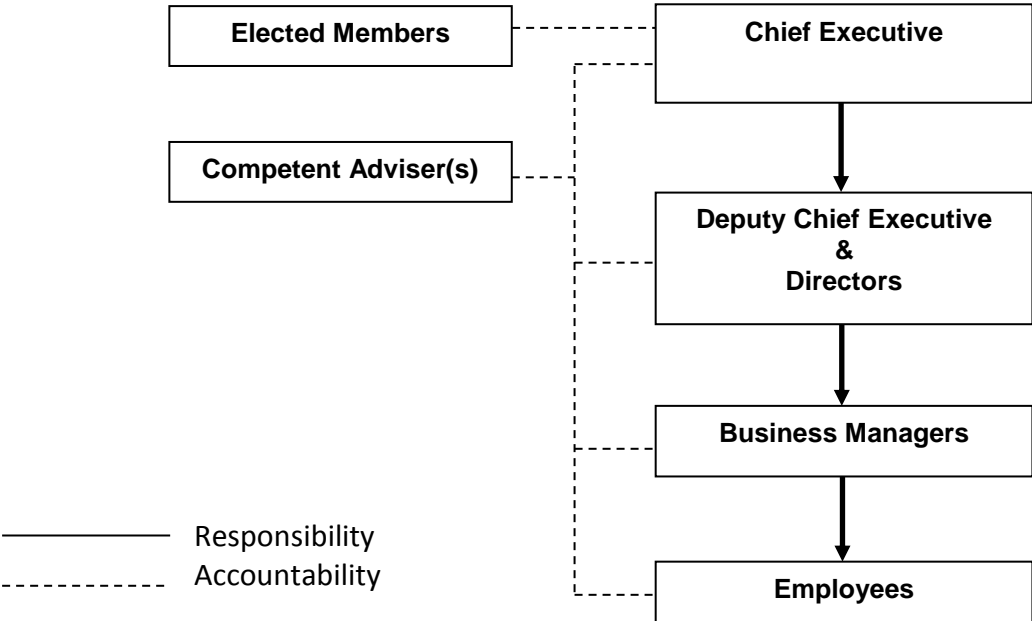
Signed
Chief Executive



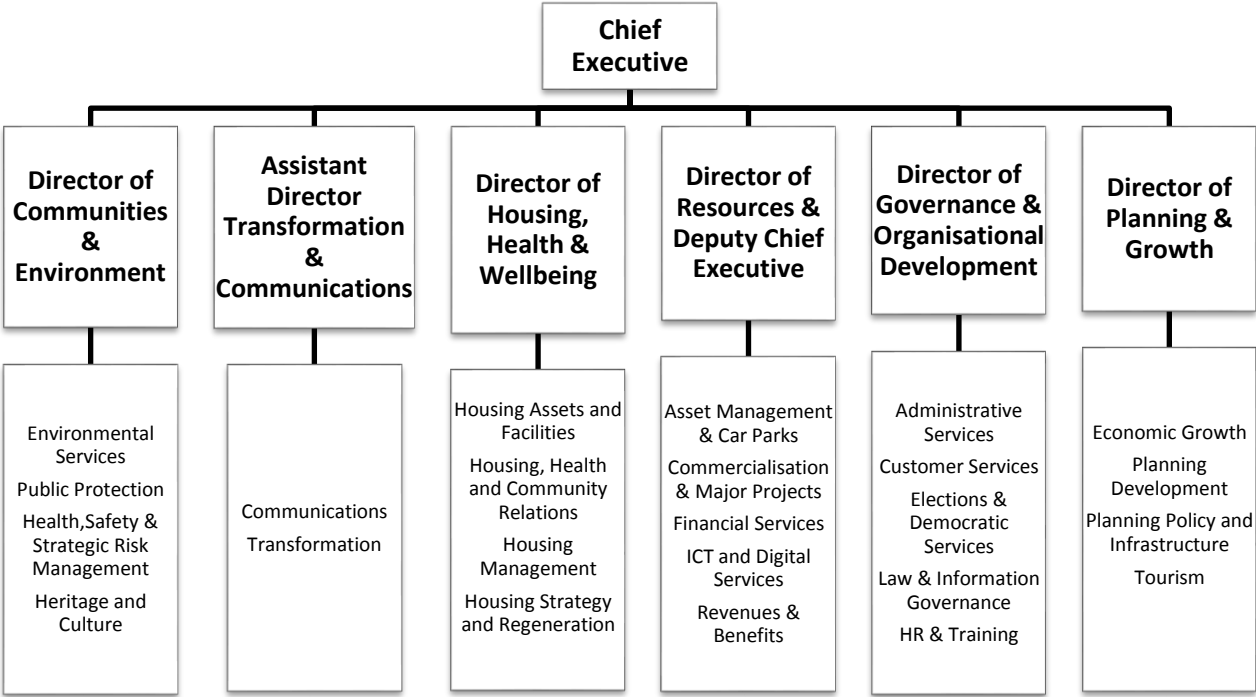
Dated:

Section B – Responsibilities and Organisation

B1 Corporate Health & Safety Responsibility & Accountability



Senior Management Structure Chart



Detailed specific organisational charts are available directly from each business unit.

B2 Responsibilities – Chief Executive

The Chief Executive is responsible for giving overall effect to the council's Health and Safety Policy and will, as necessary, review the effectiveness of the policy and of the personnel under his/her control to whom various aspects of health and safety have been delegated.

The Chief Executive shall, where possible ensure health and safety issues are always adequately represented and communicated at corporate level.

The Chief Executive shall ensure that:

- a) There are appropriate health & safety arrangements in place to ensure the effective management of health and safety as required by Regulation 5 of the Management of Health & Safety at Work Regulations 1999.
- b) Major/significant issues of health, safety and welfare are discussed and where required, resolved at Senior Leadership Team Board meetings.
- c) Due consideration is given to the health and safety consequences of any policy decision made at Committee.

B3 Responsibilities of the Elected Members

Elected Members' roles will depend on their level of responsibility and area of responsibility, however, all Elected Members have a role to play in ensuring the council meets its legal obligations and that health and safety is effectively managed.

The council's Elected Members, especially the Leader/Deputy Leader of the Council; Leader of a Political Group, Chairman or Vice-Chairman of the Council or a committee, provide the council with leadership and strategy direction and determination in the allocation of budgets to enable services to be delivered. Because of their influence on budgets and policy decisions, Elected Members can affect how health and safety is managed. Therefore Elected Members, when carrying out their functions, shall ensure:

- a) The provision of such resources, that are necessary, for securing the health, safety and welfare of the council's employees and anyone else who may be affected by its undertakings.
- b) That the decision making process they employ includes and considers risks to employees and others in the decisions they make.
- c) The Chair of the Homes and Communities Committee shall be the lead elected member for corporate Health and Safety.

To enable the above to be achieved, this will include provision of competent officers to direct and manage the affairs of the council. This will include competent advice as required by virtue of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Further guidance relating to health and safety and elected members can be found within the Elected Members Handbook.

B4 Responsibilities – Deputy Chief Executive and Directors

The main responsibility for ensuring implementation of the council's Health and Safety Policy within the individual business units rests with Directors.

Directors shall ensure that appropriate resources are available to allow services/work activities within their specific business units to take place without, so far as is reasonably practicable, risk to employees or others. They shall also recommend to the council that, at all times, there are adequate resources to meet the health and safety requirements of their respective services.

Directors are specifically responsible for ensuring the following within their respective areas:

- a) That systems are in place to monitor and review the effectiveness of safety management and arrangements within their area, including that of the personnel under their control to whom various aspects of health and safety have been delegated.
- b) That specific legal requirements are adhered to and that steps are taken to comply with changes in these requirements. However, it should be noted that the extent of various aspects of health and safety legislation, together with training, administration and the day to day working requirements justify the need for Directors to delegate to personnel under their control.
- c) That Business Managers have suitable and sufficient risk assessments in place dealing with all significant and foreseeable risks arising from their services' work activities.
- d) That all major or significant issues of health, safety and welfare are discussed and where required, resolved at Senior Leadership Team meetings.
- e) That health and safety performance for each unit is reviewed, with their respective Business Managers, at least once every 6 months.

B5 Safety Champion – Senior Leadership Team

The Director of Governance & Organisational Development is nominated, within the Senior Leadership Team as the "Safety Champion". He/she will ensure, where possible, that significant health and safety issues are always represented and communicated at corporate level.

B6 Responsibilities – Business Manager- Public Protection

The general responsibility for providing an appropriate corporate health and safety service has been delegated to the **Business Manager – HR & Organisational Development Public Protection**. This officer will ensure, with advice from the Safety and Risk Management Officer,

that up to date knowledge of legislation, codes of practice and other technical guidance is disseminated within the Authority.

The Business Manager – ~~HR & Organisational Development~~ **Public Protection** shall ensure, through regular reviews, that the corporate health and safety function remains appropriate to the needs of the council. Where there are concerns these shall be raised with the **Director – Safety Communities and Environment**.

The Business Manager- ~~HR & Organisational Development~~ **Public Protection** is charged with ensuring that there are suitable resources available for the corporate health and safety function and that budgets for all aspects of health and safety under his/her control are managed.

B7 Responsibilities - Safety and Risk Management Officer

The role of the Safety and Risk Management Officer is to provide management and employees with suitable advice, information and assistance, as appropriate, to ensure that the council fulfils its statutory occupational health and safety duties.

Where the Safety and Risk Management Officer is not satisfied with any health and safety arrangements, be they involved with the works of the council or works of a contractor for the council, he/she may stop the works pending consultation with the appropriate Director or Business Manager.

The Safety and Risk Management Officer is the competent person employed by this council in pursuance of Regulation 7 of the Management of Health & Safety at Work Regulations 1999.

The Safety and Risk Management Officer shall ensure that all major or significant issues of health, safety and welfare are reported to the Joint Consultative Committee and Risk Management Group for information.

B8 Responsibilities – Business Manager- Human Resources and Training

The Business Manager – HR and Training is specifically responsible for ensuring:

- a) There are adequate mechanisms in place for the identification, organisation and implementation of training and instruction of staff at all levels, within the limitations of corporate training budgets.
- b) There is appropriate budget for the provision of corporate health and safety training delivered by external providers.
- c) Management of all personal health and safety records provided to their unit, in particular training records, health surveillance, medical records, Occupational Health referrals, etc.
- d) The effective management of the Occupational Health contract, service provision and all individual cases referred to this service.

- e) Management of the Counselling Service and providing suitable feedback from this service, where possible, to improve health, safety and welfare within the workplace.
- f) There are adequate mechanisms in place for ensuring appropriate health surveillance. This shall include initial health screening prior to commencement of employment for new employees and repeat testing, as required, for other employees as directed by the Occupational Health provider.
- g) Risk assessments are completed, following notification, for all pregnant or new mothers in accordance with the relevant legislation.
- h) Following notification of work related ill health or work related stress, individual risk assessments are undertaken in conjunction with the Safety and Risk Management Officer.

B9 Responsibilities – Business Managers

Business Managers are responsible for implementing the operational health and safety arrangements within their respective areas. In fulfilling this duty, Business Managers shall ensure that:

1. Risk assessments for all significant and foreseeable risks are produced and reviewed to ensure they are suitable and sufficient in accordance with section C1 of this policy.
2. Arrangements identified within this policy are implemented within their business unit.
3. Good standards of health, safety and welfare are promoted throughout all areas within their control.
4. Resources made available to them, to manage health and safety, are appropriately allocated to ensure compliance with health and safety legislation and this policy.
5. All personnel within their unit, particularly those with specific responsibilities, have read and understood the relevant parts of this policy.
6. Persons identified within the Health and Safety Policy with specific responsibilities are appropriately resourced and carrying out their duties.
7. All health and safety shortcomings noted are addressed and dealt with accordingly.
8. All activities that pose a risk of serious or imminent danger are stopped and dealt with accordingly.
9. Employees within their control are competent to carry out their tasks without putting themselves or others at risk.
10. Operations within their area conform to current health and safety legislation and that appropriate guidelines, codes of practice, etc. are adhered to.

11. Training is identified to enable staff to carry out their tasks safely, either through risk assessment or appraisals and is provided.
12. Appropriate information, instruction and/or supervision is provided where required to manage risk.
13. Frequent monitoring is carried out by Business Managers to ensure adherence to codes of practice, risk assessments, work method statements or other relevant health and safety instructions.
14. Health, safety and welfare is an agenda item on all business unit team meetings.
15. Their respective Director is provided with an annual report detailing the health and safety performance of their business unit. Details regarding the content of this report can be found within section C5 of this policy.
16. Employees failing to comply with their health and safety responsibilities are appropriately disciplined.
17. All accidents are investigated and reported in accordance with section C8 of this policy. Where requested, trade union safety representatives should also be informed of serious accidents and assistance provided to help them conduct their own investigation.
18. Persons within their control use all safety devices/control measures provided in the interests of their safety.
19. Areas/buildings for which they have responsibility are kept in a safe condition.
20. There are suitable emergency plans in place within their area of responsibility.
21. Suitable first aid provision is available within their area.
22. Plant and equipment is suitable for the task for which it is required and is suitably maintained in accordance with the manufacturer's recommendations and relevant legislation where appropriate.
23. Appropriate consideration is given to health, safety and welfare issues when procuring significant plant, vehicles or equipment.
24. Suitably manage all Volunteers within their respective units in accordance with section C40 of this policy.
25. All statutory examinations required within their section are completed and in date. Also that all actions identified within statutory reports are appropriately dealt with.
26. Suitable measures are taken to ensure the competency of all contractors employed with their unit.
27. Contractors are appropriately managed and their performance reviewed.

28. Individual risk assessments are completed for all persons under the age of 18 years old.
29. Pregnant workers are notified to HR as soon as possible in order for a risk assessment to be completed. The line manager shall also ensure that the findings of this assessment are implemented.
30. A suitable risk assessment is carried out for personnel with known ill health conditions which may affect their safety or that of others and that HR is made aware of this condition.
31. Ensure residents, visitors and contractors are provided with written information on fire safety and any other key risks which may affect the property or the resident, or any contractor carrying out work on behalf of NSDC

B10 Business Manager Housing Maintenance & Asset Management

The Business Manager Housing Maintenance & Asset Management is specifically required to undertake the following for HRA dwellings:

- a) Keep the Chief Executive and SLT informed of changes in legislation which could have a direct impact or implications on their work or practice in respect of health and safety in dwellings managed or owned by NSDC.
- b) Regularly update on strategic and operational compliance in dwellings.
- c) Understand and manage the risks which are relevant to the employees and activities within their remit.
- d) In houses where NSDC carries out a landlord function; to supplying information on compliance performance for a range of building safety measures including fire protection, gas, asbestos, lifts, electrical and water.

B11 Responsibilities – Line Management

Officers with line management responsibility shall ensure that instructions relevant to the council, and their unit, concerning health and safety are practiced and that the necessary information, policy and codes of practice are disseminated to, and affected by, employees for whom they are responsible.

Specifically, line managers shall ensure that:

- a) Good standards of health, safety and welfare are promoted throughout all areas within their control.
- b) Risk assessments are available and communicated to all relevant staff.
- c) All accidents are reported immediately.
- d) Frequent monitoring is carried out to ensure adherence to legislation, policy, codes of practice, risk assessments, work method statements or other relevant health and safety instructions.

- e) Persons within their control use all safety devices/control measures provided in the interests of their safety.
- f) Suitable first aid provision is available within their area.
- g) Employees within their control are competent to carry out their tasks without putting themselves or others at risk.
- h) Appropriate supervision is available where required.
- i) Plant and equipment is suitable for the task for which it is required and is suitably maintained in accordance with the manufacturer's recommendations and relevant legislation where appropriate.
- j) All staff have received necessary training and are competent to undertake their work.
- k) All health & safety shortcomings noted either by the line manager or notified by others are either addressed and dealt with accordingly or passed onto the Business Manager.
- l) All activities that pose a risk of serious or imminent danger are stopped immediately and dealt with accordingly.

B12 Responsibilities – All Employees

Employees are responsible for their own safety and that of any other person who may be affected by their acts or omissions. In addition to any relevant specific duties identified within this policy, all employees shall ensure that they:

- a. Take reasonable care for their own safety and that of others who may be affected by their acts or omissions.
- b. Are fit and able to undertake their duties without causing potential harm to themselves or others when they arrive for work.
- c. Inform their line manager, without delay, of any work situation which might present a serious and imminent danger.
- d. Report all uncontrolled hazards and/or shortcomings in the council's health and safety arrangements to their line manager.
- e. Make themselves familiar with and conform to all significant findings identified with the relevant risk assessment and/or safety rules applicable to their work.
- f. Correctly use safety equipment, protective equipment/clothing and devices as necessary and follow instructions and advice regarding use of substances.
- g. Report, to their line manager, all accidents and damage and adhere to the council's procedure for the reporting of accidents/violent incidents, regardless of whether persons are injured or not.

- h. Comply with instructions given on health and safety matters and adhere to safe systems of work, risk assessments and the council's codes of practice for securing safe working arrangements.
- i. Notify their Business Manager of any illness or disability which might affect their own and others health and safety by their acts or omissions.

B12 Responsibilities – Officers of the Council who appoint or Control Contracts and Contractors

Officers who appoint, control or manage contractors have specific responsibilities for ensuring that the council's general and/or specific health & safety duties are not breached.

Business Managers shall ensure that employees within their unit who are required to manage or let contracts are suitably trained and competent.

To ensure compliance with this policy and appropriate health and safety legislation, officers who appoint, manage or control contractors shall specifically ensure that:

- a) Reasonable enquiries are made to ensure the competency of potential contractors.
- b) Where required, risk assessments, work method statements, health and safety policy, etc., are requested prior to commencement of works.
- c) Competent advice is sought, if required, to assess the contractors supplied health and safety information.
- d) The contractor's health and safety performance is suitably monitored during the term of the contract.
- e) All work is in accordance with this council's procurement policies.
- f) Health and safety competency considerations are an integral part of procurement decisions.
- g) Suitable resources are allocated to ensure health, safety and welfare.

Also, such officers shall ensure that procedures 1 to 6 of section C13 of the Health and Safety Policy are strictly applied to all contracts.

The level and quantity of precautions taken **MUST** always be proportionate to the actual level of risk present.

B13 Competent Person

The Safety and Risk Management Officer is the competent person employed by this council in pursuance of Regulation 7 of the Management of Health & Safety at Work Regulations 1999. Contact details are as follows:

Safety and Risk Management Officer

Newark & Sherwood District Council

Castle House

Newark

Nottinghamshire

NG24 1BY

01636 655593

07866 488307

Section C – Health and Safety Arrangements

The way in which this council shall achieve its policy is described within this section. The arrangements section specifies the procedure and actions to be implemented in order to comply with the relevant legislative requirements/codes of practice, locally agreed rules, etc. Fundamentally these arrangements dictate how the objectives of the policy will be achieved. Consequently strict adherence is necessary.

This section is divided into two main groups. The first group identify those arrangements required to ensure good health and safety management, whilst the second details the general health and safety arrangements for specific issues/hazards.

Health and Safety Management Arrangements

C1 Risk Assessments

1.1 Risk assessment is the foundation of this council's health, safety and risk management arrangements. Without effective risk assessment we are unable to identify and control our true risks.

In addition to the above statement, there are various legislative requirements to undertake risk assessments for both general risk, where there is a significant and foreseeable risk, and specified higher risk activities/tasks.

1.2 Directors have overall responsibility for ensuring suitable risk assessments are produced and maintained for all significant and foreseeable risks.

1.3 Business Managers are responsible for ensuring that suitable and sufficient risk assessments are completed for all significant and foreseeable risks within their unit and any identified controls are implemented.

1.4 Business Managers shall also ensure that those staff required to carry out risk assessments are suitably trained and competent to do so.

1.5 Business Managers shall ensure that those delegated to undertake risk assessments identify all significant hazards produced by their business unit and appropriately evaluate the risk. Where this assessment highlights a significant risk, the assessor shall record his/her findings using the corporate risk assessment software.

1.6 Business Managers **MUST** ensure that all significant findings of their units risk assessments are communicated to **ALL** relevant staff. This may include staff not within their own unit and/or other employers' staff.

1.7 Wherever possible, employees and/or Trade Unions shall be consulted during the risk assessment exercise.

- 1.8 Risk assessments must remain live and be available to all relevant staff. Business Managers shall therefore ensure that risk assessments are easily accessible, either in electronic or paper copies, to all relevant employees.
- 1.9 Risk assessments shall be authorised by the relevant Business Manager. Where this is not possible, it is the Business Manager's responsibility to ensure that an authorised officer is nominated to complete the process. It is essential that this officer is competent in undertaking risk assessment. In any case it shall always remain the Business Manager's responsibility to ensure authorised risk assessments are suitable and sufficient.
- 1.10 Business Managers shall ensure that risk assessments are reviewed and amended as necessary. This review shall be undertaken:
- As directed by the risk assessment review date
 - Following an accident
 - If there is a significant change in the work activity
 - Where employees are under the age of 18 years
 - On receiving notification of pregnancy from an employee; and
 - When a new/vulnerable employee starts.
- 1.11 **Risk Assessment Action Plans**
Action plans shall be produced for all outstanding works determined from the risk assessment process. This action plan shall be agreed and signed off only by the Business Manager. Implementation of the action plan is essential to ensure that this council meets its legal obligations.
- 1.12 **Health and Disability Risk Assessments**
A full assessment of an individual's ill health or infirmity must, where applicable, form part of the risk evaluation process. The issues from any underlying conditions whether of an acute or chronic nature are to be considered, so that the risks to the employee and others who may be affected by the employee's acts or omissions are fully assessed. It is important to note that health and safety requirements take precedence over disability legislation.
- 1.13 Employees are required to notify their manager of any ill health condition that may affect their safety or the safety of others. It is the responsibility of the Business Manager to ensure that an individual risk assessment is undertaken immediately once they have been notified or after they have been made aware of an individual's ill health condition. This should be undertaken in conjunction with the Safety and Risk Management Officer and Human Resources.

C2 Consultation

- 2.1 Consultation with employees on arrangements for health and safety is a legal requirement in both unionised and non-unionised workplaces. Effective consultation

can make a significant contribution to a positive health and safety culture within the workplace. A proactive approach will assist in meeting legal requirements and has the added potential for reducing accidents and increasing efficiency.

- 2.2 The formal organisation for joint consultation of health and safety matters is the Corporate Joint Consultative Committee/Safety Committee. This committee reports to Policy & Finance Committee and its role is to advise on the efficient and effective development of health and safety working conditions and practices. As well as monitoring health and safety performance, it will discuss and recommend corrective action if performance appears unsatisfactory.
- 2.3 Significant health and safety issues will be brought to the Joint Consultative Committee for information.
- 2.4 Notwithstanding the above, all employees shall be encouraged to bring to the attention of management any concerns or suggestions regarding health and safety.

C3 Supervision, Instruction and Information

- 3.1 The Health and Safety at Work Etc. Act 1974 places general duties upon the employer to ensure the provision of such information, instruction, training and/or supervision as necessary as to ensure so far as is reasonably practicable the safety of all staff.
- 3.2 In addition to the above, the Management of Health and Safety at Work Regulations 1999 also requires that employers provide relevant and comprehensible information relating to:
 - (a) Risks to health and safety identified within risk assessments;
 - (b) Relevant preventative and protective measures;
 - (c) Details regarding fire safety.
- 3.3 Business Managers shall ensure, so far as is reasonably practicable, that adequate supervision and instruction, appropriate to the level of risk present and the employee's competency, is provided. This shall include:
 - (a) An induction to their working area;
 - (b) Relevant details from the risk assessments;
 - (c) Information relating to measures and/or equipment required to ensure their safety or that of others; and
 - (d) Fire safety procedures.
- 3.4 In order to be able to determine the necessary level of instruction and supervision, Business Managers shall ensure that line managers/officers are competent with regards to the identification and recognition of hazards within their work activities.
- 3.5 Business Managers shall ensure that there are appropriate systems in place to:

- (a) Ensure all employees are formally instructed of all relevant policies and guidance;
 - (b) Monitor the effectiveness; and
 - (c) Initiate any steps necessary to improve safe working conditions or practices.
- 3.6 Business Managers responsible for premises occupied by council employees shall ensure that an information poster, as required by the Health and Safety Information for Employees Regulations 1989, is posted within a suitable staff area of the building.
- 3.7 Business Managers shall ensure that all pertinent health and safety information is passed on to all relevant employees.

C4 Health and Safety Training

- 4.1 The Health and Safety at Work Etc. Act 1974 places a general duty on employers to ensure, so far as is reasonably practicable, that employees are provide with suitable training to ensure the health and safety of themselves and of others.

In addition to the above, the Management of Health and Safety at Work Regulations 1999 also requires that every employer ensures that adequate training is provided:

- (a) On recruitment;
 - (b) When exposed to new risks;
 - (c) When there is a change in responsibilities;
 - (d) Upon introduction of new work equipment/technology.
- 4.2 Training is essential to ensure staff acquire the necessary skills, knowledge and attitudes to prove competency and subsequently remove or mitigate risk to an appropriate level. It is also essential to provide appropriate training in order to meet the duties identified above.
- 4.3 Business Managers shall ensure that all new employees are given health and safety induction training when commencing their employment with this council. This shall include an induction in accordance with the corporate induction checklist which shall be completed and returned to Human Resources.
- 4.4 The Business Manager shall also ensure that the induction process identifies those employees whose role requires job specific health and safety training e.g. manual handling, driving, violence at work, working at heights, etc. The Business Manager shall ensure this training is provided as soon as possible after commencement of employment.
- 4.5 Business Managers shall identify health and safety training needs for staff within their unit. This will be completed in consultation with Human Resources and, where required, the Safety and Risk Management Officer.

- 4.6 The need for health and safety training shall be identified within risk assessments and at staff appraisals.
- 4.7 Training needs shall be reassessed by Business Managers at:
- (a) Induction;
 - (b) On an annual basis (Staff appraisals);
 - (c) Following an accident;
 - (d) During an audit;
 - (e) During the production of risk assessments; and
 - (f) When work activity/responsibilities/equipment etc. change.

C 5 Health and Safety Monitoring

- 5.1 The Management of Health and Safety at Work Regulations 1999 requires that employers implement appropriate health and safety arrangements to ensure a positive health and safety culture. To fulfil this requirement, employers are required to implement a system to ensure routine monitoring and reviews.

Monitoring includes:

- (a) Proactive inspections i.e. - routine inspections to ensure preventative and protective measures are in place;
- (b) Reactive investigations i.e. incident investigation.

Review includes:

- (a) Review findings of monitoring undertaken;
- (b) Periodically review health and safety arrangements.

This section identifies the roles, responsibilities and techniques used to undertake the monitoring requirement. Details of the reviewing process may be found within section C44 of this policy.

- 5.2 Directors shall implement suitable mechanisms to confirm Business Managers are carrying out adequate routine inspections of their workplace to ensure the health, safety and welfare of all employees and others.
- 5.3 Directors shall ensure that health and safety issues are a regular item on the agenda for meetings with their Business Managers. They also shall ensure that Business Managers provide them with a six monthly update detailing the following:
- (a) Current state of risk assessments – i.e. number in operation, number out of date, in need of review and number not authorised.
 - (b) Review of serious accidents, incidents and diseases and implementation of controls.

- 5.4 Business Managers shall ensure health and safety is an integral part of their team meetings.

C6 Joint Working - Co-operation and co-ordination with other employers

- 6.1 The Management of Health and Safety at Work Regulations 1999 requires that where two or more employers share a workplace, appropriate mechanisms are implemented to ensure co-operation and co-ordination with the other employers on all matters relating to health and safety.
- 6.2 The council, when sharing a workplace (whether on a temporary or permanent basis) shall co-operate with the other employers (and the self-employed) to ensure control of health and safety risks. Co-ordination of arrangements and co-operation with other employers shall be implemented as necessary.
- 6.3 This will require, where necessary, for the relevant Business Manager to:
- (a) Liaise with the other employer prior to commencement of work to identify and assess the likely hazards associated with the activity;
 - (b) Ensure existing risk assessments are suitable and sufficient;
 - (c) Produce joint safe systems of work;
 - (d) Determine specific responsibilities and where required appoint a person to control the activity;
 - (e) Ensure joint legal requirements are fulfilled – i.e. fire precautions;
 - (f) Provide details to other employers prior to commencement of works of known hazards on site and site specific rules and procedures;
 - (g) Ensure appropriate employee/public liability insurance cover is in place.
- 6.4 Employees must ensure that they have read all relevant risk assessments/safe systems of work identified by management prior to commencement of work with other organisations and are aware who is responsible for controlling the work activity.

C7 Temporary Workers (including agency staff)

- 7.1 Employers are legally required, so far as is reasonably practicable, to ensure that workers are not exposed to risks to their health and safety. This includes temporary workers.
- 7.2 Business Managers shall ensure that suitable enquiries have been undertaken to ensure competency of temporary workers.
- 7.3 It is essential that Business Managers ensure that formal arrangements to determine health and safety responsibilities are made with agencies providing temporary staff.

- 7.4 All temporary staff shall be inducted to the workplace and where required, provided with specific health and safety training and if required, personal protective equipment.
- 7.5 Business Managers shall ensure that temporary workers are provided with all necessary protective measures/controls required to protect their health, safety and welfare. This shall mirror the provision of employees carrying out the same task.
- 7.6 Business Managers shall ensure all accidents involving temporary workers shall be notified to the Safety and Risk Management Officer as soon as is reasonably practicable and complete the council's accident report form that is also to be forwarded to the Safety & Risk Management Officer.

General Health and Safety Arrangements

C8 Accident & Violent Incident Reporting

- 8.1 Employees are required to report **ALL** accidents involving personal injury and violent incidents, whether or not they result in personal injury, immediately to their line manager and the Safety & Risk Management Officer. Reports **MUST** be forwarded to the Safety and Risk Management Officer as soon as possible. This shall **NOT** exceed 5 working days.
- 8.2 The Business Manager shall ensure that an adequate investigation is carried out and that suitable details, along with the accident report form, are sent to the Safety and Risk Management Officer. This shall be followed, where necessary, by a full investigation by the Safety and Risk Management Officer, to establish the cause and advise regarding any immediate defects or action to prevent a reoccurrence.
- 8.3 The Safety and Risk Management Officer is responsible for ensuring that all reportable accidents brought to his/her attention are reported to the Health & Safety Executive in accordance with the Reporting of Injuries, Diseases, & Dangerous Occurrences Regulations 2013. The Safety and Risk Management Officer shall also maintain the accident report register.
- 8.4 Summaries of accidents and accident statistics are submitted to the Joint Consultative Committee and Risk Management Group on an annual basis.

C9 Asbestos

- 9.1 ~~All work with asbestos shall be undertaken in accordance with the Council's "Managing Asbestos Code of Practice".~~
All work with asbestos and the management of asbestos containing materials, located with the council's owned/managed premises, shall be undertaken in accordance with the council's "Managing Asbestos Code of Practice".

9.2 Asbestos Surveys

To ensure compliance with the Control of Asbestos Regulations 2012 and assist with the safe management of all asbestos installations an asbestos register and asbestos management plan shall be produced for each council owned/managed premise.

Specific responsibility for ensuring the production of the asbestos register/surveys and asbestos management plans for council owned/managed assets is identified below:

| Premises | Responsibility |
|---|---|
| Commercial properties occupied by council staff | Business Manager – Asset Management & Car Parks |
| Tenanted commercial properties | Business Manager – Asset Management & Car Parks |
| Housing stock – Including domestic properties, Extra Care/sheltered housing complexes, community centres, communal areas and associated infrastructure. | The Compliance Manager |
| Properties or construction work not managed by the above | Business Manager responsible for project/works |

Unless the duty to manage asbestos is specifically transferred to a tenant via a tenancy agreement, those listed above shall ensure that appropriate asbestos registers and management plans are available, shared with relevant persons and reviewed annually or following works or alterations to a building.

Business Managers are required to ensure that each premises they have responsibility for has an up to date asbestos register on site.

Business Managers responsible for buildings shall ensure that relevant control measures listed within the asbestos register/asbestos management plan are implemented to ensure continued safe management.

Business Managers responsible for repairs and maintenance works shall ensure that either a refurbishment or demolition asbestos survey, as in accordance with HSE's guidance document HSG264 Asbestos: The Survey Guide" is undertaken prior to all refurbishment, upgrading or demolition works. Officers managing any construction work which involves the above works shall ensure that the refurbishment/demolition survey report is communicated to all relevant persons, especially the Principal Contractor for the works.

Business Managers shall ensure that relevant information from the asbestos register is provided to all relevant staff and/or contractors prior to commencing works.

9.3 **Asbestos Training and Competence**

Business Managers shall ensure that all staff within their unit, who are likely to work with or near asbestos, or control contractors who may disturb asbestos, receive appropriate asbestos awareness training. Business Managers requiring this training **MUST** liaise with the Safety and Risk Management Officer to establish its suitability.

Business managers are responsible for ensuring that no employee is permitted to undertake any works, on asbestos containing material, unless they are suitably competent to do so and have received appropriate training.

Business Managers shall ensure that officers responsible for the management of asbestos containing materials within buildings are suitably qualified/competent.

9.4 **Work Involving Asbestos Containing Materials**

ALL planned or emergency asbestos work **MUST** be notified to the Safety and Risk Management Officer prior to appointment of a contractor.

Officers managing asbestos removal works shall provide all relevant information to the Safety and Risk Management Officer on completion. This information shall be used to update the asbestos register.

Officers managing asbestos works shall ensure that copies of plans of work, clearance certification and air/bulk sampling reports are obtained and kept for the life of the building.

9.5 **Asbestos Exposure**

Business Managers shall ensure that all disturbances of asbestos materials leading to exposure of persons to asbestos, especially if it is likely that the exposure exceeds the action levels specified within The Control of Asbestos Regulations 2012, shall be notified to the Safety and Risk Management Officer immediately. Business Managers shall seek guidance from the Safety and Risk Management Officer if there is any doubt regarding a possible exposure.

9.6 The Business Manager – Human Resources shall maintain all asbestos exposure and medical records in accordance with The Control of Asbestos Regulations.

9.7 **Disposal/Storage/re-use of asbestos materials**

Business Managers will ensure that no asbestos containing products shall be re-used or stored by this council.

Those officers managing asbestos works are responsible for ensuring suitable disposal arrangements are in place. Copies of waste consignment notices must be supplied and retained for at least 3 years.

Asbestos containing materials **MUST** only be taken off site by a suitably licenced and competent waste handler.

All asbestos waste should be taken directly from site to a licenced transfer station official waste disposal site. Under no circumstances should any asbestos containing material be transferred from site and stored at another council site.

C10 Cemeteries – Headstones and Monument Management

- 10.1 This council will ensure, so far as is reasonably practicable, that it maintains/manages the stability/safety of all headstones and monuments for which it has a legal duty.
- 10.2 Business Managers responsible for the upkeep of such areas shall ensure that inspection and monitoring of headstones and monuments will include:
- (a) Regular informal checks to ensure no obvious instability or vandalism.
 - (b) Risk assessment by a competent person; and
 - (c) Inspection as dictated by the risk assessment.
- 10.3 All memorials will be managed in accordance with the Ministry of Justice’s guidance “Managing the safety of burial grounds memorials. Practical advice for dealing with unstable memorials”. A copy of this guidance is available on the council’s intranet.

C11 Confined Spaces

- 11.1 Where possible, entry into confined spaces shall not be undertaken. Where entry is required all work within confined spaces shall be in accordance with the Confined Spaces Regulations 1997 and the council’s working in confined spaces code of practice.
- 11.2 Business Managers shall ensure that all relevant staff within their unit are aware of the above code of practice.

C12 Contractors

General Contracts

- 12.1 Only suitable, competent and appropriately qualified contractors shall be engaged. Where a contractor is engaged, the officer responsible for the contract e.g. Business Manager, Principal Designer, Project Manager or Contract Administrator shall:
- 1. Ensure that all reasonable practicable steps have been taken to engage a competent contractor. This will require the contractor to provide adequate evidence to demonstrate their suitability and competence, including:
 - (a) A current Health and Safety Policy;
 - (b) Relevant risk assessments;

- (c) Details of relevant training received by their employees;
 - (d) Details of previous similar work/references;
 - (e) Details of previous enforcement action;
 - (f) Health and safety performance indicators.
2. Agree, prior to work commencing, client, contractor and sub-contractor responsibilities and duties, including work method statements.
 3. Where possible, a pre-contract meeting should be undertaken.
 4. All relevant health and safety information available and relevant to the contract is given to the contractor/sub-contractor.
 5. Their work shall be regularly monitored to ensure safe working methods in accordance with legislation, contract conditions and agreed work method statements.
 6. Longer term contracts should be formally reviewed annually.
 7. Where hazardous substances are to be used the responsible officer has ensured that the contractor has produced a suitable COSHH assessment(s) and has the appropriate hazard data sheets on site.
 8. The responsible officer shall ensure that all contractors are appropriately inducted to all council sites prior to commencement of works.
 9. The responsible officer shall ensure that any area in which contractors have worked is safe prior to re-occupation.
- 12.2 A contractor pre-appointment health and safety evaluation questionnaire is available on the intranet to assist with contractor evaluation.
- 12.3 Prior to commencing work all contractors shall be inducted to site. A contractor site induction form is available on the intranet.

C13 Construction Based Projects

- 13.1 The Construction (Design and Management) Regulations 2015 apply to **ALL** construction works. The officer managing the contract shall ensure that they are aware of and understand the general requirements of this legislation and that they are applied. Where the officer is not competent to do the above, they shall seek the assistance of the Safety and Risk Management Officer.
- 13.2 In addition to the above, the officer managing the contract shall also ensure that where the project involves construction work which is likely to be notifiable, a

competent Principal Designer is appointed as soon as possible, but no later than after preliminary design stage.

- 13.3 The officer shall also take reasonable steps to ensure that all persons/organisations appointed to carry out construction works as defined within the above legislation i.e. Principal Designer, Principal Contractor, contractors and designer are competent.
- 13.4 Where it is agreed that the Principal Designer role is to be undertaken in house, it shall be provided through design team and the Safety and Risk Management Officer and the council Principal Designer role pro-forma shall be completed to determine roles and responsibilities.

C14 Control of Hazardous Substances – COSHH

- 14.1 The Control of Substances Hazardous to Health Regulations places duties on the employer to ensure that such substances are handled/stored/used in a manner to reduce risks to all. Hazardous substances incorporated within these regulations include chemicals; fumes, dusts, vapours, gases and mists; biological agents and nanotechnology
- 14.2 Where possible, hazardous materials shall be substituted by non-hazardous or less hazardous substances.
- 14.3 Business Managers shall, using the council's COSHH assessment pro-forma, ensure all substances hazardous to health within the workplace are suitably assessed.
- 14.4 Officers using/purchasing hazardous materials shall ensure that where available health and safety data sheets are requested from the manufacturer or supplier of all substances and made available to all relevant staff.
- 14.5 All relevant details shall be made available for employees who shall be instructed to read the information prior to initial use.
- 14.6 Business Managers shall ensure that COSHH risk assessments and material hazard data sheets are available at the point at which the substance is being used, stored or supplied.
- 14.7 Business Managers shall ensure that there are suitable mechanisms in place in order to review the COSHH risk assessments at least annually, following changes in substances, or after an accident involving hazardous substances.
- 14.8 Business Managers shall ensure that there are appropriate systems in place to make sure all controls identified within the COSHH risk assessment are implemented. This includes all PPE, safe systems of work and health surveillance where required.

14.9 Officers responsible for contractors shall ensure that all contractors and their sub-contractors provide, on site, suitable COSHH assessments and appropriate hazard data sheets.

C15 Infectious Diseases and Handling Sharps - COSHH

15.1 Where it is identified by risk assessment that an activity includes the risk of infectious disease, then reference to and compliance with the council's Infectious Diseases Policy shall be made.

15.2 Work that requires the handling of used hypodermic needles or sharps shall be in accordance with the council's code of practice for the safe handling of hypodermic needles.

15.3 Business Managers shall ensure that employees who handle sharps or who are required to work in areas where sharps may present a risk to the employee's safety or health are:

- Provided with a suitable risk assessment
- Suitably trained
- Provided with suitable equipment and or personal protective equipment as listed within the risk assessment.

15.4 Hepatitis B immunisation will only be offered to employees undertaking high risk duties **and a risk assessment identifies its specific need**. All reasonable controls should be implemented to remove the risk of infection before immunisation is considered. These high risk tasks must be detailed within an appropriate risk assessment in order to demonstrate that all that is reasonable has been undertaken to reduce the risk of Hepatitis B.

15.5 Where employees have been identified as high risk and have refused the immunisation, or the immunisation has failed to provide adequate protection, Business Managers shall ensure that an individual risk assessment specific to the employee is carried out. This assessment shall determine if the current control measures are adequate to reduce the risk to an acceptable level without the immunisation.

15.6 It should be remembered that Hepatitis B immunisation is only there as a failsafe in case all other control measures fail. It **MUST NOT** be relied upon as the first or only means of defence against Hepatitis B. It should also be remembered that it does not protect against the many other forms of hepatitis which may be present when contaminated sharps/bodily fluids are being handled.

15.7 Business Managers **MUST** ensure that a suitable COSHH assessment is completed where employees are exposed to any infectious disease. The significant findings of this assessment shall be provided to all relevant staff for their information.

15.8 **All** needle stick injuries must be reported to the Business Manager and Safety and Risk Management Officer immediately.

C16 Display Screen Equipment

16.1 Display screen equipment users, as defined within the Health & Safety (Display Screen) Regulations 1992 (as amended), shall be provided with suitable equipment and workstations in accordance with legislation.

16.2 Business Managers shall ensure that all users of display screen equipment are assessed, using a DSE 1 Pro-forma, to determine whether the employee is a habitual users as defined within the Health & Safety (Display Screen) Regulations 1992. Where this assessment proves the employee to be a habitual user, a full assessment of the equipment, workstation and environment, using a DSE 2 pro-forma, shall be undertaken by the employee's line manager immediately.

16.3 Employees are entitled to an initial free eyesight test at the council's approved opticians where the DSE 1 identifies the employee as an habitual user. Further guidance may be found within the DSE code of practice. Further guidance regarding the eye and eye sight test is also available from Human Resources.

C17 Electricity

17.1 This council shall ensure that all electrical works are in accordance with the Electricity at Work Regulations 1989.

17.2 Appropriate inspection and testing, in accordance with legislation and codes of practice, shall be carried out on all electrical installations and portable electrical equipment owned by this council. This council shall also ensure that only electrical equipment that carries a valid certificate of test is allowed to be brought into council premises and is suitable for the environment in which it is to be used.

17.3 The following table identifies the specific responsibility for undertaking electrical inspection and testing.

| Equipment/Locations | Responsibility |
|--|---|
| All portable electrical appliances owned by the council (located within council staff or commercial sites) and/or fixed electrical systems located within council owned/managed commercial sites | The Business Manager – Asset Management & Car Parks |
| All portable electrical appliances owned by the council (located within HRA stock including domestic properties, Extra Care/sheltered housing complexes, | The Compliance Manager |

| | |
|--|---|
| community centres and communal areas) and/or fixed electrical systems located within HRA sites | |
| Equipment or locations not covered by the above | The Business Manager responsible for the location/equipment |

Those responsible will ensure that:

- (a) A competent contractor is appointed to undertake the testing of all portable electrical equipment owned by the council.
- (b) There are suitable systems in place to ensure appropriate examination and testing, by a competent person, of all fixed electrical systems owned/managed by the council.

17.4 Business Managers shall ensure that:

- (a) All hazardous/dangerous equipment identified during the combined electrical test are removed from service and dealt with accordingly.
- (b) They have suitable systems in place to ensure that all work equipment brought on site by contractors or third parties has been suitably tested.
- (c) Where appropriate, that staff have received suitable instruction to ensure that they are able to identify electrical hazards. Further guidance to assist with this may be found within the intranet.
- (d) Only competent persons are authorised to install, inspect, repair, and maintain electrical installations and/or equipment.
- (e) There are suitable mechanisms in place to ensure that electrical equipment used within their units are appropriate for the environment in which they shall be used.

17.5 Officers undertaking construction, maintenance or refurbishment works shall give due consideration to work near overhead or underground electrical cables. All such works shall be undertaken in accordance with the relevant Health and Safety Executive Guidance. Officers managing such works shall ensure that the contractor has received all information held by the council relating to such hazards prior to commencement of works.

17.6 Where practical, standard 240 volt equipment shall not be used externally. Where this is not possible, external use of 240v equipment shall only be undertaken where a risk assessment has indicated it is safe and appropriate to do so. This assessment will ensure that the equipment is appropriate for the environment, all connections are appropriate for the environment (standard 13amp 3 pins connections are generally

not appropriate within an external work environment), and that a suitable safety device is installed within the circuit.

C18 Events

The relevant Business Manager shall ensure that where necessary the following are implemented for all indoor or outdoor events organised or managed by this council:

- All hazards are identified prior to the event and risk assessments produced to control/minimise them.
- Those managing the event are competent to do so.
- Responsibilities are formally agreed.
- Inspections take place prior to, during and directly after the event.
- Liaison takes place with the appropriate enforcement bodies.
- All events are managed in accordance with the Health & Safety Executive's Guidance and the Events Industry Forum's Purple Guide to Health, Safety and Welfare at Music and Other Events.
- Event management plan including emergency procedures has been produced and agreed.

C19 Fire

19.1 The council will ensure that all necessary precautions are implemented to ensure, so far as is reasonably practicable, that fire hazards are appropriately managed within all buildings either owned or in control of the council.

In fulfilling its legislative duties specified within the Regulatory Reform (Fire Safety) Order 2005, this council will ensure the following:

- Fire risk assessments are undertaken and reviewed
- Buildings are maintained to ensure compliance with the relevant legislative requirements
- Fire safety responsibilities are defined
- Suitable information, instruction and training is provided
- Fire safety equipment (passive or active) is suitably inspected and maintained

19.2 Responsibility for production and management of Fire Risk Assessments

Table 3

| Premises | Responsibility |
|---|---|
| Commercial properties occupied by council staff | Business Manager – Asset Management & Car Parks |
| Tenanted commercial properties | Business Manager – Asset Management & Car Parks |

| | |
|---|---|
| Housing stock – Including domestic properties, Extra Care/sheltered housing complexes, community centres and communal areas | The Compliance Manager |
| Properties not managed by the above | Business Manager responsible for the premises |

19.3 Site Specific Responsibilities

| Action | Person Responsible |
|---|--|
| Production of a suitable and sufficient fire risk assessment, as required by the Regulatory Reform (Fire Safety) Order 2005 | As identified within Table 3 above |
| Production of an action plan for non-conformities identified within the fire risk assessment | As identified within Table 3 above |
| Annual fire risk assessment review | As identified within Table 3 above |
| Designated emergency escape routes and exits are maintained, kept clear and available | Business Manager responsible for the premises |
| Periodic/routine inspection and maintenance of fire alarm/detection systems, firefighting equipment and emergency lighting | As identified within Table 3 above |
| 6 monthly fire drills (excluding domestic dwellings) | Business Manager responsible for the premises |
| Production of emergency fire evacuation plan and where applicable fire wardens are appointed to ensure a rapid and effective evacuation | Business Manager responsible for the premises/Communal areas of domestic dwellings |
| Ensuring and reporting on compliance issues | As identified within Table 3 above |

In addition to the above, Business Managers with responsibilities for premises, as highlighted above, shall also ensure that:

1. A suitable and sufficient fire risk assessment, as required by the Regulatory Reform (Fire Safety) Order 2005, is carried out by a competent person and that all matters requiring attention are undertaken to remove or reduce risk to a minimal and appropriate level. This risk assessment shall be reviewed on a regular basis.
2. Adequate emergency routes and exits as defined by the guidance are provided and kept clear at all times.

3. All firefighting, fire detection equipment and other fire safety equipment provided is suitably inspected and maintained in accordance with relevant current guidance. This shall be documented within the Fire Log Book.
4. Suitable instructions are posted in conspicuous areas informing all users of the building (Communal areas of domestic dwellings) of the action to take in case of a fire.
5. All staff within this building have received appropriate fire safety information, instruction and/or training. This shall be documented.
6. A suitable fire plan has been produced and where applicable Fire wardens are appointed to ensure a rapid and effective evacuation.
7. Fire drills are carried out at least once every 6 months.
8. Special areas of fire risk potential are suitably marked and special procedures formulated.

(a) General

(b) Castle House

The following have specific responsibility for fire safety within Castle House.

Business Manager – Asset Management

The Business Manager – Asset Management & Car Parks has specific responsibility for ensuring:

- a. Compliance with fire safety regulations and that the building meets with current fire legislation.
- b. That all fire detection, fire safety and firefighting equipment provided within the building is available and maintained in accordance with the Fire Log Book.
- c. That a fire drill occurs every 6 months.
- d. That there is a suitable and sufficient fire risk assessment available for the building, which is reviewed annually and following all significant alterations.

Housing Stock

The Compliance Manager has specific responsibility for ensuring the following within housing stock (including domestic properties, Extra Care/sheltered housing complexes, community centres and communal areas):

- Compliance with fire safety regulations and that the building meets with current fire legislation.
- That all fire detection, fire safety and firefighting equipment provided within the building is available and maintained in accordance with the Fire Log Book

19.4 Partners

Some council managed buildings are shared with partner organisations. Where this is the case, the officer responsible for managing the tenancy shall ensure that:

- (a) Partners adhere to all council policies relating to fire safety within the building.
- (b) Partners are aware of the overall building fire evacuation strategy.
- (c) The main findings of the fire risk assessment are shared with partners.

19.5 Safety and Risk Management Officer

The Safety and Risk Management Officer shall provide assistance and advice relating to fire safety issues.

C20 First Aid

20.1 Business Managers shall ensure that:

- (a) Suitable and appropriate first aid equipment and expertise, appropriate to the risk, shall be provided in accordance with legislation and codes of practice to all employees regardless of their work situation.
- (b) Suitable risk assessment is undertaken to establish the required first aid provision for their units.

20.2 Asset Management shall provide first aid equipment for designated first aiders located within Castle House.

Training shall be funded through Human Resources via the corporate training budget.

20.3 In **ALL** other premises occupied by council staff, the relevant Business Manager **SHALL** ensure that suitable first aid provision including equipment is provided, is replenished as required and training for staff is provided to ensure that adequate first aid cover is maintained at all times. Again training shall be funded via the corporate training budget.

20.4 First Aiders shall keep records of all first aid administered. These records shall be forwarded to the Safety and Risk Management Officer immediately.

20.5 Business Managers shall ensure that the names of all relevant First Aiders are displayed in premises for the information of employees.

C21 Gas Safety

- 21.1 The council recognises its statutory duties to protect employees and other stakeholders from the harm associated with the release of gas or the inhalation of the by-products of gas combustion.
- 21.2 The council recognises its statutory duties to periodically inspect and test gas installations and equipment, and to maintain such installations and equipment so far as is reasonably practicable to reduce the risk of harm, loss, fire or explosion.
- 21.3 The responsible Business Unit Manager shall ensure that any installation, inspection, testing, commissioning, decommissioning, alteration or repair of any gas installation or appliance is performed only by persons who are competent and authorised to perform the particular task.
- 21.4 Any installation, inspection, testing, commissioning, decommissioning, alteration or repair on any gas installation or appliance shall be performed in accordance with the Gas (Installations and Use) Regulations and to the standards required by GasSafe registered installers as appropriate.
- 21.5 The responsible Business Unit Manager shall manage a programme of periodic inspection, test and servicing of all gas installations and appliances that are owned or managed by the organisation, and that are likely to deteriorate to a state of danger if not subject to such periodic inspection, test and servicing; and shall ensure that such periodic inspection, test and servicing is carried out within the required intervals stated by law.
- 21.6 The Compliance Manager shall ensure that regular compliance checks are undertaken, recorded and any identified areas for improvement are communicated to relevant stakeholders and tracked to closure to ensure the organisation meets its statutory obligations.

C22 Health Surveillance

- 22.1 The council will provide adequate occupational health provision, in accordance with legislation and/or risk assessments, to identify and control occupational related health risks.
- 22.2 The occupational health provision is managed by the Business Manager – HR and Training.
- 22.3 Health surveillance will be provided to those staff where their risk assessments have identified the need due to the above and where:

- (a) There is an identifiable disease or adverse health condition related to the work concerned.
 - (b) Valid techniques are available to detect indications of the disease or condition.
 - (c) There is a reasonable likelihood that the disease or condition may occur under the particular conditions of work; and
 - (d) Surveillance is likely to further the protection of the health and safety of the employees to be covered.
- 22.4 The appropriate level, frequency and procedure of health surveillance shall be determined by our occupational health provider.
- 22.5 Business Managers shall ensure that:
- (a) Employees within their unit are provided with appropriate health surveillance as determined by legislation, corporate guidance and/or risk assessments.
 - (b) The recruitment and selection process identifies those new employees whose role requires job specific health surveillance.
 - (c) All health surveillance measures are identified within their departmental risk assessments where required.
- 22.6 Business Managers, unsure whether health surveillance is required, shall seek the assistance of the Safety and Risk Management Officer.

C23 Highways - Working On or Near

- 23.1 Business Managers shall ensure that:
- (a) A suitable and sufficient risk assessment specific to working on or near highways has been completed if any work activity is to be on a highway or within 450mm of the live carriageway.
 - (b) All work on highways will be in accordance with the Department for Transport's Traffic Signs Manual Chapter 8 – Traffic safety measures and signs for road works and temporary situations.
 - (c) All staff working on the highway or those required to direct traffic/vehicles using road signage or hand signals are appropriately trained to do so.

23.2 Employees working on the highway shall be required to wear a reflective luminous jacket. Under no circumstances shall this jacket be removed while working on the highway.

C 24 Occasional Home Working

24.1 This council allows, at the discretion of the Business Manager, for staff to carry out occasional work from home.

24.2 Prior to commencement of home working, the Business Manager should discuss with the employee any possible health and safety risks, e.g. ill health conditions, safe working position, trailing cables, etc. A risk assessment should be completed.

24.3 The employee should be given ample opportunity to discuss any concerns they have.

24.4 It should be remembered that the employer's health and safety duties are applicable in the home of the individual. It is therefore essential that no home working is to be considered if the activity/task cannot be carried out in accordance with this policy or relevant legislation/guidance.

24.5 Further guidance may be found within the Occasional Home Working Policy.

C25 Good Housekeeping within the Workplace

25.1 Good housekeeping is a key issue in general accident prevention and an issue everyone must participate in.

25.2 To ensure this is dealt with accordingly, Business Managers shall ensure that:

(a) There are suitable arrangements for the storage of clothing, equipment, supplies and waste. There shall also be provided and properly maintained clean work areas, washing/toilet/mess rooms.

(b) All accesses and egresses within the workplace, including corridors, gangways, stairs, thoroughfares, etc. are maintained in a safe and clean manner.

(c) Work areas remain, so far as is reasonably practicable, free of slip, trip and fall hazards.

(d) All reasonable measures are taken to ensure suitable temperature, humidity, lighting and space requirements within all working environments and compliance with The Workplace (Health, Safety and Welfare) Regulations 1992 and other relevant legislation.

(e) Departmental risk assessments include reference to the above.

C26 Ill Health

- 26.1 Employees are required to notify their manager of any condition or illness that may affect their health and safety, or that of others, by their acts and or omissions whilst carrying out their duties.
- 26.2 On notification by the employee of a relevant ill health condition, the Business Manager shall produce an individual risk assessment, with assistance of the Safety and Risk Management Officer and Human Resources, which takes into account the individual's health condition and if it is likely that it may affect their own health and safety or that of others. This assessment will identify the specific hazards relevant; the level of risk; who is at risk and what control measures are required to manage the risk at an acceptable level. Consideration on whether the individual should be referred to Occupational Health must be given during this process. See section C1. The completed assessment shall be provided to Human Resources and the Safety and Risk Management Officer.
- 26.3 Following ill health, and prior to an employee returning back to their full duties, Business Managers shall consider the need for a formal risk assessment during the return to work interview. This should consider whether the individual is fit to resume full duties and if so what additional controls are required until the individual is fully fit to resume all their duties.
- 26.4 Risk assessments must take into account an individual's health. See section C1. The Corporate Absence Policy details further requirements with regard to ill health suffered by employees and the course of action managers and employees should undertake.
- 26.5 This council will also, as resources allow, provide mechanisms to improve the general health of the workforce. This will aim to assist employees to identify their lifestyle related risks provided their co-operation in this is forthcoming. It is intended that these mechanisms shall allow this council to:
- a) Ensure adequate protection to staff whilst at work; and
 - b) Provide tangible encouragement to aid employees to self-manage their health.

~~C27 Use of Latex gloves~~

~~27.1 Latex exposure can lead to a number of health problems, including:~~

~~**Irritation** – symptoms include redness, soreness, dryness or cracking of the skin in areas exposed to latex. Once the irritant agent, e.g. latex, has been identified and contact with it ceases, the symptoms will disappear and not recur.~~

~~Allergic reaction~~ symptoms include:

- ~~localised or generalised rash (urticaria or hives);~~
- ~~inflammation of the mucous membranes in the nose (rhinitis);~~
- ~~red and swollen eyes with discharge (conjunctivitis); and~~
- ~~asthma-like symptoms.~~

~~Most common exposure within our workplace is through the use of latex gloves.~~

~~27.2 To ensure that individuals do not experience the above reactions, this council has adopted a policy on the use of latex based products. Business Managers should therefore ensure that the use of latex gloves is in accordance with this council's code of practice.~~

C27 Legionella

27.1 This council is required to consider the risks from legionella that may affect either its employees, **tenants and leaseholders** or members of the public and take suitable precautions to protect them all. As an employer and as an organisation in control of premises (e.g. a landlord), we must:

- **Identify** and assess sources of risk
- **Prepare** a management plan for preventing or controlling the risk at each water system
- **Implement** a suitable management programme and appoint a person to be responsible, sometimes referred to as the 'responsible person'
- **Keep records** and check that what has been done is effective.

27.2 Further guidance regarding the specific responsibilities and arrangements may be found within the Legionella Code of Practice.

C28 Lone Working

28.1 Lone workers are those who work by themselves without close or direct supervision.

28.2 Although there is no general legal prohibition on working alone, the broad duties of the Health and Safety at Work Etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 still apply. These general duties require the identification of hazards at work, assessing the risks involved and putting measures in place to avoid or control the risks. Therefore where lone working is required, the Business Manager shall ensure that a suitable risk assessment is carried out to establish the hazards associated with the task and the necessary control measures required to either eliminate the risk, or reduce it to a reasonably practicable level.

There are **NO** absolute restrictions on working alone; it will depend on the findings of the risk assessment.

- 28.3 Business Managers shall identify all situations where staff are at significant risk due to the requirement for them to work alone.
- 28.4 It should be remembered that violence is not the only significant hazard associated with lone working. Business Managers should also consider tasks where there is a significant risk to the lone worker due to other hazards, i.e. using hazardous machinery/substances, working at heights, confined space entry, inability to summon emergency assistance, etc.
- 28.5 Where a risk assessment has identified that an individual is at significant risk due to lone working, the Business Manager shall ensure that suitable systems are introduced to suitably control the hazard. This will include monitoring systems and escalation procedures. Business Managers shall also ensure that any systems/procedures adopted are appropriate for all times that employees are at work. Particular attention should be paid to ensuring the efficacy of systems where employees are required to work outside of normal office hours.
- 28.6 Further guidance may be found within the Managing Violence Booklet.

C29 Manual Handling

- 29.1 This council shall ensure that all manual handling activities with a significant risk of injury are suitably assessed in accordance with the Manual Handling Regulations 1992.
- 29.2 Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. The Manual Handling Regulations 1992 places specific duties on employers regarding these operations.

The above regulations establish a clear hierarchy of control measures. These are:

AVOID, so far as is reasonably practicable, hazardous manual handling operations

RISK ASSESS those operations where hazardous manual handling may not be avoided

REDUCE, so far as is reasonably practicable, the risk of injury from the hazardous manual handling operations.

- 29.3 Business Managers shall ensure that:
 - (a) A risk assessment is carried out for all activities, where there is a likelihood of significant injury, using this council's manual handling assessment pro-forma and that all control measures identified during this process are appropriately implemented.

- (b) The above assessment should attempt to avoid hazardous manual handling operations as far as reasonably practicable, if there is possibility of a significant injury. If this cannot be done then steps must be taken to reduce the risk of injury as far as is reasonably practicable.
- (c) All staff within their respective units who undertake handling, lifting, pushing or pulling operations which presents a significant risk of injury are suitably trained.
- (d) Individuals who have notified of a significant ill health issue, which may affect their ability to lift significant loads safely, are suitably assessed before allowing them to recommence manual handling of significant loads. Advice should be sought from the Safety and Risk Management Officer where there is any doubt regarding this assessment.

C30 Use of Mobile Phones whilst Driving

- 30.1 Some employees are required to carry mobile phones to ensure their safety and to assist with their service provision. These employees **MUST** ensure that they do not answer any call (unless hands-free) or text whilst their vehicle is in motion or the engine is running. Prior to answering any call they shall ensure, unless they are operating a hands-free system, that their vehicle is stationary, the engine is off and they are parked in a safe location.
- 30.2 Drivers are advised to ensure that when driving, the phone's messaging facility is activated. Calls should then be checked and returned only when safe to do so.
- 30.3 Business Managers shall assess the need for such equipment and where appropriate, provide a dedicated hands free system where it is envisaged that the employee may be required to operate a mobile phone whilst driving. These systems shall, however, only be provided if it is **essential** for the operation of the service that the driver is required to answer calls whilst driving.

C31 Noise

- 31.1 The Control of Noise at Work Regulations 2005 are applicable to all workplaces. The aim of these regulations is to ensure that workers' hearing is protected from excessive noise at their workplace, which could cause them to lose their hearing and/or suffer from tinnitus.
- 31.2 Business Managers shall ensure that suitable and appropriate measures, in accordance with the Noise at Work Regulations 2005 and codes of practice, shall be taken to ensure the hearing of all employees and visitors within their respective units.

- 31.3 Business Managers shall ensure that a suitable noise risk assessment is in place for all activities that produce or may develop noise levels that exceed the first action level 80d(B)A as defined within the Noise at Work Regulations 2005. To ensure that a suitable assessment is undertaken, Business Managers should liaise with the Safety and Risk Management Officer.
- 31.4 Where this assessment proves the noise levels exceed the first action level, 80d(B)A, the Business Manager will ensure that:
- (a) Hearing protection is made available to employee;
 - (b) Exposed employees are provided with appropriate training and information is provided;
 - (c) Audiometric screening is made available via the occupational health provision.
- 31.5 Where the assessment exceeds the second action level, 85 d(B)A, the Business Manager shall ensure that:
- (a) Hearing protection is provided and is worn by all;
 - (b) Warning signs are posted within the noise area;
 - (c) Exposed employees are provided with appropriate training and information is provided;
 - (d) Exposed staff receive audiometric testing.
- 31.6 Occupational Health shall assess all new employees who are to work with equipment that exceeds the first action level prior to commencement of employment.

C32 Open Spaces

- 32.1 The council will ensure, so far as is reasonably practicable, that all open spaces managed or owned by the council are maintained appropriately to ensure the safety of all users. This will include all open water, footpaths, trees and furniture fitted in these areas.
- 32.2 Business Managers responsible for these areas will ensure a full risk assessment is completed identifying possible significant hazards and detailing the control measures for ensuring the above.
- 32.3 Further details regarding the adequate management of trees may be found within the Tree Management Policy.

C33 Playgrounds and Play Equipment

- 33.1 This council will ensure, so far as is reasonably practicable, by inspection, monitoring, maintenance and repair that all playgrounds and play equipment owned or managed by the council remain safe for users.

33.2 Inspection and monitoring of these sites will include:

- Routine inspections (frequency determined by risk assessment) - visual checks, using agreed checklist and trained operatives, to ensure no obvious faults/vandalism;
- Responsive inspections – carried out following the notification of damage/faults to equipment, furniture, flooring, etc;
- Annual detailed inspection and risk assessment by a competent person.

33.3 All new equipment will be examined/inspected, by a competent person prior to use, to ensure it has been suitably installed and conforms to current standards. This inspection will be suitably documented.

33.4 For further details please refer to the guidance document for the maintenance and inspection for play areas.

C34 Personal Protective Equipment & Clothing

34.1 Employers have basic duties concerning the provision and use of personal protective equipment (PPE) at work. These duties are detailed within the Personal Protective Equipment at Work Regulations 1992.

The main requirements of the above regulations are that PPE is:

- (a) Properly assessed before use to ensure it is suitable;
- (b) Maintained and stored correctly;
- (c) Users are provided with appropriate instruction on its use;
- (d) It is used correctly by all relevant employees.

34.2 To ensure compliance with the above regulations, Business Managers shall ensure:

- (a) All reasonably practicable measures, as identified within the hierarchy of control listed within The Management of Health and Safety at Work Regulations 1999, shall initially be undertaken to remove the hazard. Only if the hazard remains after this shall PPE be issued. PPE shall always be the last resort.
- (b) That suitable personal protective equipment and/or clothing (PPE & PPC) shall be supplied where a risk assessment has identified a need.
- (c) That where PPE/PPC is required, an assessment has been carried out to ensure the correct type has been purchased and that it fits all employees correctly.
- (d) That PPE is worn where required. Refusal by an employee to wear the correct PPE shall be treated seriously and disciplinary procedures may be considered.

(e) That all equipment provided is CE marked and is suitable for the hazards present.

- 34.3 Employees shall **NOT** be charged for the basic provision of PPE/PPC where this has been identified within a risk assessment.
- 34.4 Where employees wish to request PPE/PPC which exceeds the basic standard provision identified within the relevant risk assessment, they may be requested to pay for the additional costs incurred above the cost of the basic provision. In all cases this may only be undertaken for PPE/PPC that is identified within a relevant risk assessment, that meets the standards as defined within the risk assessment and only after seeking agreement from the Business Manager.

C35 Pregnant Workers and Nursing Mothers

- 35.1 The Management of Health and Safety at Work Regulations 1999 requires that employers assess the risk to new or expectant mothers once they have been notified. These regulations also prohibit certain prescribed tasks which place the mother or her baby at increased risk.
- 35.2 When advised of pregnancy, Business Managers shall immediately notify Human Resources who will arrange for a risk assessment of the pregnant worker's/ nursing mother's post to be carried out as soon as possible. This risk assessment shall be carried out by the Human Resources Unit, in conjunction with the immediate line manager of the pregnant worker or nursing mother.
- 35.3 It is essential that the Business Manager ensures all controls identified within this risk assessment are implemented and that the individual is monitored during the period of their pregnancy or for up to 6 months after the birth if a nursing mother, to ensure it remains applicable. If circumstances change, the Business Manager shall ensure Human Resources are notified immediately to ensure the risk assessment can be reviewed.

C36 Stress

- 36.1 It is the policy of the council to ensure, so far as is reasonably practicable, that no employee is subjected to a level of stress due to work, which is detrimental to his or her health. The council aims to create an environment where workplace stress can be dealt with openly and fairly and expects all managers to apply this policy and guidance in a consistent and timely manner. The council also commits itself to investigating all claims of ill health due to workplace stress to ensure appropriate action is taken to prevent any recurrence of the situation.
- 36.2 The council will take seriously and investigate report(s) from employees about causes of workplace stress and will take preventative and protective measures to reduce the risk.

- 36.3 Where stress at work is identified an individual stress risk assessment shall be undertaken to identify the likely stressors and to implement appropriate controls to reduce the level of risk to the individual to a reasonable level. This assessment will be completed by the individual's Business Manager - Human Resources and Training and the Safety and Risk Management Officer. The findings of this assessment will be shared with the individual.
- 36.4 Workplace stress is recognised as a health and safety issue. The main legislation, which is relevant to this subject, is the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work Etc. Act 1974.
- 36.5 Further guidance may be found within the Stress Policy.

C 37 Smoking

- 37.1 This council operates a smoking policy for all employees in any council building or council vehicle.
- 37.2 It is the Business Manager's responsibility to ensure that the above policy is adhered to within their unit.
- 37.3 Further guidance regarding this may be found within the Smoking Policy.

C 38 Travel and Transport

- 38.1 Integral to service delivery of the council is the need for travel of employees and transportation of goods and materials. Such activity will include adequate consideration of health and safety to ensure safety of employees and non-employees.
- 38.2 All transport activities related to workplace travel shall be in accordance with the Workplace Transport Policy and be suitably risk assessed. This includes the use of private vehicles, motorcycles and bicycles.
- 38.3 Business Managers shall ensure that they have appropriate systems in place to ensure that all employees driving on council business have the appropriate licence to do so, their vehicle has business cover insurance, their vehicle is taxed and MOT'd.
- 38.4 Business Managers shall also ensure that the above policy is implemented within their relevant units.
- 38.5 Further guidance may be found within the Workplace Transport Policy and the Driver's Handbook.

C39 Vibration - Hand-Arm

- 39.1 The Control of Vibration at Work Regulations 2005 requires that employers assess and identify measures to eliminate or reduce risks from exposure to hand-arm vibration to protect employees from risks to their health. They also place restrictions regarding the amount of exposure an employee may have to vibration.
- 39.2 It is this council's aim to ensure that vibrating equipment provided does not expose individuals to vibration levels exceeding the current exposure action value of $2.5 \text{ m/s}^2 \text{ A(8)}$. Where this is not possible, Business Managers will ensure that risk assessments are completed, that all relevant requirements of the above regulations are implemented and exposure to individuals is frequently monitored and documented. Under **NO** circumstances should Business Managers allow staff to use equipment which allows them to exceed the exposure limit value of $5.0 \text{ m/s}^2 \text{ A(8)}$.
- 39.3 Business Managers shall ensure that a suitable risk assessment has been undertaken for all tasks which expose staff to vibration at work.
- 39.4 Further guidance identifying how this council will ensure compliance with the above legislation may be found within the Hand-arm Vibration Policy.

C40 Volunteers and Volunteering

- 40.1 This council offers many opportunities to take part as a volunteer, ranging from dedicated national volunteer schemes to site or service specific.
- 40.2 As an employer the council has a legal duty to ensure, so far as is reasonably practicable, the safety of all persons who may be affected by our acts or omissions and to assess the risks to the health and safety of our employees and others including volunteers. We also have a duty to implement suitable control measures.
- 40.3 The same health and safety standards should be applied to volunteers as for employees exposed to the same risks.
- 40.4 Where volunteers are utilised to undertake tasks/functions on behalf of the council, it is the responsibility of the Business Manager for the appointing business unit to ensure that there are appropriate systems in place to ensure the continued safety of volunteers.
- 40.5 To ensure the safety of volunteers, and compliance with relevant legislation, Business Managers shall ensure that:
- (a) Volunteers are assessed prior to commencement to ensure they are suitable for the intended tasks and are able to carry them out safely.

- (b) Working arrangements (e.g. hours of work) and health and safety responsibilities are agreed upon and confirmed prior to training or employment commencing.
- (c) Where required, suitable and sufficient assessments are produced for the work to be undertaken by the volunteer and results of the assessment recorded.
- (d) Where risk assessment identifies significant or specific risks, these must be addressed and volunteers be provided with adequate information about the hazards present in the area(s) in the workplace and that measures are in place to reduce the risk.
- (e) The volunteer is clear about the tasks that they are expected to do and what not to do.
- (f) They know how to report defective or damaged equipment and to whom, where to obtain replacements, and what maintenance is necessary.
- (g) Volunteers are provided with an induction and receive appropriate information prior to commencement.
- (h) Volunteers are appropriately trained, especially where they are to carry out higher risk activities.
- (i) Appropriate supervision is provided.
- (j) Volunteers are aware of this council's procedure for reporting accidents.
- (k) Volunteers understand their duties as specified below.

40.6 **Duties of Volunteers**

Volunteers have a responsibility to comply with this Health and Safety Policy and local safe systems of work. To ensure their safety and the safety of others, volunteers must:

- (a) Follow any safety arrangements implemented for their protection, including attending training sessions, complying with control measures, etc.
- (b) Not act in a manner that adversely affects their own health and safety or the health and safety of anyone else.
- (c) Only use equipment that they are trained and authorised to use. Report all accidents.
- (d) Report any perceived or real shortcomings in their health and safety protection.

C41 Work Equipment – Provision and Use

41.1 The Provision and Use of Work Equipment Regulations 1998 place duties on employers who own/operate work equipment. Work equipment is any machine, appliance, tool or installation for use at work. This includes equipment which employees have provided for their own use.

These regulations require that equipment provided for use at work is:

- (a) Suitable for its intended use;
- (b) Maintained in a safe condition and appropriately inspected;

- (c) Used only by trained/competent employees;
 - (d) Accompanied by suitable health and safety measures, i.e. PPE, safety guards, emergency stops, etc;
 - (e) Used in accordance with specific health and safety requirements.
- 41.2 It is the policy of this council to provide a safe working environment in relation to work equipment safety and to ensure all employees receive appropriate safety information and training in their work equipment.
- 41.3 Business Managers are responsible for ensuring that:
- (a) all equipment used by employees at work is suitable for its intended use;
 - (b) each employee has received adequate information, instruction and training;
 - (c) a risk assessment has been completed for equipment which poses a significant risk;
 - (d) suitable personal protective clothing is worn at all times when necessary for the safe operation of work equipment;
 - (e) if appropriate, all work equipment is regularly maintained and inspected;
 - (f) that the work equipment is suitably guarded;
 - (g) All relevant equipment is provided with an appropriate emergency stop, signage, or other necessary safety device.
- 41.4 Those purchasing work equipment shall ensure that it conforms to the relevant standards and is CE marked. They shall also have consideration for hazards produced by the equipment (i.e. noise, vibration, dust, fumes, etc.) and where possible and reasonable practicable purchase lower risk equipment.

Work Equipment – Maintenance and Inspection

- 41.5 This council will ensure that all plant and equipment (e.g. lift trucks, vehicles, gas appliances, machinery guarding, ladders, electrical equipment, lifting equipment, air receivers, ventilation plant) that requires maintenance (e.g. pre-start checks, servicing, thorough examinations) is identified and that the maintenance is completed.
- 41.6 Maintenance of such plant and equipment is the responsibility of Business Managers. Business Managers will ensure:
- That the Insurance Officer is notified of all equipment requiring statutory examination.
 - Regular examination and testing, by a competent person, of all plant and equipment in accordance with statutory provisions, codes of practice and risk assessments;

- The recording of all such tests, examinations and remedial action taken. Records of the engineers report and all other relevant documentation shall be maintained on site for at least 3 years.
- The withdrawal and isolation of all defective plant, equipment and installations until remedial work is effective.
- The Insurance Officer is notified of all new equipment provided which requires statutory examinations.

41.7 The Insurance Officer is responsible for ensuring that all equipment bought to his/her attention, being identified as requiring a statutory examination, is included within the insurer's examination schedule.

41.8 The Insurance Officer shall ensure that all defects identified within the subsequent report are brought to the attention of the relevant Business Manager. The Business Manager is responsible for ensuring that all required works/defects identified within the statutory are dealt with accordingly and that the Insurance Officer is notified that the works have been suitably addressed.

Work Equipment – Lifting Equipment Use and Operations

41.9 The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) places duties on employers who own, operate or have control of lifting equipment.

These regulations require that all lifting equipment and its associated accessories (i.e. slings, chains, harnesses, ropes etc) are:

- (a) Fit for purpose;
- (b) Appropriate for the task;
- (c) Suitable marked; and
- (d) Inspected.

41.10 In addition to the above requirements the LOLER Regulations also place duties on the person undertaking a lifting operation. These include:

- (a) The lift operation must be properly planned;
- (a) People involved must be suitably competent;
- (b) The operation must be suitable supervised; and
- (c) It should be carried out in a safe manner.

41.11 To ensure compliance with the above, the Business Manager shall ensure that:

- (a) All lifting equipment used within their unit is suitable and appropriate for its intended use;
- (b) has an appropriate lift examination certificate;
- (c) if owned by the council it is appropriately maintained;

- (d) is only operated by competent persons;
- (e) all lifting operations utilising mechanical lifting equipment is appropriately planned and subsequently supervised. For significant lifting operations a risk assessment and work method statement shall be produced and evaluated by the Safety and Risk Management Officer;
- (f) the Insurance Officer is made aware of all lifting equipment owned by the council so that they may ensure the equipment is subject to the necessary statutory examinations;
- (g) That all faults identified within the statutory examination or during normal inspection or prior to use are dealt with accordingly;
- (h) Lifting equipment is appropriately isolated and stored when not in use.

C42 Working at Heights

- 42.1 The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall which is likely to cause personal injury. These regulations place duties on employers, the self-employed and any person who controls the work of others (e.g. facilities managers or building owners who may contract others to work at height) to the extent they control the work.
- 42.2 The regulations set out a simple hierarchy for managing and selecting equipment for work at height.
- 42.3 The regulations require duty holders to ensure:
- Avoid all work at height where possible
 - All work at height is properly planned and organised;
 - All work at height takes account of weather conditions that could endanger health and safety;
 - Those involved in work at height are trained and competent;
 - The place where work at height is done is safe;
 - Equipment for work at height is appropriately inspected;
 - The risks from fragile surfaces are properly controlled; and
 - The risks from falling objects are properly controlled;
 - Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
 - Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- 42.4 Business Managers shall ensure that all work undertaken by employees at height is in accordance with the above regulations and relevant HSE guidance.
- 43.5 Business Managers and/or persons controlling work at heights or contractors are responsible for ensuring the above duties are complied with.

Where such work is being undertaken by contractors, the above person shall make reasonable enquiries to ensure the contractor and their sub-contractors are using appropriate methods of access when working at heights. Persons controlling such works should therefore request copies of relevant risk assessments and work method statements for evaluation.

- 42.6 Business Managers shall ensure that there are suitable risk assessments for all significant works at height, i.e. those tasks where it is foreseeable for persons to be significantly injured.
- 42.7 Business Managers shall ensure that all staff required to work at height or manage others, including contractors, who work at height have received appropriate instruction and training.

C43 Young Persons – (under 18 years of age)

- 43.1 A suitable risk assessment, using this council's agreed pro-forma, shall be carried out for all young persons aged between 13 and under the age of 18 when either employed by this Authority or on work experience.
- 43.2 The Business Manager responsible for this young person must carry out this assessment prior to employment or work experience.

The assessment must:

- Take into account their inexperience, lack of awareness of existing or potential risks, and immaturity;
 - Address specific factors within the risk assessment;
 - Identify working time/working pattern restrictions;
 - Provide information to parents of school age children about the risk and the control measures introduced;
 - Take account of the risk assessment in determining whether the young person should be prohibited from certain activities.
- 43.3 Copies of this assessment should be supplied to the school or legal guardian for their information.

C44 Audit and Review

- 44.1 This policy will be formally reviewed at least every 2 years and at any other times when activities, staff structure, accidents occur or when there are significant changes to legislation.

Safety and Risk Management Officer

March 2019

Review date ~~March 2021~~

Agreed by JCC & SLT ~~March 2019~~