



INVESTOR IN PEOPLE

SAFETY POLICY DOCUMENT

HEALTH AND SAFETY AT WORK ETC ACT 1974

MANAGEMENT OF HEALTH AND SAFETY REGULATIONS 1999

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.

**LEGAL, DEMOCRATIC & REGULATORY SERVICES
ST ALBANS DISTRICT COUNCIL
PO BOX 2 DISTRICT COUNCIL OFFICES
CIVIC CENTRE
ST PETERS STREET
ST ALBANS CITY & DISTRICT COUNCIL
HERTS. AL1 3JE**

Last updated in March 2015

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 consultation with the safety coordinators from each department, and in discussion with Unison who represent staff on the Safety Committee.

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.

But this is only one part of the picture; 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.

By reducing the number of accidents, tackling aspects that can affect health and safety, taking care to avoid damage to Council property, and working to reduce work related absences, we can keep ourselves and each other safer and healthier which is in everyone's best interests.

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 819543 or environmental@stalbands.gov.uk.



James Blake
Chief Executive

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MANDATORY EMPLOYEE DECLARATION

Please complete the declaration below and sign it, then photocopy this page and hand it to your Line Manager. Please keep this document for your records and personal reference.

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

Signed (signature) _____

NAME (Block capitals) _____

DEPARTMENT _____ **DATE** _____

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PART 'A'

THE LEGAL FRAMEWORK

HEALTH AND SAFETY AT WORK ETC ACT 1974

The Act:

- Places a primary duty of care on employers to ensure, so far as it is reasonably practical, 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 and individual employees as well as the organisation can be prosecuted if they commit an offence.

MANAGEMENT OF HEALTH AND SAFETY REGULATIONS 1999

The Regulations require employers to:

- Carry out risk assessments
- Make arrangements to implement necessary measures
- Appoint competent people
- Arrange for appropriate information and training.

PART 'B'

THE DISTRICT COUNCIL'S SAFETY POLICY AND THE ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTATION

SAFETY POLICY STATEMENT

- 1 The City and District of St Albans Council recognises and accepts that it has a duty to ensure, as far as reasonably practicable, the health, safety and welfare of all its employees, customers and visitors.
- 2 The Council will take all reasonably practical steps to fulfil this responsibility, paying particular attention to the adequate provisions and maintenance of:
 - (a) Safe plant, equipment and systems of work;
 - (b) Safe methods of using, handling, storing and transporting articles and substances, particularly those of a harmful nature;
 - (c) Adequate instruction, training and supervision on matters of Health and Safety at Work;
 - (d) Safe places at work, with safe access and egress;
 - (e) A safe working environment.

- 3 Without detracting from the primary responsibility of the Council, the Chief Executive and Heads of Service are accountable for effective health and safety management and along with Managers and Supervisors are responsible for ensuring safe and healthy conditions at work. The Council will ensure competent and specialist technical advice is provided on health and safety matters, where this is necessary to assist management in carrying out their respective duties.
- 4 It is recognised that health and safety responsibilities for some tasks may be delegated to more junior officers but accountability cannot be delegated and remains with Heads of Service and ultimately the Chief Executive.
- 5 The Council will take all reasonable practicable steps to conduct its operations in such a way that members of the public are not exposed to risks to their health and safety.
- 6 The Council recognises that this Policy can only be effective when all levels of employees work together to understand, advise and help one another in carrying out their respective duties. The Council will therefore consult with, and seek the involvement of, employees, to promote health and safety. To this end, the Council will operate a Safety Committee including representation of both management and unions.
- 7 All employees of the Council must recognise and accept that they have a duty to carry out their work without endangering the health and safety of themselves, their colleagues or the general public, and to co-operate with the Council so far as necessary, to enable it to fulfil its own responsibilities.
- 8 Mr. James Blake Chief Executive, who is based at the District Council Offices, Civic Centre, St Peter's Street, St Albans, has the ultimate accountability and responsibility for the general implementation of this Policy which requires that all Heads of Service, Managers or Supervisors detailed in this Statement carry out their respective responsibilities for ensuring health and safety at work.
- 9 A copy of this Policy will be issued to all employees. It will be reviewed annually or more frequently if required due to changing circumstances and supplemented, where appropriate, by further written departmental safety standards, including codes of practices, safety rules and procedures for the health and safety of employees in particular types of workplaces. In some cases, the supplementary Statements will be included in this document and given to the appropriate employees otherwise they will be posted on the staff intranet.
- 10 All employees will be requested to sign a declaration to the effect that they have read and understood the contents of this Policy and further confirmation will be obtained annually as part of the appraisal process.

ORGANISATION AND ARRANGEMENTS FOR THE IMPLEMENTATION OF THE POLICY RESPONSIBILITIES, DUTIES AND LINES OF COMMUNICATION

Chief Executive

The Chief Executive

- (a) 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 City and District of St Albans Council;
- (b) will take all reasonable steps to ensure that all Heads of Service know and understand their duties with regard to relevant legislation and that they fully implement the Policy;
- (c) will advise the Council as to such staffing, finances and materials as he considers necessary to meet the Authority's responsibilities as an employer under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety Regulations 1999;
- (d) will, from time to time but at least annually, ensure that the effectiveness of the Policy is reviewed and consult staff responsible to him for the implementation of the health and safety programme.

Heads of Service

Heads of Service of the Council

- (a) have accountability and responsibility for implementing and monitoring the Council's general Safety Policy, Safety Statement, Rules and Procedures, and relevant safety rules and procedures within their department and ensuring that risk assessments and all health and safety documentation and records are kept up to date, effective and relevant to the work activities undertaken within their department;
- (b) must contribute to and support the Safety Policy ensuring that employees responsible to them understand and implement the Policy, their safety duties and follow approved procedures where they exist;
- (c) must ensure that managers delegated health and safety tasks receive sufficient training at a level proportionate to the activities and levels of risk for which they have day to day responsibility;
- (d) must ensure that where responsibilities for health and safety tasks are delegated, including to managers responsible for contracted out services, they have procedures in place to monitor that they are being carried out satisfactorily and that monitoring can be evidenced;

- (e) have responsibility for identifying and appointing sufficient Safety Co-ordinators for their service area and for ensuring they receive adequate training and support to carry out the role and that the duties set out below (see page 14) are carried out;
- (f) must ensure that managers and employees under their control make and document regular safety checks to see that procedures and safe working practices are being carried out, and follow all their departmental safety rules and procedures; including those who work in buildings sited other than the Council Offices;
- (g) must ensure that there is a personal evacuation plan agreed with any employee who cannot reach the assembly place in the event of an emergency, without assistance. Advice should be taken from Business Compliance Officers within Regulatory Services who in turn will seek advice from the Fire Officer;
- (h) must consider implementing disciplinary measures where any employee is found to be in violation of the Safety Policy or departmental safety rules and procedures, the severity of such action to be determined in line with the seriousness of the breach. The Head of Corporate Services and/or the Head of Legal, Democratic and Regulatory Services should be consulted when such measures are being considered;
- (i) shall take appropriate steps to promote and maintain interest in and enthusiasm for safe working practices among all their employees and attend, as required, meetings with union appointed safety representatives;
- (j) shall, from time to time, when necessary, update their departmental safety rules in line with changes in legislation, working practices, changes to equipment or technology following discussions with the Business Compliance Officers within Regulatory Services;
- (k) will be responsible for resolving any health and safety problems brought to them by their employees having ensured that the Business Compliance Officers based within Regulatory Services and/or the Buildings & Facilities Surveyor are kept informed, consulted and involved when necessary;
- (l) will be responsible for ensuring that services run in Council establishments across the district including any satellite offices depots or other buildings, whether contracted out or internally managed, conform to health and safety regulations at all times, supporting the managers in the implementation of sound health and safety practices in these services;
- (m) will be responsible for ensuring that services which are contracted out conform to relevant health and safety regulations at all times;
- (n) will ensure that an annual departmental health and safety report is produced covering all service areas for which they are responsible and that they review and sign it off and forward it to the Health and Safety Officer in good time.

Managers/Supervisors (including Strategic Principal Officers)

The following responsibilities apply to any employee (officer or manual worker) who is responsible, as part of his/her job, for the management, supervision or organisation of any other employee or employees or contracted out service placed under their control.

Managers/Supervisors must

- (a) ensure that they are familiar with the Council's Safety Policy, Safety Statement, rules and procedures and departmental safety rules and procedures, and ensure that safe working practices are carried out at all times in all Council buildings across the district;
- (b) ensure that if they delegate health and safety tasks they have adequate procedures in place to monitor that they are being carried out satisfactorily and that monitoring can be evidenced;
- (c) ensure that whenever contracts are issued, the relevant contractors are aware of and sign receipt of the Council's Safety Guidelines and contractors sign in and out of Council premises when carrying out work on a daily basis;
- (d) ensure that services which are contracted out conform to relevant health and safety regulations at all times;
- (e) ensure that risk assessments are carried out for work activities which they or their staff members carry out. All risk assessments should be reviewed at least annually or more often if the residual risk remains high following the implementation of existing and/or additional mitigating controls. Review should be additionally carried out if there is a change to the legislation or guidance, working procedures or location, introduction of new equipment or technology or if there is a workplace accident or near miss. Separate risk assessments must be carried out for young persons and expectant or new mothers;
- (f) implement the control measures required by the findings of any risk assessment, including reasonable adjustments in line with the Disability Discrimination Act, seeking advice, where necessary, from the Business Compliance Officers based within Regulatory Services and/ or the Buildings & Facilities Surveyor;
- (g) ensure that the mitigating controls remain relevant and effective, through verification checks. Such verification checks should be documented;
- (h) ensure that in the event of homeworking an adequate health and safety risk assessment has been carried out in line with the Council's homeworking agreement. Advice should be sought from the Business Compliance Officers based within Regulatory Services;
- (i) ensure that regular safety inspections are made of all plant and equipment, machinery tools, vehicles and work places under their control, ensuring that they are free from defects and will not cause injury to the health and safety of their employees and are fit for the activity to be undertaken. Inspections must be documented whether or not satisfactory;

- (j) must ensure that if during the course of safety inspections, defects are found which, in their opinion, could result in injury to an employee under their control or any other person, must immediately notify their Head of Service and either arrange for repair of the defect or remove the item(s) from service, pending repair or subsequent renewal;
- (k) ensure staff are made aware that with the exception of mobile phones they must not use their own personal equipment for work activities under any circumstances without assessment and permission of the line manager which must be documented;
- (l) whenever possible, investigate and resolve problems brought to them by any employee relating to health and safety matters and refer to their Head of Service or representative on the Safety Committee any of those which they cannot satisfactorily deal with; A list of Safety Committee representatives can be found at G/Health and Safety/Safety Committee;
- (m) be fully familiar with the safety codes of practice relating to their operational duties and keep updated on, and implement, any new legislation which will be issued under the Health and Safety at Work etc Act 1974, or any subsequent amendments that may be issued to them;
- (n) supply and take all reasonable steps to ensure that personal protective equipment (PPE) supplied by the Council is documented (major items) and worn as required and consider disciplinary action in respect of an employee's failure to wear his/her supplied protective clothing or to report loss or wear and tear rendering the PPE ineffective;
- (o) encourage employees to work in a safe manner at all times;
- (p) follow the Council's Accident Procedure (available on the staff intranet), and investigate as required and report any accidents or near misses immediately to their Head of Service and the Business Compliance Officers based within Regulatory Services;
- (q) should a Health and Safety Executive (HSE) inspector issue an "Improvement Notice" or "Prohibition Notice" on the Authority follow any immediate requirements laid down;
- (r) check with Contract Monitoring Officers on the effective maintenance of the Client/Contractor Health and Safety relationship and their compliance with health and safety legislation.

N.B. Keeping records of safety inspections, verification checks and the findings thereof, whether or not satisfactory and if unsatisfactory of follow up action required and 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 liaise with the Business Compliance Officers based within Regulatory Services regarding advice on appropriate legislation relating to accidents and inspection records.

All Employees

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 co-operate with so far as is necessary to enable that duty or requirement to be performed or complied with”.

You must therefore understand that you have responsibility to yourself, your work colleagues, your employer and any person who may be affected in any way by the work you are doing, 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.

You are not to use your own personal equipment for work activities without assessment and permission of your line manager.

You must co-operate with the Business Compliance Officers based within Regulatory Services and your Head of Service and all other management and supervisory staff regarding safety matters.

The Head of Legal, Democratic and Regulatory Services

- (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 Heads of Service, as requested, to fulfil their departmental duties and responsibilities set out in the Policy;
- (c) will arrange and provide appropriate administrative support for the Safety Committee meetings;
- (d) will assist Heads of Service to resolve safety problems in their departments which they themselves cannot satisfactorily resolve;
- (e) will highlight to Heads of Service specific safety training requirements that arise;
- (f) will advise on any situation whereby failure to observe safety rules and regulations results in a Head of Service 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 Business Compliance Officers based within Regulatory Services of the Council to meet its obligations under the Health and Safety at Work etc Act 1974;
- (h) arrange for appropriate training to be given to satisfy the safety training requirements.

The Regulatory Services Manager

In conjunction with the specialist officers based within the section

- (a) will ensure that the Council's Safety Policy, Safety Statement, rules and procedures are in line with legislative requirements;
- (b) will advise the Safety Committee, Heads of Service and other employees on all aspects of health and safety legislation, including regulations, codes of practice and safe working methods;
- (c) will advise Chief Executive Board of any findings contained within the Annual Health and Safety Report.
- (d) will investigate any safety matter referred to them by a Head of Service, Manager/Supervisor or H&S Coordinator;
- (e) will 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, Head of Human Resources, Customer Services and I.T, Heads of Service and/or managers and if necessary, the Safety Committee;
- (f) will encourage and develop safe working systems in Council workplaces;
- (g) will investigate accidents resulting in injury to employees and members of the public or damage to plant and equipment, determining causes and recommending preventative action where possible;
- (h) will be responsible for notifying the Health and Safety Executive in cases involving fatal or major injury and listed dangerous occurrences;
- (i) will 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;
- (j) will liaise, when necessary, on health matters, with appropriate Heads of Service and/or the Head of Human Resources, Customer Services and IT and Trade Unions.
- (k) will advise on the correct type of safety equipment and clothing, the provision, distribution and use;

- (l) will liaise with management and advise on the suitability, from a safety viewpoint, of purchasing new or hired plant and equipment;
- (m) will 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;
- (n) will facilitate any training of first aiders and maintain the list of first aiders and also the equipment required.
- (o) will assist the Head of Legal, Democratic and Regulatory Services, as required, in the performance of the responsibilities allocated 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, grounds maintenance, refuse collection and waste recycling. These officers will fulfill the following management responsibilities and:

- (a) will take all reasonable steps to ensure that all applicable health and safety rules and procedures are adhered to at all times;
- (b) carry out regular safety inspections of work activity and documentation and monitor health and safety performance, reporting any findings to the relevant Head of Service for discussion at regular team briefings and to seek advice from the Business Compliance Officers based within Regulatory Services, when required.
- (c) ensure that all contractors are made aware of and comply with the Safety Guidelines for Contractors, available on the intranet, under Human Resources and then Health and Safety;
- (d) ensure that the 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;
- (e) ensure that regular checks are undertaken to monitor health and safety compliance by all contractors, whilst carrying out work for the Council;
- (f) ensure that accident occurrence information is collected on a quarterly basis and analysed for emerging trends;
- (g) ensure that all contractors carrying out work in Civic Offices log in and out on a daily basis;
- (h) 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 & Facilities Manager are made aware of any works being implemented out of hours;

- (i) ensure that all safety checks and monitoring information are 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 report to the line manager on regular basis.

Safety Co-ordinators

- (a) undertake Display Screen Equipment (DSE) risk assessments; report and follow up any actions required;
- (b) assist managers as required in completing work activity risk assessments for all activities undertaken by the service area; to be reviewed annually or sooner if changes occur;
- (c) undertake two inspections of work areas per year including satellite sites, or in line with complaints, and record findings;
- (d) advise the Business Compliance Team of any health and safety related training needs within the department;
- (e) assist managers in keeping and maintaining a departmental health and safety file; (risk assessments, training records, reports, contractor documents, monitoring records, issue of PPE and DSE assessments)
- (f) assist managers in completing an annual health and safety report (reports reviewed and signed by relevant Heads of Service).
- (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 any issues to an appropriate manager, Building Services, IT or the Business Compliance Team as required;
- (j) seek advice and guidance from the Council's Business Compliance Officers based within Regulatory Services regarding safety issues that cannot be resolved at departmental level;
- (k) ensure that all accidents and near misses both in the Council offices and any satellite sites, however minor, are reported in line with the Council's Accident reporting procedures;
- (l) escalate any health and safety related issues to their line manager or Head of Service.

Property and Green Spaces Management Team/Housing Asset Management

- (a) Ensure all statutory inspections, servicing, maintenance and testing of Council buildings, plant and equipment including any satellite sites is carried out in line with legislative requirements.
- (b) Document all inspections, servicing, maintenance, testing of Council buildings, plant and equipment including any satellite sites (whether defects/ issues are found or not and including any follow up action and the date completed if required)
- (c) The Head of Service will be responsible for 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.
- (d) The appropriate person will, in conjunction with the Corporate Health and Safety Manager, arrange for bi-annual inspections of the work areas and for ensuring the implementation of recommendations arising from the inspection.
- (e) The appropriate person will report building defects to the Building and Facilities Surveyor, or appropriate Housing Surveyor.
- (f) The Property and Green Spaces team, or Housing Asset Management team, will be responsible for advising on and organizing building repairs and compliance measures such as asbestos and legionella.
- (g) In relation to SADC 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 Building and Facilities Surveyor, or Housing Surveyor, any building defects that are the Council's responsibility.

Fire Wardens

- (a) To 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) To report to the Senior Fire Warden once they are aware that their work area is clear.

First Aiders

- (a) Attend a first aid course to maintain competence and facilitate provision of basic first aid treatment to fellow officers, visitors and members of the public in Council building;
- (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 Business Compliance Team to when their first aid kits are running low so that further provisions can be acquired.

Elected Members

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

In the interests of transparency the relevant Portfolio Holder should be provided with a copy of the Council's Safety Policy and Annual Health and Safety report.

The Head of Legal, Democratic and Regulatory Services should ensure that the Portfolio Holder 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.

SAFETY COMMITTEE

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 his absence by the Head of Corporate Services. It will comprise representatives from different levels of the Council, safety representatives from all Departments and a representative from Unison. The 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 Chief Executive Board 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 Business Compliance Officers based within Regulatory Services 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 Committee will be held bi-annually. Special Meetings can be called with the agreement of the Chair by the Secretary to the Committee.

Agenda and Minutes

An agenda will be prepared for distribution seven days in advance of each meeting by the Secretary (items to be discussed should, if possible, be given to the Secretary in advance of the agenda going out) and minutes prepared which will be distributed to the Chief Executive and the Heads of Service for display in all departments. They will also be sent to the relevant Portfolio holder for his/her information.

Release of Representatives

Representatives shall be released from duty with pay to attend at 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.

PROMOTION OF HEALTH AND SAFETY

Policies and guidelines for health and safety can be found on the intranet under Health and Safety Policies.

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.

Further training as part of the Corporate Training Programme, is identified through appraisals, the training needs assessment and by the Chief Executive Board as a corporate priority, as well as Management Development.

Each officer on starting employment with the organisation is given an induction which covers the safety policy and fire precautions along with 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.

Human Resources have implemented e-learning which will grow to include all relevant training needed by the organisation. Current courses being provided through e-learning are fire safety awareness and general health and safety.

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 and 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).

WORK ACTIVITY RISK ASSESSMENTS

A current risk assessment is to be in place for all work activities, carried out by managers in consultation with employees and Safety Co-ordinators 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

There are different types of risk assessment proforma for specific uses, all available from the Business Compliance Officers within Regulatory Services as follows:

- Work activity risk assessment;
- Stress risk assessment;
- DSE Risk assessment.

Where additional controls are listed as measures to further reduce inherent risk, the date they are implemented and considered effective must be annotated on the risk assessment form.

Additional controls once implemented and proved effective should be moved across to become existing controls when the risk assessment is subsequently reviewed.

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

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 does not fundamentally change. However 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 by both the officer undertaking the assessment and the reviewing manager and be dated and contain a date for future review.

Procedures covering safe systems of work must be produced for high risk activities. The profile of high risk activities within the Council is defined as set out below;

Working on construction sites
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

NB: 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 Statement and Permit to Work Systems.

A list of the risks assessments completed should be included as part of annual Departmental Health and Safety reports.

OCCUPATIONAL HEALTH (OH)

Early referral to Occupational Health is recommended where appropriate to seek guidance on risk assessments, work station assessments and special needs. Further information is available from Human Resources. An occupational Health Nurse is on site on a regular basis to offer advice to employees and managers.

EMPLOYEE ASSISTANCE PROGRAMME

A confidential counselling help line is operated 8.30am to 8.30pm Monday to Saturday and a facility for face to face sessions is available to all employees. Further information is available from Human Resources.

EXERCISE CLASSES

Classes such as Pilates and Aerobics can be made available. Further information is available from Human Resources.

CIVIC CENTRE INSPECTIONS

Civic Centre inspections are carried out twice a year (May and September) and focus on slip and trip hazards, general house keeping and complaints that have been received. They are carried out by a member of both the Business Compliance Team and the Building Facilities Team.

The findings from the inspection are reported to the CEXB.

MONITORING AND RECORDING MECHANISMS

- Accident/dangerous occurrence reports must be made to the Business Compliance Team within Regulatory Services (contractor accident/dangerous occurrence information direct to Monitoring Officers) as under certain circumstances they are reportable to the HSE (see RIDDOR below);
- Sickness Absence reports are given by HR to Heads of Service for monitoring purposes;
- Departmental health and safety inspections are undertaken by Safety Co-ordinators on a six monthly basis, reviewed and signed by Heads of Service with a copy to the Business Compliance Team for collation and consideration by the Chief Executive Board;
- Health and Safety is a standing agenda item on all Chief Executive Board and Development 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 Chief Executive Board;
- 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;
- Heads of Service should also bring audit health and safety recommendations for discussion at CEX Board;
- The Safety Co-ordinators escalate to their Heads of Service 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 non-compliance in health and safety.

- The Annual Health Safety Report
- Corporate Risk Register
- Centralised spreadsheets

The Annual Health and Safety Report

An annual health and safety report covering the financial year is made to the Chief Executive Board, which 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.

Departmental safety reports must be completed by all departments to provide key data upon which this 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 Co-ordinators.

The mechanism for this is set out below;

- Safety Co-ordinators to complete the Annual Departmental Safety Report covering all service areas including satellite sites, which must be reviewed and signed off by the Head of Service and submitted to the Business Compliance Team in a timely fashion.
- Business Compliance team to collate the Annual Report using the Safety Co-ordinators reports and draft the Annual Safety Report for consideration by the Chief Executives Board.

Corporate Risk Register

The Corporate Risk register can be found G/Risk Management/Risk Registers/Risk Registers 2015. The main corporate risk relating to health and safety is Risk 8 "Failure to ensure the safety of staff, visitors, contractors, and the public. The arrangements for reducing this risk are set out in this document. The Legal, Democratic and Regulatory Services Department 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 on the G Drive at G/Risk Management/Risk Management Strategy.

Centralised spreadsheets

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

They relate to;

Training

Risk Assessments and Safe Systems of Work

Personal Protective Equipment

Monitoring and Spot Checks made by departmental management

Individual departments are responsible for updating these records, but the Regulatory Services section will provide oversight of these records for reporting purposes to Chief Executive Board.

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 Chief Executive Board.

ARRANGEMENTS FOR SAFETY

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 (RIDDOR) 2013

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 miss' which may or may not result in injury)
- Certain diseases
- 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

The report must be submitted to the HSE by the Business Compliance Team within 15 days of the accident or near miss. This does not include the day of the accident or near miss but does include weekends and bank holidays.

Please see the Accident, Dangerous Occurrences and Near Miss Notification Procedure for further information.

Procedure in the Event of Accidents or Dangerous Occurrences

All accidents and/or dangerous occurrences, however slight, must be reported to a Manager/Supervisor or Head of Service. An accident/dangerous occurrence form or a near miss form must be completed and passed to the Business Compliance Team who will then enter the details into the Accident Report Book (held in the Legal, Democratic and Regulatory Services Department, Second Floor, District Council Offices). Details of the accident or dangerous occurrence must be forwarded by the Head of Service within 3 days to the Business Compliance Team, on the forms available on the intranet.

In the event of an accident resulting in a fatal or major injury, you must call for immediate medical assistance, in the form of a trained first-aider, doctor and/or ambulance, and notify the Business Compliance Team or the Head of Legal, Democratic and Regulatory Services immediately by telephone.

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

Each first aider has their own 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.

All First Aiders and their location are currently listed on notice boards on each floor and on the intranet under Human Resources, First Aid and then First Aiders. The list of first aiders is also available through the switchboard and kept at reception.

If an ambulance is called, 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.

A defibrillator is available at reception. This equipment is only to be used by trained staff who are listed along with the first aiders on the first aiders list.

The first aid room should not be used without first contacting a first aider 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.

Fire Precautions

You must be fully aware of the danger of fire and do all you can to prevent any possible outbreak. The Fire Drill to be followed is covered by separate instructions which are posted in all workplaces and locations. Make sure you have read these instructions and that you are fully aware of the Evacuation Procedure and where all the emergency fire exits are situated.

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 fire fighting 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.

All 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 Procedures and Fire Warden List and within the Councils' Fire Risk Assessment document.

Explosive Devices

Explosive device procedures are covered by separate instructions which are posted in all workplaces. Make sure you have read these instructions and are fully aware of what action you would need to take.

Place of Work

You must keep your work space tidy at all times.

You must ensure that your desk and work surfaces are clear overnight to enable the cleaners to do their jobs.

Do not leave locker doors or drawers open and unattended or place objects on the top of lockers or high cupboards.

Do not place obstructions on stairs or in passages or obstruct in any way access to places of work. Use handrails when ascending or descending stairs and do not run.

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;

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 use only 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 Business Compliance Officers based within regulatory Services.

Provision and Use of Work Equipment Regulations 1998 (PUWER)

Dangerous Machinery

Make sure that all machinery guards are in position and correctly adjusted before you use any potentially dangerous machinery. Before cleaning or adjusting machinery, disconnect the machine from the electricity supply by switching off at the main switch and removing the plug from the socket.

Dangerous machines must not be operated unless you have been properly trained in their use and given clear instruction on the potential risks.

Any defects and faults identified must be reported immediately and the machine isolated wherever possible.

Personal Protective Equipment Regulations 1992 (PPE)

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
- Safety Helmets/Hard Hats
- Safety Shoes
- Gloves (Heavy Duty/Latex)
- 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 should be documented and 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 employees 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;

Electricity at Work Regulations 1989

The Electricity at Work Regulations 1989 place a duty on the Council to ensure that all portable electrical appliances are inspected and tested on a regular basis. Records of such inspection and testing are kept.

A system is in operation that ensures that the Council complies with the Regulations. Your Head of Service will advise you of your Departmental representative responsible for assisting with operating this system within your Department.

Employees must co-operate fully, to ensure compliance with these Regulations. There are a number of specific duties placed on you by the employer, namely:

- (i) you must co-operate with the Council's Technical Services staff or contractor who has been trained to carry out the necessary inspection and testing of equipment;

- (ii) you must co-operate with your own Departmental representative who has been given responsibilities with regard to the preparation of a register to list all portable electrical appliances in use within the Department;
- (iii) you must report immediately to your Departmental representative, should a fault develop on a piece of electrical equipment being used, and not attempt to carry out repairs to defective electrical equipment;
- (iv) you must not fit or change electrical plugs unless you are a qualified electrician;
- (v) you must not use personal electrical equipment within your workplace, without firstly having been given consent to use it by your Head of Service (all new electrical equipment must be tested before it is used) and, secondly, before it has been inspected and tested by the Council's nominated tester.

It is very important that we comply with these Regulations and you must play your part in meeting this obligation to provide a safe working environment.

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Toxic (Poisonous) Materials and Chemicals

All chemicals used on council sites must be the subject of a COSHH risk assessment, the control measures highlighted through this assessment must then be implemented.

Data sheets are supplied by the manufacturer and should inform the risk assessment and associated control measures. Prior to using or handling toxic materials and chemicals, you must carefully read and comply with the Council's product assessment sheet and the manufacturer's hazard data sheets.

If the assessment sheet or hazard data sheets are not available for your information, the hazardous product must not be used. Data sheets should not be used as a substitute for risk assessment as the manufacturer has no knowledge of how their product will be used including environment or quantity.

Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)

Flammable Materials and Liquids

Flammable materials and liquids must be handled with extreme caution because of the fire risk. Do not smoke or use naked lights where they are stored or used. Follow carefully the maker's instructions for handling and use. Many flammable materials and liquids give off poisonous flammable fumes which are explosive when mixed with air. You must follow carefully the manufacturer's instructions for storage, handling and use of such materials and liquids.

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

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 "Safety Guidelines for Contractors".

Staff must follow the "Procedures for Contractors to the District Council Offices" when dealing with contractors working on all Council premises and applicable work sites and liaise with the contractors regarding the Council's requirements.

The Contractors' 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 Regulatory Services.

Health and Safety (Display Screen Equipment) Regulations 1992 (DSE)

The Council has made an agreement on the introduction and use of display screen equipment (DSE). The agreement covers, amongst other things, the health and safety and ergonomic factors involved, and you should ensure that you familiarize yourself with the contents if you use, either regularly or casually, display screen equipment. Copies are available from your department or the Business Compliance Officers based within Regulatory Services.

Safety Co-ordinators will carry out a DSE assessment for new staff and for existing staff moving to a new location or if their medical condition changes.

The layout of individual workstations is essentially the same in the open plan offices. However if you have flexible working arrangements and do not have a fixed desk and workstation 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 Co-ordinator.

Control of Asbestos Regulations 2012

If the presence of Asbestos is reported to you or you are concerned that you have found/come into contact with Asbestos report the matter **immediately** to your line manager and the Business Compliance Team. Do not attempt to deal with Asbestos unless you have been fully trained to do so. Useful guidance listed below.

- (a) The Control of Asbestos Regulations 2012;
- (b) Work with Asbestos which does not normally require a license ACOP L27
- (c) The Management of Asbestos in non- domestic premises. The Control of Asbestos at Work Regulations 2002. ACOP L127;
- (d) The Health & Safety at Work etc Act 1974;
- (e) The Management of Health & Safety at Work Regulations 1998;
- (f) A short guide to managing asbestos in premises leaflet INDG 223.

The approved codes of practice (ACOPs) listed above are currently being reviewed as part of a wider review of HSE's guidance and therefore have not been updated to reflect the changes made in the revised regulations. In practice, the changes are fairly limited and mean that some types of non-licensed work with asbestos now have additional requirements, i.e. notification of work, medical surveillance and record keeping. All other requirements, including in relation to duty to manage, remain unchanged.

Advice on this matter and copies of the above can be obtained from the Council's Business Compliance Officers based within Regulatory Services.

Legionnaire's Disease

In order to protect against the above disease, you must ensure (if you have responsibility for plant, buildings or equipment) that you are familiar with and take the precautionary requirements set out in the booklet, Legionnaires Disease, A guide for employers, based on ACOP L8. Copies of this booklet can be obtained from the Business Compliance Team.

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 found at the link below;

http://theintranet.stalbans.gov.uk/images/Updated%20Safeguarding%20Policy%20V2%20David%20H%2017%207%2014_tcm41-43429.doc

Motor Vehicles

All motor vehicles in which the Council have an interest should be driven in such a manner so as not to be in contravention of any statute, statutory instrument, regulation or the Highway Code.

All employees are responsible for having a valid driving licence, insurance including business use and MOT when driving on behalf of the Council whether in a Council owned or their own vehicle. It is the Heads of Service responsibility to ensure that annual checks are carried out within their service area on driving licence, insurance and MOT details for their staff who drive on whilst on Council business which includes:

- Visits to other Council owned sites and facilities
- Visits to residents, businesses and contractors
- Inspections and audits
- External training courses, conferences or meetings
- Emergency or routine call outs whether during or outside of office hours

Mobile Phones

Mobile phones must not be used whilst driving on Council business unless an approved hands free device has been installed.

Home Working

Officers who home work are reminded of your responsibility for your own health and safety when working from home.

Further details are in the Homeworking Policy and Procedure and the Homeworking (Guidance for Managers and Employees) which can be found on the intranet.

Lone Working

Each department is required to have their own 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.

Building Maintenance

Electricity, gas, structure, cleanliness comes within the remit of the building facilities team (apart from Housing managed buildings).

Any complaints or issues with the building should first go to the building facilities 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 upon to prevent recurrence.

Work at Height Regulations 2005 (WAHR)

All work at height must be risk assessed. Managers must ensure that their staff are adequately trained in working at height and the use and inspection of equipment employed.

Working at height should not be undertaken unless it falls within expected work activities and there is no alternative.

No work at height is to take place without notifying your direct line manager, and not at all without having being trained (risk to be assessed on training need, for example, using a scooter stool in the office is outside of this scope, however, staff should still be shown how to use it and look for damage).

Staff are not to use their own equipment without assessment and then only with permission from their line manager which should be fully documented.

Health and safety training for staff using ladders should be identified at a level proportionate to the task being undertaken.

The Council maintains a register of ladders detailing their condition and suitability for the nature of tasks. This register is kept at G/Health and Safety/Centralised Health and Safety Records/Ladder Register by Dept/2015. Individual departments are responsible for updating the sections of the register that apply to them, but the Regulatory Services section will provide oversight of these records for reporting purposes to Chief Executive Board.

Construction, Design Management Regulations 2015 (1st April 2015)

The Council will ensure that it discharges its' duty as a "client" under the above regulations, by making sure that it has suitable arrangements in place for managing, maintaining and reviewing construction projects for their entire duration, in order that they are carried out in a way that mitigates the health and safety risks involved.

For projects involving more than one contractor, the Council will appoint a principal designer and contractor and make sure that they carry out their duties in relation to health and safety. This will include the allocation of sufficient time and resources.

The Council in its' role as client under this legislation will notify the HSE of any major construction projects applicable under these regulations within the statutory timeframes.

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).

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 Team.