



SAFETY POLICY DOCUMENT

PLEASE ENSURE THAT YOU READ THIS DOCUMENT THOROUGHLY AND ARE AWARE OF THE SAFETY RULES AND PROCEDURES OF NOT ONLY YOUR OWN JOB AND WORKPLACE BUT ALL OTHERS IN WHICH YOU ARE INVOLVED OR WITHIN YOUR EMPLOYMENT

ST ALBANS DISTRICT COUNCIL
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Hertfordshire
AL1 3JE

EMPLOYEE DECLARATION

Understanding of the Policy and compliance with it is important for the safety of yourself and others. It forms part of your employment terms and conditions with the Council. You must read and sign in acknowledgement of your acceptance of its content.

Please complete the declaration below and sign it, then send a screen shot of this page electronically to your Line Manager. Please always refer to the published copy on StaffNet for personal reference.

I confirm that I have read and understood this Safety Policy Document.

Signed (signature)

FULL NAME (Block capitals)

DIRECTORATE

DATE

Document Control

This policy supersedes the previous document dated March 2020. It will be reviewed annually or earlier if necessary, to take account of changing legislation, best practice, operational or strategic developments and experience gained within the Council.

The only controlled version of this Policy can be accessed on the Health and Safety page on the StaffNet. Printed copies of this Policy, together with electronic copies held on local computers and other storage devices, are uncontrolled.

Foreword

This policy document outlines how the Council aims to provide a safe and healthy working environment for staff, visitors and contractors alike. It has been shaped through compliance with legislation, our values and behaviours, the principles of Plan, Act, Do, Check and through consultation with the safety coordinators from each department, and in discussion with Unison who represent staff on the Safety Committee.

St Albans City and District Values and Behaviours



We trust each other to care, be confident and work together to achieve the best for our customers



<https://www.stalbans.gov.uk/sites/default/files/documents/publications/jobs/Our%20Values%20and%20Behaviours%20Framework.pdf>

We aim to provide lots of opportunities to raise issues related to safety and health matters, whether this is directly with managers or through formal or informal channels, for example when changes to our working environment are being considered.

If you have any comments to make about any aspect of health and safety, or have ideas for improving things, please speak to your manager, contact your Safety Coordinator or speak to the Regulatory Services team on 01727 819 543 or environmental@stalbins.gov.uk.

Statement of Intent

It is really important to have an effective health and safety 'culture' in place. In practice, that means we each have a responsibility to ourselves and to each other to take care at work and to act responsibly, following the guidance and rules, using our common sense and speaking up when we notice something is wrong. It is only with the full support of all staff that good health and safety practice can be achieved.

Along with complying in full with legislation and other requirements which apply to occupational health, safety and welfare at work our aspiration is to have a sustainable safety environment that our team feels proud to be part of – each contributing to the very success and continual improvement of our health, safety, wellbeing, and workplace. The Corporate Health and Safety Policy for

St Albans City and District Council is applicable across the entirety of its undertakings as an employer, landlord, customer and service provider.

In relation to Health and Safety our principles are:

- Each and every one of us should come home safe and sound at the end of each day;
- Each and every one of us is responsible for our own safe behaviour and the safe behaviour of our work partners;
- Mental and emotional wellbeing is just as important as physical safety and the environment;
- Each and every one of us has the right to take the necessary action to eliminate the risk of accidental injury or environmental impact even if this means stopping a job.

To deliver against these principles we will:

- Develop management systems that enable us to work in the safest possible way while delivering the highest quality services to our customers;
- Ensure the provision of Health & Safety (H&S) training to raise awareness and develop competencies of the workforce;
- Develop and implement H&S procedures and guidance to demonstrate best practice;
- Implement effective risk management by optimising hazard identification, risk assessment, eliminating significant risks and identifying other opportunities for improvement;
- Integrate our H&S policy and principles throughout the Council and everyday activities and where applicable ensure alignment with St Albans City and District Council ethics and principles;
- Demonstrate commitment by providing the opportunity for H&S communication and consultation to support continual improvement and a safe and healthy workplace;
- Lead by example, allocate H&S competencies, roles and responsibilities with the required authority and accountability throughout all levels of the Council;
- Set the H&S framework with goals and objectives, hold regular reviews in line with legislative, business and other requirements;
- Provide the mechanisms to identify compliance requirements and improvements on a periodic basis.

All employees are expected to act responsibly in their daily duties and always comply with applicable Health & Safety laws and Council requirements. Our management are expected to do the same and lead by example and continually encourage effective risk management, hazard identification and reducing environmental impact as a priority.

Signature

A handwritten signature in black ink, appearing to read 'Amanda Foley', written over a faint dotted line.

Amanda Foley
Chief Executive

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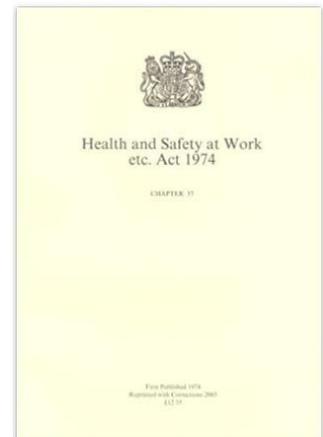
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1. THE LEGAL FRAMEWORK

Health and Safety at Work Act 1974

The Act:

- Places a primary duty of care on employers to ensure, so far as it is reasonably practicable, the health, safety and welfare at work of all employees and anyone affected by their business activities (e.g. members of the public, clients, contractors and visitors);
- Provides the basis of a comprehensive system of law covering the health and safety of people at work, against which regulations on specific issues are issued;
- Places broad general duties on everybody at work. Individual employees as well as the organisation can be prosecuted if they commit an offence.



<https://www.legislation.gov.uk/ukpga/1974/37>

Management of Health and Safety Regulations 1999

The Regulations require employers to:

- Carry out risk assessments;
- Make arrangements for the effective planning, organisation, control, monitoring and review of preventive and protective measures (PLAN, DO, CHECK, ACT);
- Appoint competent people;
- Arrange for appropriate information and training to ensure a skilled workforce.



<https://www.legislation.gov.uk/uksi/1999/3242/contents/made>

2. THE COUNCIL'S ORGANISATION, KEY RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH AND SAFETY MATTERS

Safety Committee

To acknowledge and recognise the Council's duty of care, the Council holds a biannual Safety Committee meeting. It includes representatives from different management levels of the Council, safety representatives from all departments and a representative from Unison.

The purpose of the Committee is to:

- advise the Council, line management and employees, through its members, on all safety matters affecting the operation of the Council's activities;
- provide a means of two-way consultation and communication throughout the organisation on such matters;
- assist in the resolution of any problems which arise;
- ensure that the terms of the Safety Policy are adhered to and decisions implemented.

The Committee also monitors incidents and accidents across the Council and its contractors, reviews policy and practice, monitors risk and aims to ensure the Council is up to date and aware of current legislation.

The Chief Executive and Strategic Directors meet with the Corporate Health and Safety Officer and the Regulatory Services Manager annually at the Health and Safety end of year meeting. They consider Health and Safety documents for comment, approval and sign off accordingly.

A list of Safety Committee representatives can be found [Here](#).

All Employees

All officers must ensure that they are familiar with the Council's Safety Policy and all other health and safety procedures. They must ensure that safe working practices are carried out at all times in all Council buildings across the district.

You must therefore understand that you have a responsibility to yourself, your work colleagues, your employer and any person who may be affected in any way by the work you are doing. You are required to work in a safe and healthy manner and to follow the requirements of the Safety Policy, Safety Statement and any departmental safety rules and procedures.

You are required to observe and follow all appropriate safe working practices, ensure compliance with relevant legislation and assist management by promptly bringing to their notice any work hazard which could result in injury to persons or damage to equipment or property in any Council building across the district. This will enable management to deal with hazards in a proportionate and timely manner.

The Health and Safety at Work etc. Act 1974 (Part I, Section 7) requires:

"That you take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work, and with regard to any duty or requirement imposed on your employer, or any other person under any of the statutory provisions you are required to cooperate with so far as is necessary to enable that duty or requirement to be performed or complied with".

You are not to use your own personal equipment for work activities without the assessment and permission of your line manager and IT (if appropriate).

You must cooperate with the Corporate Health and Safety Officer based within the Community and Place Delivery team and your Strategic Director and all other management and supervisory staff regarding safety matters.

The keeping of accurate records of safety inspections and checks, including the findings, whether or not it was satisfactory and details of any follow up action required and the date completed are of great importance. Adequate records are required under health and safety legislation and all employees with designated responsibilities under the terms of this Safety Policy should keep records particularly relating to accidents and inspection records.

Elected Members (Councillors)

Elected members (Councillors) have a role to play in the governance of the Council and its employees, contractors and services. All new Councillors undergo training which should incorporate health and safety.

In the interests of transparency, copy of the Council's Safety Policy and Annual Health and Safety report are posted on Councilors portals.

The Regulatory Services Manager should ensure that the relevant councillor is briefed regularly on health and safety matters.

Any specific health and safety issues that affect particular wards should be brought to the attention of the relevant ward councillors.

Chief Executive

The Chief Executive has ultimate accountability for effective health and safety management and responsibility for implementing the Safety Policy to secure the health, safety and welfare of all employees of the Council.

This includes:

- (a) ensuring that all Strategic Directors understand their duties relating to Health and Safety and this Policy;
- (b) ensuring that adequate resources are made available to meet the Authority's responsibilities relating to Health and Safety;
- (c) ensuring that this Policy is reviewed and consulted upon at least annually or sooner should the need arise.

Strategic Directors of the Council

The Strategic Directors have accountability and responsibility for implementing this policy in all work activities undertaken within their directorates and ensuring that services run in/on Council property conform to health and safety regulations at all times and employees are supported in the implementation of sound health and safety practices in these services;

Relating to areas for which they have responsibility this includes:

- (a) contributing to and supporting this Policy and ensuring that employees understand and implement the Policy and associated documents;
- (b) ensuring that managers receive suitable and sufficient health and safety training;
- (c) ensuring that where health and safety tasks are delegated adequate procedures are in place to effectively monitor them and can be evidenced;
- (d) identifying and appointing sufficient Safety Coordinators for their service area and for ensuring they receive adequate training and support to carry out this role;
- (e) ensuring that employees under their control make and document regular safety checks relating to health and safety matters for which they have day to day responsibility;
- (f) putting in place an agreed personal emergency evacuation plan for anyone who cannot (without assistance) reach the assembly place in the event of an emergency;
- (g) taking steps to promote and maintain interest in and enthusiasm for safe working practices;
- (h) ensuring that (when necessary) review and update their departmental safety rules in line with best practice;
- (i) resolving any health and safety problems brought to them and where necessary inform the Corporate Health and Safety Officer and other relevant parties;
- (j) ensuring that services which are contracted out conform to relevant health and safety regulations at all times;
- (k) ensuring that an annual departmental health and safety report is produced, reviewed and signed off and submitted in good time;
- (l) where appropriate lead on the Council's role as a "client" under the Construction (Design & Management) Regulations (**CDM 2015**), in terms of notification to HSE and provision of pre-construction phase information. They will ensure that the health and safety file is maintained once the project is handed over;
- (m) for Council buildings (including land) nominating an appropriate person (the manager of the day to day operations of the building) to be responsible for ensuring the premises are in a safe condition in accordance with this Policy.

Managers/Supervisors (including Strategic Principal Officers)

The following responsibilities apply to any employee who is responsible for the management, supervision or organisation of any other employee or employees including a contracted out service placed under their control.

Relating to areas for which they have responsibility Managers/Supervisors must:

- (a) ensure that where health and safety tasks are delegated adequate procedures are in place to effectively monitor them and can be evidenced;
- (b) ensure that whenever contracts are issued, the relevant contractors have undergone suitable and sufficient Health and Safety training and are competent in the role they will be carrying out and they are aware of and sign receipt of the Council's Safety Policy;
- (c) ensure that services which are contracted out conform to relevant health and safety regulations and best practice at all times;
- (d) ensure that risk assessments are carried out for work activities in their area.
 - o All risk assessments should be reviewed at least annually or more often if the residual risk is high with additional reviews triggered where

- appropriate such as a change to the legislation, guidance, working procedures/location, following a workplace accident or near miss etc.
 - separate risk assessments must be carried out for young persons and expectant or new mothers;
 - ensure that control measures identified by the risk assessments are implemented and reviewed as part of the risk assessment review.
- (e) ensure that regular safety inspections are made of all plant and equipment, machinery tools, vehicles and workplaces take place.
- All actions/outcomes recorded;
 - Strategic Directors are notified of any defects that are found which may result in injury to a person, including details of repairs arranged or defective items removed from service pending repair or subsequent renewal.
- (f) ensure staff are made aware that (with the exception of desks, chairs and other home working furniture) use of their own personal equipment for work is not allowed without permission of the line manager which must be documented;
- (g) investigate and where possible resolve health and safety matters brought to them;
- (h) keep up to date with changes made to legislation, codes of practice, guidance etc. as it relates to health and safety for their area of work and ensure that operational procedures and policies are updated in line with any changes;
- (i) take all reasonable steps to ensure that personal protective equipment (PPE) supplied is documented (major items), worn as required and loss or damage rendering the PPE ineffective reported;
- (j) encourage employees to work in a safe manner at all times;
- (k) follow the Council's Accident Procedure and investigate as required and report all findings to Corporate Health and Safety;
- (l) follow any requirements laid down by Corporate Health and Safety and/or the Safety Executive (HSE) whether by Improvement, Prohibition of Informal Notice;
- (m) liaise with the Contract Monitoring Officer on the effective maintenance of the Client/Contractor Health and Safety relationship and their compliance with health and safety legislation.

The Regulatory Services Manager

In conjunction with the Corporate Health and Safety Officer based within the section:

- (a) will ensure that all appropriate legislation, safety directives, procedures and methods of safe working practices are incorporated into corporate operational policies and procedures and that all levels of management throughout the authority are kept up to date with any changes in the legislation;
- (b) will review annually and update, as required, the Council's Safety Policy, Safety Statement, rules and procedures to include any changes which take place and assist Strategic Directors, as requested, to fulfil their departmental duties and responsibilities set out in the Policy;
- (c) will assist Strategic Directors to resolve safety problems in their departments which they themselves cannot satisfactorily resolve;
- (d) will assist the Strategic Directors, as required, in the performance of the responsibilities allocated to that post.
- (e) will highlight to Strategic Directors specific safety training requirements that arise;

- (f) will advise on any situation whereby failure to observe safety rules and regulations results in a Strategic Director wishing to take disciplinary action;
- (g) will advise the Chief Executive on any financial requirements he/she considers necessary for the use of the Safety Committee or the Corporate Health and Safety Officer based within Community and Place Delivery directorate of the Council to meet its obligations under the Health and Safety at Work etc. Act 1974;
- (h) will ensure that the Council's Safety Policy, Safety Statement, rules and procedures are in line with legislative requirements.

Corporate Health and Safety Officer

The Corporate Health and Safety Officer will:

- (a) advise the Safety Committee, Strategic Leadership Team and other employees on all aspects of health and safety legislation, including regulations, codes of practice and safe working methods;
- (b) advise the Strategic Leadership Team of any findings contained within the Annual Health and Safety Report.
- (c) arrange and provide appropriate administrative support for the Safety Committee meetings;
- (d) arrange for appropriate training to be given to satisfy the safety training requirements;
- (e) investigate any safety matter referred to them by a Strategic Director, Manager/ Supervisor or H&S Coordinator;
- (f) advise managers with responsibility for overseeing services run in Council establishments, whether managed internally or contracted out, on health and safety performance. This will include health and safety inspections and monitoring spot checks. He/she will report the findings to the Chief Executive, Strategic Leadership Team and/or managers and if necessary, the Safety Committee;
- (g) encourage and develop safe working systems in Council workplaces, including promoting consistency in carrying out risk assessments across service areas;
- (h) In conjunction with the services managers/Supervisors (including Strategic Principal Officers) will support accident investigations and near misses that could have resulted in injury to employees and members of the public or damage to plant and equipment, determining causes and recommending preventative action where possible.
- (i) be responsible for notifying the Health and Safety Executive in cases involving fatal or major injury and listed dangerous occurrences;
- (j) be responsible for liaison with local and national safety organisations and other Local Authorities, Fire and Police Services, and, as required, attend meetings of relevant safety organisations, in connection with the Council's activities and responsibilities as an employer;
- (k) liaise, when necessary, on health matters, with the appropriate Strategic Director and/or the Community and Place Delivery Strategic Director and Unison;
- (l) advise on the correct type of safety equipment and clothing, the provision, distribution and use;
- (m) liaise with management and advise on the suitability, from a safety viewpoint, of purchasing new or hired plant and equipment;

- (n) carry out "on site" surveys in association with the site management, to see that the statutory duties are complied with, fostering an understanding of safety procedures and accident prevention;
- (o) facilitate any training of first aiders and maintain the list of first aiders and also the equipment required;
- (p) assist the Regulatory Services Manager as required in the performance of the responsibility according to that post.

Managers with Responsibility for Overseeing Contracted Services

These individuals will be the contract monitoring officers for a contracted out service, for example (but not exhaustive) leisure services, housing repairs and maintenance, grounds maintenance, refuse collection and waste recycling. It is expected that effective monitoring of providers compliance with health and safety will form part of the contract monitoring. The level of involvement and control exercised by the Council over the contracted service will determine the extent of the Council's liability/culpability in the event of a contractor breaching health and safety requirements. In the case of serious accidents/incidents Council officers could be subject to criminal proceedings alongside the contractor. In many cases it is not possible to 'contract out' the health and safety 'duty of care' particularly where the Council is a 'pro active client.' It is therefore very important that health and safety responsibilities are clearly set out in management contracts and contractors are actively monitored throughout the duration of the contract.

These officers will fulfill the following responsibilities:

- (a) will take all reasonable steps to ensure that all the appropriate health and safety rules and procedures are adhered to at all times;
- (b) ensure that Contractors' health and safety policies, procedures, risk assessments, training records, PPE records, maintenance records for plant and equipment including test certificates where appropriate, accident records and reporting, and insurance records (employers liability and public liability) are regularly inspected and are up to date;
- (c) (in relation to Council premises occupied by a contractor) the Contract Monitoring Officers should ensure that the contractor complies with health and safety procedures, practices and policies and shall report to the Estates Services Manager, or Housing Surveyor, any building defects that are the Council's responsibility.
- (d) ensure that regular checks are undertaken to monitor health and safety compliance by all contractors, whilst carrying out work for the Council;
- (e) ensure that accident occurrence information is collected on a quarterly basis and analysed for emerging trends;
- (f) liaise with contractors to ensure that all accidents are properly investigated, reported to HSE if RIDDOR and all corrective actions are implemented in a timely manner;
- (g) ensure that there is a responsible officer present on the site where work is being implemented out of hours, at least at the start and the finish of works and that the Customer Contact Managers and/ or the Buildings and Facilities Manager are made aware of any works being implemented out of hours;
- (h) ensure that all safety checks and monitoring information is adequately documented (including instances where no issues requiring action were identified or if issues were identified any follow up action required and the date completed) and reported to the line manager on a regular basis.

Safety Coordinators

Safety Coordinators represent their directorate/service area at Safety Committee and act as the lead officer for health and safety matters in their work area.

As part of their duties they are expected to:

- (a) undertake Display Screen Equipment (DSE) risk assessments (on STAN) follow up any actions required in conjunction with line managers;
- (b) assist managers as required in completing work activity risk assessments for all activities in their directorate/service area (to be reviewed annually or sooner if appropriate);
- (c) assign coordinators to undertake two inspections of work areas per year including satellite sites, or in line with complaints, and record findings;(if applicable)
- (d) advise the Corporate Health and Safety Officer of any health and safety related training needs within the directorate/service area (beyond job specific requirements);
- (e) assist managers in keeping and maintaining a departmental health and safety file including but not limited to:
 - risk assessments
 - training records
 - inspection reports and monitoring records
 - contractor documents
 - issue of PPE
 - DSE assessments
 - Ladder register
- (f) assist managers in completing an annual health and safety report;
- (g) attend quarterly health and safety meetings and the bi-annual safety committee meetings;
- (h) liaise with managers to request and maintain records of contractors' health and safety policies and risk assessments;
- (i) act as first point of contact for health and safety enquiries within the department and report to the appropriate person/body;
- (j) as required seek advice and guidance from the Corporate Health and Safety Officer based within Community and Place Delivery team regarding health and safety issues;
- (k) ensure that all accidents and near misses both in the Council offices and any satellite sites are reported in line with the Council's Accident reporting procedures;
- (l) escalate any health and safety related issues to their line manager or Strategic Director
- (m) to make representation to management in respect to health, safety and welfare issues affecting employees;
- (n) investigate accidents, hazards and dangerous occurrences;
- (o) promote a positive health, safety and welfare culture.

Property and Asset Management /Housing Asset Management

This covers officers who have as part or all their role the management of Council property (including equipment and land). They must:

- (a) ensure all statutory inspections, servicing, maintenance and testing of Council buildings, plant and equipment is carried out in line with legislative requirements and are documented;
- (b) arrange for bi-annual inspections of the work areas, ensure the recommendations are implemented and documented;
- (c) report building defects to the Building and Facilities Surveyor, or appropriate Housing Surveyor;
- (d) be the responsible person for advising on and organising building repairs and compliance measures such as those relating to asbestos and legionella;

Fire Wardens

This covers all trained 'Fire Wardens' to ensure fire safety of employees and visitors to council owned/managed properties. They must:

- (a) check that their work areas have been vacated and point employees in the direction of the nearest fire exit;
- (b) where trained, to provide help to others who have mobility issues vacate any Council buildings from the refuge areas with the aid of an evacuation chair;
- (c) report to the Senior Fire Coordinator once they are aware that their work area is clear;
- (d) participate in reviewing effectiveness of evacuations;
- (e) regularly inspect their area for defects and deficiencies relating to fire safety such as obstructed fire exits, missing fire extinguishers or broken call points and report to Facilities Management for the property.

First Aiders

This covers all trained, first aiders. They are to provide immediate, lifesaving, medical care before the arrival of further medical help and must:

- (a) attend a first aid course to maintain competence and facilitate provision of basic first aid treatment to employees and visitors and members of the public in Council buildings;
- (b) record the treatment given on a first aid report form;
- (c) liaise with emergency services for handover of the injured party;
- (d) alert the Corporate Health and Safety Officer to when their first aid kits are running low so that further provisions can be acquired.

3. EMPLOYEE REPRESENTATION

The Council recognises, accepts and supports the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committee Regulations 1977. It will co-operate with the Council recognised Unison appointed safety representatives and elected staff representatives for safety when introducing measures to ensure the health and safety at work of employees. The Council will therefore incorporate employee representation into the health and safety consultative structure.

Safety representatives appointed by Unison may represent non-trade union employees within the representatives agreed constituency but subject to the employees' agreement. Non-trade union representatives for safety may represent employees but only following agreement from the employees to be represented. All appointments and facilities will be subject to those rules and conditions as established for that purpose by the Council.

Safety representatives will be provided with sufficient facility time to carry out their responsibilities.

4. SAFETY COMMITTEE TERMS OF REFERENCE

Title

The Committee shall be called the Safety Committee of the City and District Council of St Albans.

Representation

The Committee will be chaired by the Chief Executive or in her absence by the Strategic Director, Strategy, Policy and Transformation. It will comprise of representatives from different levels of the Council, safety representatives from all Directorates and a representative from Unison. The Corporate Health and Safety Officer will be responsible for coordinating the meetings and papers and will attend to advise the Committee.

Role

The role of the Safety Committee is to advise the Council, line management and employees, through its members, on all safety matters affecting the operation of the Council's activities; to be a means of two way consultation and communication throughout the organisation on such matters; to assist in the resolution of any problems which arise; to ensure that the terms of the Safety Policy are adhered to and decisions implemented. To include:

- i) ensuring that periodical inspections of the establishments and all equipment are carried out in the interests of health and safety;
- ii) making appropriate recommendations to the departmental management, the Strategic Leadership Team and/or the Council about the improvement of conditions relating to health and safety, to ensure their implementation and to monitor the measures adopted;
- iii) securing the co-operation of all employees in the promotion of health and safety and to ensure that publicity relating to safety issues; for example; posters, leaflets etc. are properly displayed;
- iv) participating where relevant in drawing up works safety rules;
- v) considering any reports submitted by safety representatives;
- vi) considering arrangements for safety training, instruction and guidance for supervisors, representatives and all new employees;
- vii) ensuring that the means whereby any official regulations, instructions, notices and other written and pictorial materials recommended by the Corporate Health and Safety Officer relating to health and safety in the establishment are brought to the notice of all employees;
- viii) advising upon the maintenance of satisfactory first-aid and internal fire precaution arrangements;
- ix) ensuring that appropriate arrangements for risk assessments of all work locations and situations are implemented;
- x) ensuring regular safety audits and inspection of equipment are carried out and to study any resulting reports.

Meetings

Meetings of the Safety Committee will be held bi-annually. Special Meetings can be called with the agreement of the Chair by the Corporate Health and Safety Officer to the Committee.

Agenda and Minutes

Items to be discussed in the meeting should, if possible be given to the Corporate Health and Safety Officer in advance. The action tracker is reviewed and new matters arising are discussed during a pre-agenda setting meeting between the Chief Executive and the Corporate Health and Safety Officer. An agenda will then be prepared and distributed along with other agenda documents including previous meeting minutes seven days prior to the meeting by the Corporate Health and Safety Officer. The minutes are made available on StaffNet.

Release of Representatives

Representatives shall be released from duty with pay to attend meetings of the Safety Committee.

Attendance of Advisers

Advisers may be invited to any meeting of the Safety Committee if some specialist skill, knowledge or advice is required on any matter.

5. TRAINING

Training is delivered both through e-learning and formally taught courses where required. Courses will ensure the safety of staff in their normal work activities through knowledge of working practices and associated risks. Health and safety related training also enables the organisation to meet its statutory duties.

Training needs are identified through various means:

- as part of the Corporate Training Programme
- through annual reviews / performance conversations
- identified by the Strategic Leadership Team as a corporate priority need
- any management development programme

Each officer on starting employment with the organisation is given an induction which covers how to work safely, arrangements for first aid, fire and evacuation, and the Safety Policy as well as the corporate employment rules.

Health and safety training for individual managers should be identified at a level proportionate to the day to day activities and levels of risk for which they are responsible to enable them to fulfill their health and safety responsibilities effectively.

An e-learning programme is in place which will develop to include all relevant Health and Safety mandatory training needed by the organisation.

Institute of Safety and Health (IOSH) mandatory awareness training to include responsibilities under the Corporate Manslaughter and Corporate Homicide Act 2007 in the context of the Council's Safety Policy and to be delivered to both employees based on their job roles risks and to Directors and a bespoke session for elected members.

All training should be documented and signed off by the person delivering it and by all attendees or a certificate issued. In the case of e-learning modules a report should be produced evidencing completion and achievement of a pass mark in the test. Where refresher training is required through passage of time or is requested due to an officer wanting to maintain their competency, this should be provided where possible.

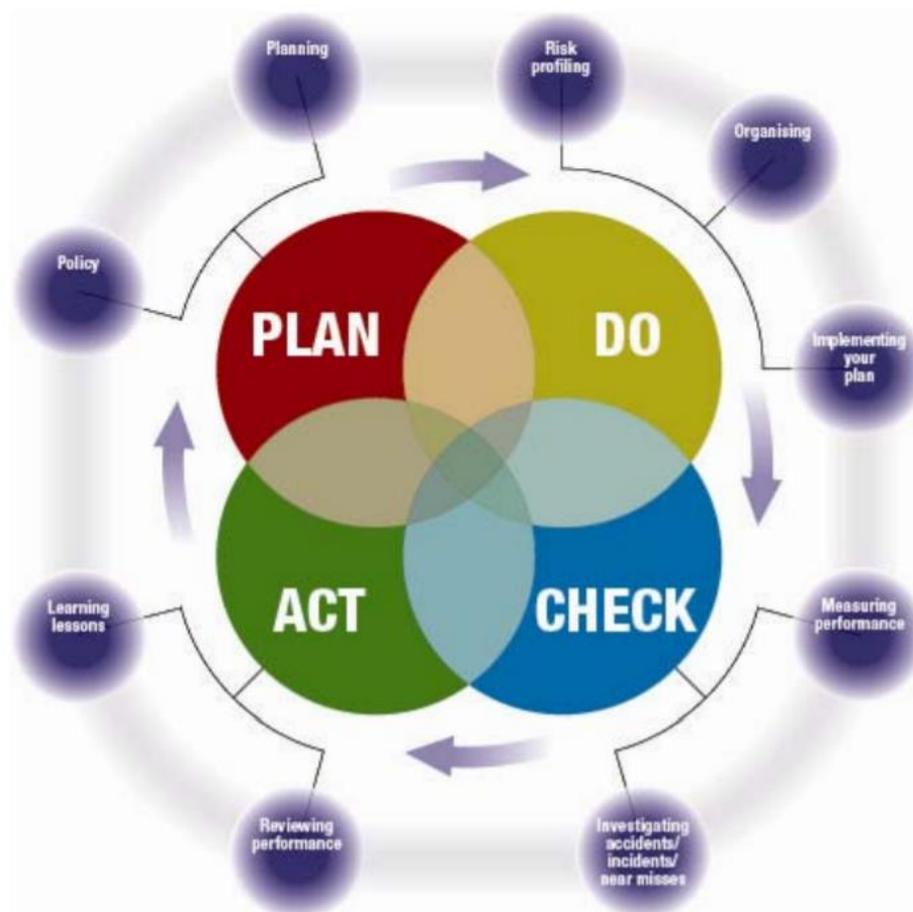
Generally, refresher training should take place at least every three years unless there is a separate legal requirement or guidance to the contrary or if an officer is worried about their competence or if through an officer's actions they are deemed by their manager to require refresher training.

Training should take place to cover all significant work related hazards, and should cover the health risks, control measures, findings of the risk assessments, safe working practices and any occupational health limits set for their work area (such as Exposure Action or Exposure Limit Values).

6. GENERAL CONTROL MEASURES AND METHODS

Managing Health and Safety

The following section describes the Council's approach general to health and safety risk management. The Council follows the HSE approach of Plan, Do, Check, Act.



In following these principles the Council aims to:

- Maintain attention to the significant risks and implementation of adequate controls;
- Ensure consultation with the workforce on health and safety and ensures that they understand the risks and control measures associated with their operational work;
- Put in place appropriate documentation that is available, current and organized;
- Ensure people understand their roles and those of others from a health and safety perspective;
- Put in place performance measurement to check controls are working and standards are being implemented;
- Learn from mistakes after things go wrong.

Monitoring and recording mechanisms

- Accident/dangerous occurrence reports must be made to the Corporate Health and Safety Officer via email (contractor accident/dangerous occurrence information direct to Monitoring Officers) as under certain circumstances they are reportable to the HSE (see RIDDOR below);
- Sickness Absence is reported and monitored through our absence management partner GoodShape. This is managed by line managers. The Attendance Policy and documentation can be found on the Council's StaffNet;
- Departmental health and safety inspections are undertaken by Safety Co-ordinators on a six monthly basis, reviewed and signed by Strategic Directors with a copy placed on the Health and Safety folder on the G drive which will then be reviewed by the Corporate Health and Safety Officer and considered by the Strategic Leadership Team;
- Health and Safety is a standing agenda item on all Strategic Leadership Team and Directorate Management Team (DMT) agendas;
- Bi-annual Safety Committee meetings are held. The Committee includes UNISON and management representatives;
- The Health and Safety Policy is reviewed annually and considered and approved by the Strategic Leadership Team
- Corporate and departmental risk registers are considered on a quarterly basis by the Change Board;
- All Committee reports include health and safety implications under "Corporate Implications";
- Internal Audit raises any high risk health and safety issues identified within their service review reports and at their quarterly audit review meetings with the Chief Executive Officer. Health and Safety is included as part of the annual audit plan;
- Strategic Directors should also bring audit health and safety recommendations for discussion at the Strategic Leadership Team;
- The Safety coordinators escalate to their Strategic Directors any safety issues that cannot be resolved.

In addition to the above monitoring and recording mechanisms there are also the following which are used corporately as tools to monitor and escalate issues of noncompliance in health and safety.

- The Annual Health and Safety Report

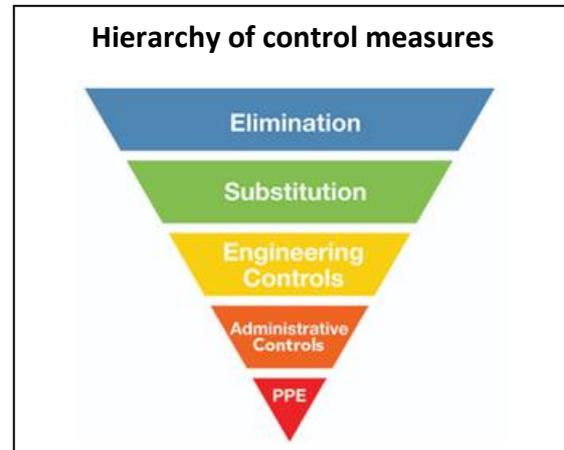
- Corporate Risk Register
- Centralised Health and Safety folder.

Risk assessments

Risk assessments provide a starting point from which hazards are identified and managed with procedures, rules, safe systems of work and training. Control measures that are identified must be implemented so far as is reasonably practicable and in identifying them the hierarchy of control measures should be followed.

A suitable and sufficient risk assessment should be in place for all work activities, carried out by managers in consultation with employees and Safety Co-coordinators and revised annually or more frequently if:

- the residual risk remains high once all mitigating controls have been identified and implemented
- there is a change to legislation or guidance
- there is a change to the activity or location
- new equipment or technology is introduced
- there is a change of staff
- there is an accident or near miss



The Council has adopted a two-tier risk assessment format whereby the HSE Risk assessment format is used for low risk activities and a more complex system for medium/high risk activities. Both templates can be accessed on StaffNet on Health and Safety Page.

Spot checks of both existing and additional controls should be made at regular intervals to confirm that they remain effective and the results documented.

Specific risk assessments should be undertaken separately for young people (under 18) including work experience employees and for expectant and new mothers.

Generic risk assessments are acceptable where work activity is assessed and does not fundamentally change/vary from the generic and where activity falls outside normal working practice specific task risk assessments must be completed and discussed with the line manager.

Staff must be consulted during the risk assessment process or subsequent review to ensure that all risks associated with their work activities are identified and control measures implemented to reduce risk. Once risk assessments have been completed they should be circulated to relevant staff and discussed to ensure that the health and safety responsibilities of their role are clearly understood.

All risk assessments must be signed and dated by both the officer undertaking the assessment, the reviewing manager and the Strategic Director. The next review date must be included. A list of the risk assessments completed should be included as part of annual Departmental Health and Safety reports.

There is no set amount of time that you need to keep your records relating to general risk assessment. It is good practice, however, to keep them while they remain relevant. However risk assessments relating to medical conditions, and asbestos, should be retained for 40 years.

Safe systems of work

Safe systems of work break down an activity and introduce controls or work methods at significant stages in the work activity. The type of system used will depend on the activity - such as Standard Operating Procedures, Method Statements and Permit to Work Systems.

Procedures covering safe systems of work must be produced for high risk activities. The profile of high risk activities within the Council include but are not limited to:

- Working on construction sites (including excavations)
- Working from height
- Lone workers/shift workers
- Working with machinery/pressure equipment
- Workplace transport
- Manual handling
- Contact with harmful or potentially harmful substances
- Working in confined spaces
- Managing contractors and other Council sites
- Managing buildings to which the public have access on a regular basis

Occupational Health (OH)

Early referral to Occupational Health is recommended where appropriate to seek guidance on risk assessments, workstation assessments and special needs. Further information is available from Human Resources. The Council commissions an Occupational Health service to offer advice to employees and managers as needed.

Personal Health and Wellbeing

The Council considers the health and wellbeing of their employees to be very important. Information and policies regarding health and wellbeing, and various supported events and other useful documents can be found on the StaffNet [HERE](#) along with a 'Workplace Wellbeing' blog on STAN.

The Council provides an Employee Assistance Programme (EAP), which is a confidential service to access information, advice and support on a range of issues. Details are available under the Human Resources section of the StaffNet.

Unacceptable customer behaviour

The Council does not tolerate abusive or threatening behaviour towards our staff and has a Policy which can be found on the StaffNet [HERE](#). We also recognise that such behaviour towards staff can cause undue stress and we have a duty of care to support staff who experience this type of behaviour. The EAP services can provide support and should be considered in conjunction with the Unacceptable Behaviour Policy, Personal Safety and Lone Worker Policy.

7. ANNUAL HEALTH AND SAFETY REPORT

An annual health and safety report is produced and published at the beginning of the financial year in April. This report covers the previous year (Jan-December) and summarises the overall health of the Council from a health and safety perspective, and highlights any issues of non-compliance which may need to be escalated. Comments are welcomed from the Chief Executive's Board, followed by Chief Executive sign-off or additional comments or amendment required prior to signoff.

Departmental safety reports must be completed by all departments to provide key data upon which the Annual Health and Safety Report is based. They capture all the monitoring checks that are carried out by that department. A template departmental safety report has been developed by the Business Compliance team and is circulated to all Safety coordinators.

The mechanism for this is set out below;

- Safety coordinators to complete the Annual Departmental Safety Report covering all service areas including satellite sites, which must be reviewed and signed off by their Strategic Directors and submitted to the Corporate Health and Safety Officer in a timely manner by 31st January
- The Corporate Health and Safety Officer to collate and use these reports to draft the Annual Health and Safety Report for consideration by the Strategic Leadership Team.

8. RECORD KEEPING

Corporate risk register

The Corporate Risk register can be found on the shared drive under Risk Management. The arrangements for reducing risk are set out in this document. The Customer, Business and Corporate Support Directorate are responsible for maintaining this section of the Risk Register. The Council's overall approach for managing risk is set out in the Risk Management Strategy which can be found on the G Drive by clicking the following link [HERE](#).

Corporate Health and Safety Risk Register

The Strategic Leadership Team has set out five shared main health and safety risks common to all services within the organisation. These are

- a) Security of staff, building and councillors
- b) Office based activities
- c) Customer intervention, support and training
- d) Workplace pressures
- e) Lone Working/Remote working including home working.

The Strategic Leadership Team have ownership of these risks and will review as and when needed.

Centralised Health and Safety Records

Key documentation which is needed to demonstrate the Council's audit trail of compliance with health and safety legislation can be found on the G Drive at G/Health and Safety/Centralised Health and Safety Records.

They relate to:

- Training Records
- Risk Assessments and Safe Systems of Work
- Personal Protective Equipment
- Monitoring and Spot Checks made by departmental management
- Safety Committee Meeting Minutes and Agendas papers
- Health and Safety templates
- Six Monthly Health and Safety Checks
- Health and Safety Coordinators Departmental annual report

Individual departments are responsible for updating these records, but the Community and Place Delivery directorate will provide oversight of these records for reporting purposes to the Strategic Leadership Team.

Accidents are filed separately as they often contain personal information about the individual.

Regulatory Services are responsible for maintaining these records and reporting the headlines and analysis to the Strategic Leadership Team.

9. SPECIFIC RISKS, PROCEDURES AND GUIDANCE

General Safety Rules and Procedures

All employees must adhere to the following general safety rules and procedures and to any specific departmental safety rules and procedures that apply in particular workplaces, including those following workplace/activity risk assessments.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

The following incidents must be reported to the HSE:

- Accidents resulting in death or major injury;
- Injuries that result in more than 7 days' absence from work;
- Dangerous occurrences (near misses which may or may not result in injury);
- Certain occupational diseases (specified in regulations);
- Injuries that result in a member of staff being hospitalised for 24 hours;
- Injuries that result in a member of the public being taken to hospital from the scene of the accident and treatment administered.

Accidents resulting in death or specified injury must be submitted to the HSE as expeditiously as possible. The HSE must be notified within 15 days of the accident or dangerous occurrence. This does not include the day of the accident or near miss but does include weekends and bank holidays. (NB: where a 7 day injury). All other accidents are to be submitted to the HSE within 10 days.

In all cases the report must be submitted to the HSE by the Line Manager or the Contract Management Officer or the - Corporate Health and Safety Officer

Please also see the Accident and Incident Reporting Procedure and Guidance for further information. This can be found on the Council's intranet.

Procedure in the Event of Accidents or Dangerous Occurrences

All accidents and/or dangerous occurrences, however slight, must be reported to a Manager/Supervisor. Details of the accident or dangerous occurrence must be forwarded by the line manager within 24hrs to the Corporate Health and Safety Officer. The accident/dangerous occurrence reporting form or a near miss reporting form available on the StaffNet must be completed and emailed to the Corporate Health and Safety Officer or in her absence emailed to the Business Compliance Manager.

The scene of a serious accident must be left undisturbed, as far as practicable, until the Business Compliance Team has had the opportunity to inspect and investigate.

First Aid

All First Aiders has access to a well-equipped first aid box. Make sure you get first aid treatment if you have an accident, as even the smallest cut, if neglected, could result in infection.

Tablets and creams cannot be dispensed in case of conflict with any existing medication or an allergic reaction. A defibrillator is available near the reception desk by the lift. This equipment is only to be used by trained staff.

All First Aiders and their location are currently listed on notice boards on each floor and on the StaffNet [HERE](#). There is an Emergency Alert group contact number for alerting the First Aiders in case of an emergency. This is to be used when there is no First Aider in the immediate vicinity. The Number is **5999**, and officers should dial this number for a first aider to attend the scene of the emergency. **Please note that you still need to call for paramedic assistance by dialing 999.**

If an ambulance is called during opening hours at the Civic Offices, the Customer Services Manager should be informed due to the likelihood of the reception area being busy. This will allow for safer access/egress for the ambulance crew and injured person.

The first aid room is accessible to all First Aiders and the Building Services Officers. In order to avoid the risk of staff or visitors being alone whilst unwell due to the potential for their condition worsening, leading to fainting, seizures etc. all members of staff must contact a First Aider if they need to use the room.

Fire Precautions and Evacuation

You must be fully aware of the danger of fire and do all you can to prevent any possible outbreak. The Fire Evacuation Procedure is on the StaffNet, make sure you have read this and that you are fully aware of the Evacuation Procedure and where all the emergency fire exits are situated.

In the event of an accident resulting in a fatal or major specified injury, you must call for immediate medical assistance, in the form of a trained first-aider, doctor and/or ambulance, and notify the Corporate Health and Safety Officer immediately by telephone or Business Compliance Manager in their absence.

Do not:

- keep combustible materials near heat sources;
- attempt to tackle fires unless minor, confined and you have received training;
- use the lifts;
- obstruct corridors, passageways, staircases or any other routes leading to fire exits;
- obstruct access to firefighting equipment;
- wedge open fire doors;
- delay to recover personal belongings or switch off computers etc.

The fire alarms are tested weekly and the tests recorded, emergency lighting units are subject to a monthly functional test and an annual discharge test in accordance with British Standards and the tests recorded.

For compliance with statutory requirements, at least two evacuation tests are conducted each year. Normally staff will not be notified of when evacuations are to take place. Further information can be found within the Fire Evacuation Procedures on the StaffNet. Updated list of current fire wardens can be found on the StaffNet.

Workstation guidance (Home, office or other locations)

- Workstation and Display Screen Equipment assessment must be carried out by employees through STAN.
- Workspaces must be kept tidy at all times.
- You must ensure that the desk space you work from is clear at the end of the day to enable the cleaners to do their jobs if working from the office.
- Cables from machinery, telephones and electrical appliances must not be allowed to trail on floors or across walkways, where they are likely to cause accidents.
- If you use tools and equipment, you must maintain them in a good condition and store them in a safe place. You must report tools or equipment that becomes defective or unsuitable immediately to your Manager/Supervisor; IT and Building Services team.
- Do not carry any load too heavy or awkward for you and make sure you can see over any load you are carrying. Wherever possible use a trolley or ask another officer to help.
- You must report any spillages on floors and staircases immediately to Building Services staff. Appropriate protective clothing must be worn when dealing with spillages of a potentially hazardous nature.
- Do not attempt to install or service electrical fittings or equipment - this can only be done by a competent electrician. You must report electrical defects and faults immediately to your Manager/Supervisor.
- If you have to reach heights, you must only use suitable ladders and ensure that they are properly secured and firmly set on the floor. Never use chairs (particularly if they swivel) or boxes etc. to stand on.

Report any matter that you consider unsafe or unhealthy immediately to your supervisor and complete a near miss form with a copy to be provided to the Corporate Health and Safety Officer.

Personal Protective Equipment (PPE) Regulations

PPE should be used as a last resort once all other safe systems of working have been explored. However if it has been deemed necessary when carrying out works of a hazardous nature or when visiting a work location where works of a hazardous type are being undertaken, you must wear the protective clothing/equipment issued.

The following protective clothing and equipment is supplied by the Council according to the needs of the job:-

- Overalls
- Aprons
- Reflective Jackets
- Hi Vis Vest
- Safety Helmets/Hard Hats
- Safety Shoes
- Gloves (Heavy Duty/Disposable)
- Goggles
- Ear Defenders
- Face Masks and Filters
- Barrier Cream

The regulations require that PPE is:

- properly assessed before use to make sure that it is fit for purpose
- maintained and stored properly
- provided with instructions on how to use it safely
- used correctly by employees.

Issue of major items of PPE (such as safety helmet, shoes, jacket, gloves, goggles, ear defenders, aprons, overalls etc.) are signed by the officers issuing it and receiving it. Documentation should evidence that the terms and conditions of safe use have been explained including whether the PPE has a shelf life and that it is the employee's responsibility to wear PPE and inform the Council should any items be lost or become out of date or defective e.g. through damage or wear and tear.

Manual Handling Operations Regulations

Work activities which involve manual handling should be identified and risk assessed using the following criteria;

- Does the load need to be moved at all?
- If so can it be moved mechanically (e.g. use of a handling aid, sack carrier, trolley)?

If manual handling is the only option then consideration must be given to other options which will reduce the risk including:

- Making the load smaller or lighter, by breaking into more manageable loads;
- Modifying the area to reduce carrying distances, twisting movements to the lifting of things from floor level or from above shoulder height;
- Improving the environment (e.g. better lighting, flooring or air temperature can sometimes make manual handling easier and safer);
- Ensuring that the person doing the lifting has been trained to lift as safely as possible.

Although training can be important in raising awareness and reducing risk, it should not be assumed that the training alone will ensure safe manual handling. It should be supplemented with monitoring and reviews of procedures to ensure that the training is understood and being applied. See the Manual Handling Policy [Here](#)

Horse Play

Serious injuries and even fatalities have been caused within workplaces as a result of horse play, or playing practical jokes. This Council will take disciplinary action against any employee who does not behave in a safe and responsible manner.

Contractors

Council contractors are expected to meet equally high standards, and these will be assessed and monitored. Staff must ensure that the Council's Management of Contractors Guidelines are followed, these guidelines can be found on the StaffNet.

Before the Council allows any contractor to carry out work in or on its premises, the contractor or sub-contractor must understand their obligations under the Health and Safety legislation applicable to the work they will be carrying out. This includes work on all sites owned by the Council.

The Council will expect the contractor and their employees or sub-contractors commissioned by them to conform to the Health and Safety arrangements and safety rules contained in the Council's "Contractors Health and Safety and CDM Guidance" which at the time of this review is in consultation stage. Contractors must prepare a detailed safety method statement on how they intend to carry out the job so that risks are controlled and managed. This should be based on an assessment of risks to the health and safety of employees and others who could be affected by the work. Staff must follow the "Contractors Health and Safety and CDM Guidance", which can be found on the StaffNet, when dealing with contractors working on all Council premises and applicable work sites and liaise with the contractors regarding the Council's requirements.

The Contractor's Health and Safety Log should be filled in by the Council and handed to the Contractor to complete their section.

All contractors must sign the undertaking issued with these documents, which should be issued by officers with departmental responsibilities for using contractors. Copies of the booklets and forms are available from the Business Compliance Officers based within the Community and Place Delivery directorate.

Health and Safety (Display Screen Equipment) Regulations (DSE)

The Council has a policy on the introduction and use of display screen equipment (DSE). The policy covers, amongst other things, the health and safety and ergonomic factors involved, and you should ensure that you familiarise yourself with the contents if you use, either regularly or casually, display screen equipment. The policy can be found on the StaffNet.

Officers can now complete and access the Workplace and DSE self-assessment on STAN. All new staff should complete this as part of their induction and existing staff should complete if their workspace or medical condition changes. The DSE Workstation Checklist and assessment form can be found on the Stan/My-details/my Assessment.

The layout of individual workstations is essentially the same in the open plan offices. However if you have flexible working arrangements you need to ensure that you carry out your own assessment and make any appropriate adjustments e.g. to the position of the screen and the

chair, on each occasion before you commence working at a new workstation. Any problems should be referred to your Safety Coordinator or your line manager.

Eyesight checks

Section 6 of the Council's Display Screen Equipment (DSE) Policy and Procedure sets out the Council's policy with regard to eyesight tests.

The Council will arrange for a free eye test to be carried out for all relevant Employees as soon as is practicable after their commencement. They will also be offered at regular intervals for existing employees. The following intervals are giving as guidance

- If aged 40 or under – every 2 years
- If aged 40 or under wearing spectacles – every 12 months
- If aged 41 or over – every 12 months

Drug and Alcohol Misuse Policy.

The Council has a Drug and Alcohol Misuse Policy in order to support the health and wellbeing of all its employees through standards of conduct and a framework of support.

The Policy sets out the dangers and harmful effects of drug and alcohol misuse, the responsibilities of all employees regarding drugs and alcohol at work, the responsibilities of managers and the support offered to employees with drug or alcohol dependency problems. The Policy can be found on the StaffNet [Here](#)

Smoking Policy

The Council has a No Smoking Policy which sets out the responsibilities of employees and employers under the Health and Safety at Work Act 1974. It places a duty on employers to provide and maintain a safe working environment. Smoking is banned in all premises of the Council which means that smoking is not permitted in any work area, or any part of a Council building.

Safeguarding

The Council has a Safeguarding Policy in order to protect the health, safety and welfare of children, young people and vulnerable adults. All those who represent and/or act on behalf of the Council in any capacity and who may come into contact with vulnerable people of any age must ensure that the interests of these people are protected.

The Council's Safeguarding Policy sets out the roles and responsibilities, recruitment and selection processes, disclosure checks, training and whistleblowing policies, risk assessments and controls. The Policy can be found on the StaffNet.

Agile Working

Officers working either from home or remotely anywhere else are reminded of their responsibility for their own health and safety. Further details are in the Remote Working Policy and Procedure and the Homeworking (Guidance for Managers and Employees) which can be found on the StaffNet.

Lone Working

Establishing a healthy and safe working environment for lone workers can be different from organising the health and safety of other employees. They should not be put at more risk than other people working for the Council

It will often be safe to work alone. However, the law requires employers to think about and deal with any health and safety risks before people are allowed to do so. The Council's Lone Working Policy and accompanying guidance can be found on the StaffNet

It sets out how the Council identifies, manages and reduces the risks of hazards associated with lone working. Each department is required to have their own operational specific lone working procedures in place including an emergency telephone number for officers to call if they experience trouble. Please consult your departmental lone working procedure to ensure that you are aware of the control measures in place to enable you to work safely and for colleagues to account for your whereabouts. At the time of this policy review, a review of the lone working procedure and policy is being carried out by a sub group from various departments. The aim is to have a standardised lone working device for the Council and address emerging challenges posed by the new ways of working.

Building Maintenance

Electricity, gas, building structure, and cleanliness comes within the remit of the Building Services team (apart from Housing managed buildings). Any complaints or issues with the building should first go to the Building Services team to allow them to rectify the issue. If there is a risk to health, officers are to complete a near miss form which will be investigated and actioned to prevent recurrence.

Specific Risks

The following listed specific risks, procedure and guidance can be found in the appendix on the Health and Safety page on staffNet [HERE](#):

1. Provision and Use of Work Equipment regulations(PUWER)
2. Electricity at Work regulations
3. Control Of Substances Hazardous to Health(COSHH)
4. Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)
Flammable Materials and Liquids
5. Control of Asbestos Regulations
6. Legionnaires' Disease
7. Motor Vehicles
8. Work at Height Regulations (WAHR)
9. The Construction, Design and Management (CDM) Regulations 2015

10. EVALUATION AND REVIEW

In carrying out the annual review of this Policy, the Council will consider whether targets should be set against some of the key aspects contained within it (for example the proportion of risk assessments completed/updated; the proportion of staff with up to date health and safety training etc.

11. CONCLUSION

Every individual has a responsibility to themselves, their work colleagues, their employer and those affected by the way they work, to ensure that they conduct themselves in a safe and healthy manner.

Please make yourself familiar with this Policy Document, which will help you fulfill your health and safety obligations. Further advice and information on health and safety as well as health promotion activities, can be obtained from the Business Compliance and the Human Resources Teams.