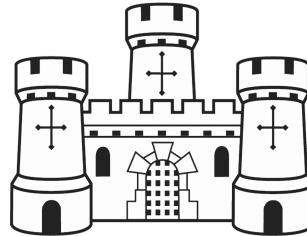


**NEWCASTLE  
UNDER LYME  
BOROUGH COUNCIL**



# HEALTH AND SAFETY POLICY

UPDATED: 1<sup>ST</sup> OCTOBER 2014

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## PART 1 - STATEMENT

### 1.1 HEALTH AND SAFETY POLICY STATEMENT

The Health and Safety at Work Act 1974 imposes a statutory duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees. This general duty also extends towards ensuring the health and safety of others that may be affected by their work activities.

Newcastle-under-Lyme Borough Council will take appropriate action to comply with these duties and all other duties contained within other applicable health and safety legislation.


In particular the council will, so far as is reasonably practicable:-

- Ensure that places of work and the working environment provided for all its employees are safe and without risks to health.
- Provide safe access to and egress from all workplaces.
- Provide and maintain any work equipment, machinery or plant so that it is safe and without risks to health.
- Ensure that any articles and substances for use at work are handled, stored, transported and used in a manner which is safe and without risks to health.
- Provide, maintain and replace as necessary any required personal protective equipment.
- Provide and maintain suitable and adequate welfare facilities for employees.
- Provide suitable and adequate health and safety training and ensure that employees are, where necessary, adequately supervised.
- Ensure that risk assessments are conducted, monitored and reviewed. Where specific risks are identified, safe systems of work will be provided and maintained to control such risks.
- Provide and monitor safe systems of work for individual activities in order to maintain required standards.
- Provide health surveillance for employees as appropriate.
- Develop and provide information for employees on safe working practices.
- Conduct its work activities so as not to endanger the health, safety and welfare of other people who may be affected.

The Health and Safety at Work Act 1974 also places a duty on employees to take reasonable care of their own and others' safety, both through their acts and omissions, and to co-operate with the council in its efforts to comply with health and safety legislation.

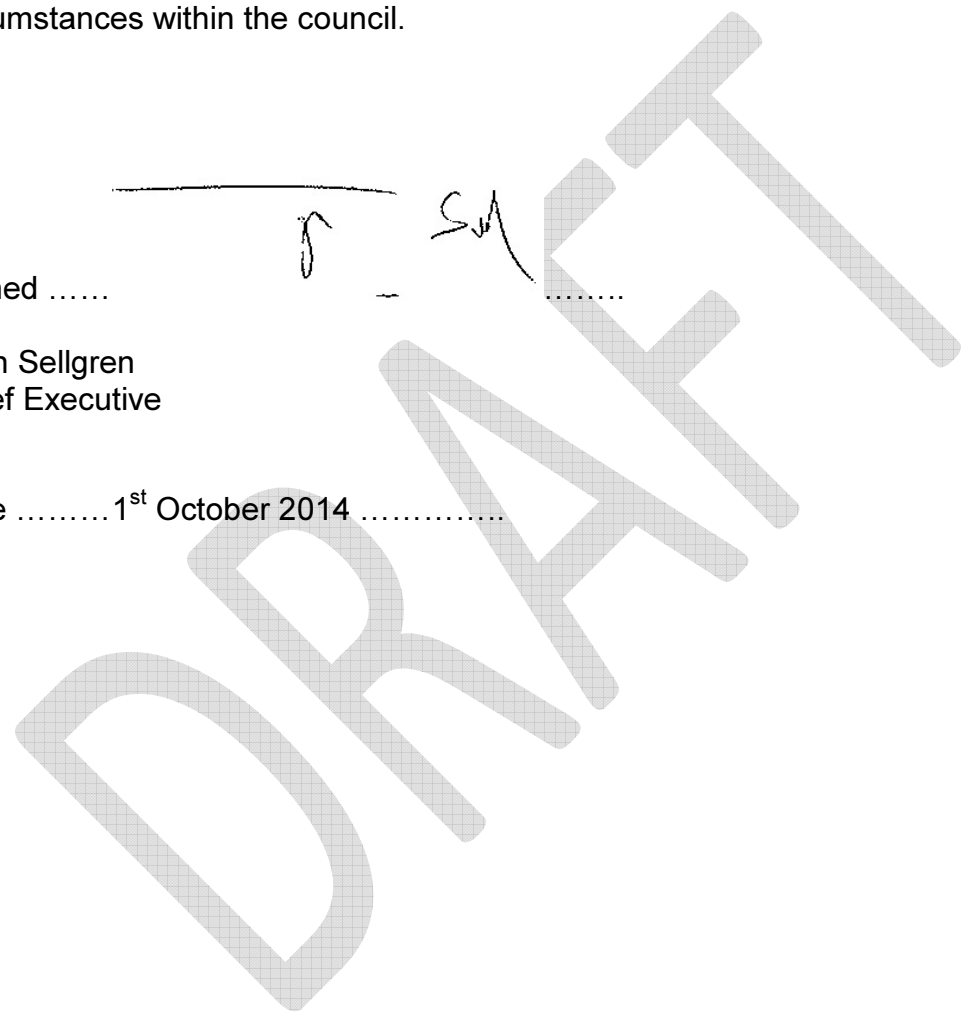
All employees should therefore exercise due care and attention and observe any Regulations, Approved Codes of Practice or Guidance relevant to their work.

This policy will be reviewed annually or sooner if required, and may be modified to meet new regulations, information from performance audits or changing circumstances within the council.

Signed ..... 

John Sellgren  
Chief Executive

Date ..... 1<sup>st</sup> October 2014 .....



## **PART 2 – ORGANISATION AND RESPONSIBILITIES**

The overall responsibility for the health and safety of the employees and any member of the public who may be affected by the way the council conducts its undertakings, rests with the members of the borough council and the Chief Executive.

This Health and Safety Policy is underpinned by a number of supporting documents as detailed in Part 3 of this Policy.

The Health and Safety Policy should be read in conjunction with the Employees Handbook.

### **2.1 The Chief Executive**

The Chief Executive will -

- Ensure that sufficient time, monetary and physical resources are made available to enable the council's health and safety policy to be implemented.
- Ensure that health and safety is an integral part of the overall management culture of the council.
- Take the lead in the development of a positive attitude to health and safety among council employees and elected members by visibly demonstrating his personal commitment to achieving a high standard of health and safety performance.
- Support the executive directors in implementing the council's health and safety policy within their directorates.
- Monitor the effectiveness of the arrangements set up by executive directors
- Implement the health and safety policy within his own directorate.

### **2.2 Executive Directors**

Executive directors within their directorate will -

- Visibly demonstrate by example their commitment to achieving a high standard of health and safety performance and requiring the same from their heads of service, line managers and employees.
- Be responsible for implementing the council's health and safety policy and for ensuring that it is effectively applied.
- Provide adequate resources to enable the policy to be implemented and actively support all persons to whom health and safety duties have been assigned.

- Review accident and incident reports and progress any necessary corrective actions as required.
- Liaise with the Corporate Health and Safety Officer to ensure that all proper safety precautions have been taken.
- Use the appraisal system to measure the performance of heads of service against health and safety targets and objectives.
- Ensure that where health and safety training needs are identified and agreed as part of the employee appraisals and suitable course(s) is identified and provided promptly.
- Assist the Corporate Health and Safety Officer as necessary to prepare an annual report evaluating the health and safety of the council.

### **2.3 Executive Director (Regeneration and Development)**

The Executive Director (Regeneration and Development) is the director with responsibility for ensuring that health and safety management issues are properly addressed by the council. In addition to the responsibilities listed above, he will -

- Act as chairman of the Corporate Health and Safety Committee.
- Promote implementation of the council's health and safety policy on a council-wide basis.
- Ensure a regular item appears on the agenda of Executive Management Team (EMT) meetings, so enabling discussion of health and safety issues.
- Present the minutes of the Corporate Health and Safety Committee to EMT.
- Ensure that the Corporate Health and Safety Officer receive necessary support both corporately and within the directorate, including day-to-day leadership and guidance from the Head of Environmental Services.

### **2.4 Heads of Service/Business Managers/Line Managers**

All heads of service, business managers and line managers will be expected to support their executive directors in the implementation of the council's health and safety policy by -

- Implementing the council's health and safety policy and procedures as applicable within their area of responsibility.
- Providing all new employees, especially young persons with appropriate induction through the council's corporate induction procedure.
- Ensuring that all work-related hazards are identified, suitable and sufficient risk assessment undertaken and appropriate control measures put into place and

undertake monitoring and review of risk assessments on Target 100 (see 3.1 for more information).

- Ensuring that they and the employees under their control have adequate levels of competency to complete their work tasks safely and where necessary are provided with appropriate health and safety training relevant to the hazards in their work.
- Ensuring that all employees under their control comply with the council's health and safety policy and procedures.
- Inform employees under their control of risks inherent in their work and the means by which they are controlled.
- Incorporating safety instructions into routine orders and seeing they are carried out.
- Making employees aware of health and safety matters through regular team briefing sessions and toolbox talks.
- Not allowing employees to take unnecessary risks in their work.
- Not allowing employees to take part in horseplay or dangerous practical jokes and taking appropriate action against those who fail to consider their own or others' safety.
- Visibly demonstrating by example their commitment to achieving a high standard of health and safety performance and requiring the same from the employees under their control.
- Promptly investigating any accident, incident or near miss which is reported to them, instituting any corrective action which is necessary and recording on Target 100.
- Where lone workers have been identified, respond to calls from the Alarm Receiving Centre and ensure that employees personal details are kept up to date.
- Ensure that Target 100 is utilised to record, maintain and monitor Health and Safety Documentation. (Please refer to 3.1 For more details)
- Ensure that arrangements detailed in Part 3 of this Policy are undertaken unless specifically designated to an individual person.

## **2.5 Head of Environmental Services**

The Head of Environmental Services is the head of service with responsibility for ensuring that health and safety issues are properly addressed by the council. In addition to the responsibilities listed above, she will –



- Provide day-to-day management of, and support for, the Corporate Health and Safety Officer, including the identification of any training and development needs.
- Ensure that best practice learning and relevant legislative changes are understood by the Corporate Health and Safety Officer.
- Ensure that EMT is advised of pertinent health and safety issues affecting the council's services or other interests.
- Act as the competent person providing assistance within the meaning of Regulation 7 of the Management of Health and Safety At Work Regulations 1999, in the absence of the Corporate Health & Safety Officer.

## **2.6 Corporate Health and Safety Officer**

The Corporate Health and Safety Officer, reporting to the Chief Executive via the Head of Environmental Services, is the competent person providing assistance within the meaning of Regulation 7 of the Management of Health and Safety At Work Regulations 1999, and will -

- Develop corporate health and safety policies and procedures and ensure these are implemented within directorates.
- Advise the Chief Executive, executive directors, heads of service and employees on health and safety issues.
- Develop and deliver health and safety training courses as appropriate.
- Monitor, audit and review health and safety performance.
- Carry out Audit inspections of premises/sites and work activities.
- Monitor the database of inspections and testing maintained by the Facilities Manager and report any shortcomings in the inspection schedule to EMT.
- Provide assurance, on a quarterly basis, to the Corporate Health and Safety Committee that all due inspections have been completed/programmed in and of any significant matters.
- Should the need arise, stop an activity or close premises in a situation of serious or imminent danger.
- In conjunction with management, investigate serious accidents/incidents.
- Liaise with the Health and Safety Executive (HSE) as necessary.
- Prepare and present health and safety reports for internal meetings including Statutory Officers Group, Corporate Governance Working Group, Corporate Health and Safety Committee, EMT, DMT and others as required.

- Be aware of current and forthcoming health and safety legislation and any other changes, such as new HSE guidance, which may affect the council, develop new policies/procedures to take account of these changes and ensure that council officers are informed in good time.
- Undertake the role of administrator for Target 100.
- Where circumstances require, undertake individual risk assessments on employees e.g., New and Expectant Mothers, Return to Work.
- To identify sufficient number of employees to undertake the roles of Fire Marshalls, First Aiders, Evac Chair users and De Fib operators and ensure that suitable and sufficient training is undertaken.
- Ensure that fire drills/emergency evacuations will take place at required intervals. A suitable record of such drills will be kept and maintained.
- Review and produce accident statistics and reports.
- Produce Annual and Six Monthly reports on health and safety performance to the Audit and Risk Committee.
- Escalate any matter relating to health, safety and welfare to the Chief Executive as deemed necessary
- Act as the Deputy Asbestos Coordinator for the Authority

## **2.7 Head of Assets and Regeneration**

The Head of Assets and Regeneration is the Head of Service with responsibility for ensuring that health and safety issues are properly addressed by the council in the context of the council's Facilities Management, Engineering and Asset Management services. In addition to the responsibilities above, he will –

- Provide day-to-day management of, and support for, the Property, Engineering and Facilities Managers, including the identification of any training and development needs.
- Ensure that best practice learning and relevant legislative changes are understood by the Property, Engineering and Facilities Managers.
- Ensure that EMT is advised of pertinent health and safety issues affecting the council's asset/property interests.

## **2.8 Facilities Manager**

The Facilities Manager is responsible for health and safety in relation to premises structure, fabric and services, and will:-

- Deputise for the Head of Assets and Regeneration as appropriate

- Ensure that systems are in place to deal with hazards associated with the fabric of buildings
- Arrange for all statutory and "good practice" inspection and testing to be carried out no later than the required/recommended intervals. This includes but is not limited to, fixed electrical installations, PAT testing, fire risk assessments, fire extinguishers, fire detectors, fire alarms, emergency lighting, lift installations (passenger & goods), gas safety, asbestos and legionella testing. (Refer to Part 3 of this Policy)
- Arrange for any corrective action needed as a result of the above to be undertaken promptly and effectively.
- Provide site managers with timely information on the results of the above and on any corrective measures which may be necessary.
- Maintain an up-to-date database of inspections and testing for all council operational properties.
- Prepare and present the statutory inspections report to EMT, the Corporate Health and Safety Committee, Knutton Lane Depot Health & Safety Committee, the Corporate Governance Working Group and the Assets Review Group as required
- Use the council's communication systems to provide building/site occupants with information on general premises-related health and safety matters.
- Carry out periodic inspections in council-occupied properties for standards of, maintenance and repair of buildings.
- Liaise with fire safety officers on matters related to the Regulatory Reform (Fire Safety) Order 2005 in council-occupied properties.
- Responsibility for the assessment of approved contractors and induction & supervision of contractors working on the structure and fabric of the site.
- Organise and Chair regular Staffordshire Newcastle Accommodation Partnership Meetings and provide feedback to the Corporate Health & Safety Committee
- Act as the Asbestos Co-ordinator for the authority.
- Ensure that the arrangements included in the Asbestos Management Plan and Legionella Management Plan are implemented.

## **2.9 Property Manager**

The Property Manager will –

- Deputise for the Head of Assets and Regeneration as appropriate

- Ensure that all leasing arrangements in respect of council-owned premises include a clause requiring the tenant to comply with all applicable health and safety legislation.
- Ensure that tenants on multi-occupancy sites are aware of their obligations to comply fully with the obligations placed on them by either or both the council's health and safety policy and/or any site-specific health and safety policy.

## **2.10 Head of Operations**

The Head of Operations has equal and joint responsibility for the safe operation of the Depot (along with the Head of Recycling and Fleet Services) and other facilities including the crematorium, cemeteries, parks, play facilities and public open space, they will –

- Ensure health and safety policies, risk assessments and associated safe systems of work in relation to operational services staff and contractors are implemented.
- Ensure and carry out periodic inspections in operational service staff premises for standards of general housekeeping with regard to staff use of buildings and sites.
- Ensure periodic and statutory inspections of operational services workplace vehicles, machinery, and equipment is undertaken.
- Chair the Knutton Lane Depot Health and Safety Committee and feedback to the Corporate Health and Safety Committee.
- Liaise with and communicate health and safety information to tenants on the Knutton Lane Depot Site and ensure their compliance.

## **2.11 Head of Recycling & Fleet Services**

The Head of Recycling & Fleet Services has equal and joint responsibility for the safe operation of the Depot (along with the Head of Operations), the garage, waste transfer station and workplace vehicles, they will –

- Ensure health and safety policies, risk assessments and associated safe systems of work in relation to recycling & fleet services staff and contractors are implemented.
- Ensure and carry out periodic inspections in recycling & fleet service staff premises for standards of traffic management with regard to staff use of buildings and sites.
- Responsibility for induction of visitors to Depot site.
- Ensure periodic and statutory inspections of workplace vehicles, machinery and equipment is undertaken.

- Ensuring the competence of and providing training for drivers of council owned vehicles
- Liaise with and communicate health and safety information to tenants on the Knutton Lane Depot Site and ensure their compliance

### **2.12 Head of Leisure & Cultural Services**

The Head of Leisure and Cultural Services has responsibility for the safe use of the leisure and cultural facilities including Jubilee 2, Kidsgrove Sports centre, Museum and Knutton 3G pitches, they will –

- Ensure health and safety policies, risk assessments and associated safe systems of work in relation to Leisure and Cultural Services staff and contractors are implemented.
- Undertake periodic inspections of Leisure and Cultural Service premises for standards of general housekeeping
- Responsibility for site specific induction of visitors and contractors to Leisure and Cultural Service sites.
- Ensure periodic and statutory inspections of workplace machinery and equipment is undertaken.
- Responsibility for health and safety at events arranged by leisure and cultural services.
- Chair the Leisure Safety, Health and Environment Committee and provide feedback to the Corporate Health and Safety Committee.
- Ensure that premises under their responsibility operate in accordance with their relevant Normal Operating Procedures (NOP)
- Ensure that routine monitoring in accordance with the Pool Management Regulations is undertaken.

### **2.13 Head of Human Resources**

The Head of HR will

- Arrange Health Surveillance for employees where required e.g. Noise and Vibration and maintain records
- Ensure that Pre Employment Medical Screening is undertaken
- Manage the Eye Test scheme for DSE Users
- Manage the Occupational Health Contract

- In conjunction with the Corporate Health and Safety Officer ensure that there are sufficient arrangements in place for employees who have potentially been exposed to infectious diseases through their work e.g. needlestick/sharp injuries.
- Work in conjunction with the Corporate Health and Safety Officer on the production or review of Policies and Procedures
- Ensure that records of health surveillance carried out for employees are kept in a suitable format and retained as appropriate (often there is a long period between exposure and onset of ill health).

## **2.14 Site Management**

Where site managers identify physical or structural works to premises that are required to ensure health and safety, they must immediately communicate this to the Facilities Manager or Head of Assets and Regeneration. The responsibility to carry out such works in a safe and timely manner will then rest with the Facilities Manager. For the avoidance of doubt, the installation and ongoing maintenance of any fixed plant or operational equipment would not fall within this definition: operational managers would be responsible for such works (for example, vehicle lifts in the depot garage, cremators at the crematorium and printing machines in the print room).

Where there are unavoidable delays in commissioning any identified remedial works to premises, the relevant site manager, the Facilities Manager and Corporate Health and Safety Officer must carry out a risk assessment and identify/implement control measures and safe systems of work to ensure the health and safety of all persons until the works are complete. A written record must be kept of these meetings and assessments.

The site manager will be responsible for communicating and implementing the significant findings of the risk assessments and associated safe systems of work to all relevant staff, employee representatives, visitors and contractors as necessary.

## **2.15 Health and Safety Committees**

The council has four health and safety committees, the Corporate Health and Safety Committee and three sub-committees which feed in to it:-

- Knutton Lane Depot Health and Safety Committee
- Leisure Safety, Health and Environment (SHE) Committee
- Staffordshire Newcastle Accommodation Partnership Meeting (SNAP)

Each of the above sub-committees has their own Terms of Reference with details the roles and responsibilities of the committees and its members.

The Corporate Health and Safety Committee will -

- Meet on a quarterly basis, with ad hoc meetings being called as necessary.

- Be chaired by the Executive Director (Regeneration and Development), with the Executive Director (Operational Services) as vice-chairman.
- Be attended by the Corporate Health and Safety Officer and other representatives (managers, trade union safety representatives and/or employee representatives) from each directorate.
- Carry out quarterly workplace inspections on a planned programme agreed by members.
- Review and monitor accidents statistics and any trends identified.
- Review Health and Safety Policies/Procedures prior to them going through the Consultation Process
- Review any new and forthcoming Health and Safety legislation

## **2.16 Safety Representatives**

The council acknowledges that for the Health and Safety Policy to be effective it requires the involvement and co-operation of employees. It will -

- Co-operate fully in the appointment of Safety Representatives by recognised trade unions.
- Provide them, where necessary, with sufficient facilities and training to carry out their functions.

## **2.17 Employees**

Whilst at work all employees should take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.

All employees will be expected to co-operate in the implementation of the council's Health and Safety Policy by -

- Taking reasonable care for the health and safety of themselves, their colleagues and any other person who may be affected by their acts or omissions at work.
- Co-operating with their Head of Service and line managers to enable the council to fulfil its duties under health and safety legislation.
- Using correctly all work items provided by the council in accordance with the training and verbal or written instructions received to enable them to use the items safely.
- Making full and proper use of any personal protective equipment or clothing provided, and reporting any loss or defect to their line manager.
- Familiarise themselves with Risk Assessments, Safe Working Procedures and Safe Systems of Work applicable to their role and comply with them.

- Informing their line manager immediately of any work situation which might represent serious or imminent danger.
- Notifying their line manager of any shortcomings in health and safety arrangements, even when no immediate danger exists, so that the council can take remedial action if needed.
- Reporting any accident, incident or near miss, no matter how minor the injury, to their line manager, to be done on the day of the accident or as soon as possible afterwards – this includes reporting any accident or incident involving a non-employee which occurs on council premises or as a result of Council work activity.
- Not engaging in horseplay or interfering with/misusing anything provided for health or safety purposes.
- Following any laid down emergency procedures in the event of serious or imminent danger, such as emergency evacuations.
- Serious breaches of Health and Safety Regulations or Council safety procedures and instructions will result in disciplinary action. (Please refer to the Disciplinary Procedure)



## **PART 3 – ARRANGEMENTS**

### **3.1 Target 100**

Target 100 is the adopted Health and Safety Management System. Target 100 is the single point of record/source of reference for the following Health and Safety documentation

- Accidents / Incidents
- Near Misses
- Dangerous Occurrences
- Road Traffic Accidents
- Verbal/Physical Aggression to members of staff
- Risk Assessments
- COSHH Assessments
- Health and Safety Training Records
- Toolbox Talks
- Safe Systems of Work
- Safe Working Procedures

### **3.2 Risk Management**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that all significant foreseeable risks arising from work activities are adequately managed.

The council will take appropriate action to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and other applicable legislation, and guidance notes (HSG 65) issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to the area or work activity -

- The council will institute a programme of hazard identification and risk assessment of all its activities in order to eliminate, reduce or control, so far as is reasonably practicable, any harm or danger to employees or other affected persons.
- All risk assessments will be fully documented and recorded on Target 100, they will be reviewed and amended, where necessary, on an annual basis or
  - when significant changes in the activities occur
  - following an accident or incident arising from the related activities
  - the results of monitoring reveals problems of compliance or effectiveness
- All relevant employees or other persons will be informed of the significant findings of risk assessments that relate to their work activities or otherwise affect them.
- When carrying out risk assessments, account must be given to members of the public and possible vulnerable groups.

### **3.3 Safe Systems and Working Procedures**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that safe systems of work and/or safe working procedures are developed, understood and followed.

The council will take appropriate action to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and other applicable legislation, and guidance notes issued by the HSE.

In particular safe systems of work and safe working procedures will be developed for relevant work tasks or activities.

The following rules and procedures will be followed in relation to this area –

- All safe systems of work and safe working procedures will be developed by the relevant manager in consultation with the Corporate Health and Safety Officer.
- All safe systems of work and safe working procedures will be documented and recorded on Target 100
- All safe systems of work and safe working procedures will be communicated to the all employees and other persons that they affect.
- Regular monitoring of compliance with, and the effectiveness of, all safe systems of work and safe working procedures will be carried out.
- All safe systems of work and safe working procedures will be reviewed and amended, where necessary, on an annual basis or
  - when significant changes in the activities occur
  - following an accident, near miss or incident arising from the related activities
  - or the results of monitoring reveals problems of compliance or effectiveness

### **3.4 Fire Safety**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that procedures are developed and followed in respect of fire

The council will take appropriate action to control the associated risks and to comply with the legal requirements relating to fire safety, as contained within the Regulatory Reform (Fire Safety Order) 2005 and the Management of Health and Safety at Work Regulations 1999, and with the specific guidance notes issued by the HSE and fire authority.

In particular the following rules and procedures will be applied in relation to this area and associated work activities -

- The council will implement suitable and adequate fire safety measures to ensure, so far as is reasonably practicable, the safety of all employees and other persons from the risk of fire.
- Risk assessments will be completed for all premises occupied by the council for the purpose of identifying the general fire precautions required to be implemented.
- The significant findings of the assessments and details of any groups of persons identified as being especially at risk will be recorded.
- All fire risk assessments will be subject to periodic monitoring at a frequency prescribed by the assessment and to periodic review.
- All premises will be equipped with appropriate fire-fighting equipment and with fire detectors and alarms where considered to be necessary, as determined by the risk assessment.
- All non-automatic fire-fighting equipment will be sited so as to be easily accessible and simple to use, and their location will be indicated by signs.
- Suitable and sufficient emergency routes and exits will be designated for all Council premises and selected so that employees and any other people can be evacuated as quickly as possible.
- All emergency routes and exits will lead to a place of safety and will be indicated by signs.
- Regular checks will be carried out to ensure that all emergency exits and the routes to emergency exits from premises are kept clear.
- All emergency exit doors will open in the direction of escape and allow easy opening and will remain unlocked and unfastened at all required times.
- All emergency exits and routes requiring illumination will be provided with suitable emergency lighting.
- Fire Risk assessments are undertaken every 2 years.
- Fire Alarms are tested weekly and records are maintained by Facilities Management
- There is a full test of emergency lighting every two years.
- All fire alarms will be maintained in efficient working order and good repair, serviced at required intervals and tested at regular intervals, as determined by the risk assessment. A suitable record of such tests will be kept and maintained.

- All employees will be provided with suitable and sufficient information on the appropriate precautions and actions required to be taken by them in case of fire. This training will be provided at induction and repeated periodically and/or when required.
- All visitors to council premises, including contractors, will be provided with suitable information and will be required to record their details in a register, including times of arrival and leaving.
- The council will appoint a Competent Person, who will be responsible for ensuring that all preventative and protective measures for fire and other emergencies are in place.
- The council will appoint a sufficient number of fire marshals at every premises in order to implement and manage the emergency evacuation procedures and ensure that they undertake training.
- The council will prepare and publish a fire/emergency plan for all of their premises where they are responsible for fire safety.
- Fire drills/emergency evacuations will take place at required intervals. A suitable record of such drills will be kept and maintained.

### **3.5 Other Emergencies**

The council recognises that there are other emergencies that could put staff at risk, the following arrangements have been implemented to reduce the risk to staff. In addition to ensuring that the council complies with the legal requirements as contained in the Management of Health and Safety at Work Regulations 1999, RIDDOR 2013 and the Civil Contingencies Act 2004.

#### **3.5.1 Bomb Threats**

These will be treated in the same manner as the Fire Evacuation Procedure.

#### **3.5.2 Credit Controller (Civic Offices Only)**

This is the emergency call-out signal for the reception area at the Civic Offices and is used when a visitor to the Council is becoming abusive or aggressive and the person dealing with them needs some back-up (please refer to the Credit Controller Procedure).

#### **3.5.3 Dangerous Occurrence**

Dangerous Occurrences are defined under Schedule 2 of the RIDDOR 2013. A Dangerous Occurrence is primarily an incident with a high potential to cause death or serious injury, but which happen relatively infrequently.

Dangerous Occurrences must be recorded on Target 100, as soon as possible.  
Dangerous Occurrences include (this list is not exclusive)

**Lifting equipment** - The collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting.

**Pressure systems** - The failure of any closed vessel or of any associated pipework (other than a pipeline) forming part of a pressure system as defined by regulation 2(1) of the Pressure Systems Safety Regulations 2000(1), where that failure could cause the death of any person.

**Overhead electric lines** - Any plant or equipment unintentionally coming into—

- (a) contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or
- (b) close proximity with such an electric line, such that it causes an electrical discharge.

**Electrical incidents causing explosion or fire** - Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either—

- (a) results in the stoppage of the plant involved for more than 24 hours; or
- (b) causes a significant risk of death.

**Biological agents** - Any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.

**Collapse of scaffolding** - The complete or partial collapse (including falling, buckling or overturning) of—

- (a) a substantial part of any scaffold more than 5 metres in height;
- (b) any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or
- (c) any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.

### 3.5.4 Major Incident

In the event of a Major Incident being declared the arrangements are set out in the Response and Recovery Handbook.

### 3.6 First Aid

The council acknowledges that it must ensure that there is adequate provision of trained first aiders, first aid equipment and facilities.

The council will take appropriate action to provide and maintain suitable and adequate first aid facilities and to comply with the relevant legal requirements, as contained within the Health and Safety (First Aid) Regulations 1981, and with the specific Approved Code of Practice (L74) issued by the Health and Safety Executive (HSE).

In particular the following rules and procedures will be applied in relation to this area:-

- The council will ensure that adequate and appropriate equipment, facilities and personnel are provided at all workplaces to enable first aid to be given to employees and other people if they are injured or become ill at work.
- The level of provision of first aid facilities at each workplace will be determined by an assessment of the particular circumstances and risks involved.
- Suitable and sufficient first aid kits will be provided in all workplaces and work situation and stocked in accordance with the outcomes of the first aid assessment. Where no significant risks or other factors are revealed by the assessment, boxes will contain a minimum stock of the items recommended by HSE guidance.
- First aid kits will be located in conveniently accessible positions in workplaces and these locations will be clearly marked.
- The council will ensure the appointment of suitable and adequate appointed persons and first aiders for every workplace.
- The numbers of appointed persons and first aiders in each workplace will be determined by the first aid risk assessment and in accordance with HSE guidance.
- A list of current first aiders and appointed persons is maintained by the Corporate Health & Safety Officer and will be displayed on notice boards and evoice, or otherwise brought to the attention of employees.
- All appointed persons and first aiders will receive suitable and sufficient training and will receive appropriate refresher training as and when required.

### **3.7 Accident, Incident and Near Miss Reporting and Investigation**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that all accidents, incidents and near misses are reported and investigated.

An Accident can be defined as "any unplanned event that results in personal injury or damage to property, plant or equipment.

A near miss can be defined as "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to personnel without injuring them, incidents involving vehicles and electrical short-circuits. The

council will take appropriate action to comply with the relevant legal requirements, as contained within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and the Management of Health and Safety at Work Regulations 1999, and with the specific guidance (L73 and HSG 245) issued by the HSE.

In particular the following rules and procedures will be applied in relation to this area

- All employees are required to report all accidents/incidents/near misses to their manager/supervisor as soon as possible.
- All accidents must be recorded by the appropriate manager on Target 100
- All accidents must be investigated by the appropriate manager and recorded on the Council Health & Safety Management Systems (Target 100) Accident Investigation Form.
- If the accident or incident is reportable under RIDDOR the required notification procedure will be followed by the Corporate Health and Safety Officer.
- Accidents or Incidents that are reportable under RIDDOR include
  - **Over seven day incapacitation of a worker** – Accidents must be reported where they result in an employee being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident but does include weekends and rest days.
  - **Non-fatal accidents to non-workers (e.g. members of the public)** – Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury.
  - **Fractures other than to fingers, thumbs and toes** – Bone fractures include a break, crack or chip.
  - **Amputation of an arm, hand, finger, thumb, leg, foot or toe**
  - **Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes**
  - **Any crush injury to the head or torso, causing damage to the brain or internal organs**
  - **Any burn injury (including scalding, chemical or radiological)** – which covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system or other vital organs
  - **Any degree of scalping requiring hospital treatment**

- **Any loss of consciousness caused by head injury or asphyxia**
- **Any other injury arising from working in an enclosed space** – which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours
- The Corporate Health and Safety Officer is responsible for the analysis and review of all investigation reports and may undertake further investigation of an incident/accident/near misses or dangerous occurrence where deemed necessary.
- The Corporate Health and Safety Officer will review all accidents that are recorded on Target 100 and produce accident statistics and reports.
- Where an accident investigation reveals matters that are required to be implemented in order to prevent a recurrence, the required action must be taken immediately by the appropriate manager
- Where an investigation reveals that immediate action is required to prevent a recurrence but circumstances dictate that it is not possible or feasible, any required interim measures to ensure the safety of the people affected must be taken.

### **3.8 Workplace Transport**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring the safe operation of vehicles within the Councils premises or under the control of the council.

The main problems associated with transport and vehicles include:-

- Collisions with pedestrians
- Collisions between vehicles
- Reversing of vehicles
- People falling from vehicles
- Overloading of vehicles
- Overturning vehicles.

The council will take appropriate action to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992, and with the specific Approved Code of Practice (L24) and guidance notes (HSG 136 and INDG 199) issued by the HSE.

In particular the following rules and procedures will be applied in relation to this area and associated work activities -



- All activities involving workplace transport and vehicle movement will be subject to risk assessment and subsequent action, as detailed within the risk management section of the policy.
- Workplace vehicle transport systems will be developed with the following aims and objectives:-

Site Considerations	Operational
Ensuring that vehicles and pedestrians are kept safely apart.	Ensuring that loading / unloading operations can be carried out safely.
Providing suitable pedestrian crossing points on vehicle routes.	Carrying out regular safety checks of traffic routes using an appropriate checklist
Providing suitable vehicle parking.	Provision of banksmen or other means of controlling any necessary reversing operations
Avoiding sharp or blind bends.	
Ensuring that vehicle routes are sufficiently wide for all vehicles using them.	
Ensuring firm and even floor surfaces on all routes.	
Ensuring that floor and other signage is provided and maintained.	
Considering the adoption and enforcement of speed limits.	
Considering the need for barriers in high risk areas.	
Considering the need for speed humps or similar devices.	
Considering the need for fixed mirrors at blind bends.	
Ensuring that reversing manoeuvres are kept to a minimum.	
Considering the feasibility of one-way systems.	
Ensuring good levels of lighting in all areas.	

- All accident / incident irrespective of any injury/damage to their manager/supervisor should be recorded on Target 100 as soon as practicable.
- All forklift truck drivers and other employees or other persons present around high risk traffic routes must wear high visibility vests or jackets.

### 3.9 Manual Handling

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes dealing with the risk of injuries and other problems associated with manual handling.

Manual Handling is defined as lifting, lowering, pushing, pulling and carrying.

The main injuries associated with manual handling include -

- Provision of regular refresher training
- Musculoskeletal disorders (MSDs) such as back strain or slipped discs
- Hernias
- Lacerations, crushing of hands or fingers
- Repetitive strain injuries such as tenosynovitis
- Bruised or broken toes or feet
- Various sprains and strains.

The council will take appropriate action to control the associated risks and to comply with the relevant legal requirements, as contained within the Manual Handling Operations Regulations 1992, and with the specific guidance note (L23) issued by the HSE.

In particular the following rules and procedures will be applied in relation to this area and associated work activities -

- The council will, wherever possible or feasible, avoid the need for potentially hazardous manual handling by providing mechanical means or other working systems.
- Where it is not possible or feasible to avoid potentially hazardous manual handling suitable and sufficient risk assessments of the tasks involved will be carried out with a view to reducing the risk of injury by the implementation of control measures.
- All manual handling assessments will be designed to look at all of the following areas:-
  - The tasks involved
  - The individual capacities required
  - The loads involved
  - The working environment involved.
- Suitable records will be kept of all manual handling assessments, which will be brought to the attention of all relevant employees.
- Suitable and sufficient instruction, training and supervision will be provided in the correct handling and lifting techniques to all employees involved in manual handling tasks.

### 3.10 Work at Height

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that any work at height is avoided, if possible, or otherwise carried out safely by eliminating or reducing the risk of falling.

The council will take appropriate action to control the associated risks and to comply with the relevant legal requirements, as contained within the Working at Height Regulations 2005 and with the specific guidance issued by the HSE.

Work at height is to be considered as any work where a person could be injured from falling, even if it is at or below ground level.

In particular the following rules and procedures will be applied in relation to this area and associated work activities -

- Where possible, work at height must be avoided as the first consideration when managing the risks in this area.
- Where work at height is unavoidable the risks of the relevant work must be assessed and appropriate work equipment will be selected and used before work starts.
- All work at height must be properly planned, organised, supervised and carried out in as safe a manner as is reasonably practicable.
- All equipment used in connection with work at height must be properly inspected and maintained, including ladders and stepladders.
- All risks arising in connection with fragile surfaces must be properly controlled.
- All reasonable steps must be taken to prevent objects falling from height or reducing the risk of injuries arising from falling objects.
- When planning work at height account must be taken of emergency and rescue requirements.
- Work must not be carried out during weather conditions that could endanger health and safety.
- Employees and other people involved in work at height must be competent and, where necessary, trained in avoiding falling and how to minimise injuries in case of falls.
- Reports must be kept of all required inspections of equipment used for working at height.

### 3.11 Slips and Trips

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes controlling the risks of slips and trips accidents at work.

The council will take appropriate action to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992 and with the specific Approved Code of Practice (L24) and guidance notes (HSG 155 and INDG 225 issued by the HSE.

In particular the following rules and procedures will be applied in relation to this area and associated work activities -

- All risk assessments must consider the hazards that could result in slips and trips and, where identified, measures must be taken to eliminate, reduce or control the risks involved.
- The selection of floor surfaces must include consideration of the slip resistant qualities and general suitability to the areas in question and the activities or processes carried out.
- Measures should be taken to prevent floors from getting wet or contaminated from work activities or processes. Keep water or contaminants away from walkways.
- Spillage procedures must ensure the rapid clean-up of any spillages or contamination by designated personnel without further endangering employees and other persons. Where floors are greasy a suitable cleaning agent must be used.
- Where necessary suitable warning signs and barriers must be erected during the removal of spillages.
- Steps and slopes on floors must have good foot and hand holds and have no sudden changes of level.
- Adequate levels of lighting must be provided and maintained in all areas and walkways.
- Where necessary suitable footwear will be provided for employees, taking into account the conditions, the work and the individual.
- Trailing leads must be avoided in all working areas and walkways.
- All accidents and incidents involving slips and trips must be recorded and investigated fully, with consideration being given to the underlying causes and required improvements to prevent a recurrence.

- Suitable and adequate information, instruction and training must be provided to all employees regarding the avoidance of slips and trips accidents and in spillage removal and prevention.
- Employees must report all spillages immediately to their manager/supervisor together with any building defects or other problems that are causing floors to be wet, slippery or uneven.
- All maintenance work resulting in wet, slippery or uneven floors must be carried out as soon as possible, with barriers and warning signs being erected as a temporary measure.
- All areas must be kept clear of rubbish and other obstructions likely to cause slips and trips.

### **3.12 Electrical Safety**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring the provision, use and maintenance of safe electrical installations and equipment.

The main hazards associated with electricity include -

- Shock
- Burns
- Arcing
- Fires
- Explosions
- Secondary injuries such as falls from height following shock.

The council will take appropriate action to control the associated risks and to comply with the relevant legal requirements, as contained within the Electricity at Work Regulations 1989 and with the specific guidance (HSG 85/107/236 and HSR 25) issued by the HSE.

In particular the following rules and procedures will be applied in relation to this area and associated work activities -

#### **Fixed Electrical Installations**

- All fixed installations and systems will meet the required British Standards.
- All fixed installations will be maintained in a safe condition.
- All fixed installations will be routinely inspected.
- Only suitably competent people will be allowed to carry out any work on electrical installations and systems.

- Adequate socket-outlets will be provided to avoid overloading or the excessive use of extension leads.
- Employees are required to report any defective electrical installations or systems.

### **Portable Electrical Equipment**

- All portable electrical equipment will be safe and suitable for the particular work in which it is used.
- All portable electrical equipment will be maintained in a safe condition.
- All portable electrical equipment will be subject to a system of visual inspection and testing, including before it is first put into use.
- Only suitably competent persons will be allowed to carry out testing or any work on portable electrical equipment.
- All portable electrical equipment brought onto council premises or sites by employees and contractors must be tested before use.
- Employees are required to report any defective equipment and to remove it from service if it is considered to be detrimental to safe usage.

### **Record Keeping**

Facilities Management will retain and update the following records as appropriate –

- A register of all portable electrical equipment on council premises or sites.
- Details of instruments and testing equipment used for electrical work.
- Copies of any permits authorising work on electrical equipment.
- Safety information provided to and by contractors.
- All information relating to individual competence and training of people who are authorised to inspect electrical installations or equipment or conduct, manage, supervise or assess electrical work.
- Details of inspections and tests conducted on fixed electrical installations, systems and portable electrical equipment.

### **3.13 Display Screen Equipment**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring the safe use of display screen equipment (DSE).

The main health problems associated with the use of DSE include -

- Aches and pains in the hands, wrists, arms, neck, shoulders or back
- Eye strain or similar visual problems
- Headaches
- Stress and fatigue

The council will take appropriate action to control associated risks and to comply with the relevant legal requirements as contained within the Display Screen Equipment Regulations 1992 and with the specific guidance (L26) issued by the HSE.

In particular the following rules and procedures will be applied in relation to this area and associated work activities -

- All employees will assess their workstation on the introduction of new DSE or on the movement or change of location of DSE and record the assessments on Target 100.
- Where the assessments reveal equipment or other issues that do not meet the minimum legal requirements, further advice can be sought from Corporate Health and Safety.
- The individual service area will arrange and pay for the procurement of specialist items e.g. ergonomic mouse or a specific chair
- The council will arrange for, and/or pay the reasonable costs of, eye and eyesight tests by a qualified optician for all DSE users.
- All DSE users will be entitled for tests to be repeated at intervals as recommended by the optician.
- The council will pay the reasonable costs of providing users with spectacles required for DSE use, where found to be necessary by the tests.
- All DSE users will be provided with suitable and sufficient information, instruction and training regarding the safe use of workstations by Corporate Health & Safety and the availability of eye and eyesight tests by HR.
- Job rotation/breaks will be arranged if required in consultation with the appropriate manager.

### **3.14 Hazardous Substances**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that all significant risks associated with the use, storage, sale or transport of hazardous substances are assessed and adequately controlled.

The council will take appropriate action to comply with the relevant legal requirements, as contained within the Control of Substances Hazardous to Health

Regulations 2002 (COSHH) and the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP) and Regulation on Classification, Labelling and Packaging of Substances and Mixtures (CLP Regulation), and with the associated specific Approved Codes of Practice (HSG 193) and guidance notes issued by the HSE.

In particular the following rules and procedures will be applied in relation to this area and associated work activities -

- An up-to-date register of all chemicals and other hazardous substances used, stored, sold or transported by the council will be maintained on Target 100 together with the latest relevant safety data sheets.
- Before a new product is introduced, a copy of the Material Safety Data Sheet must be obtained so that a COSHH assessment can be undertaken.
- All new products will initially undergo a process of approval, using the relevant technical information and data sheets, before inclusion in the approved product range.
- COSHH assessments will be completed and recorded for all chemicals and other hazardous substances used, stored, or transported by the council.
- All processes and activities will be designed and operated to minimise the emission, release and spread of substances hazardous to health.
- Exposure will be controlled by measures that are proportionate to the particular health risks involved.
- The most effective and reliable control options will be chosen which minimise the escape and spread of substances hazardous to health.
- When developing and introducing control measures care will be taken to ensure that it does not increase the overall risk to health and safety.
- Where adequate control of exposure cannot be achieved by other means, suitable personal protective equipment will be provided, in combination with other control measures.
- All elements of control measures will be monitored and reviewed regularly for their continuing effectiveness.
- All employees will be provided with suitable and adequate information, instruction and training on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks, including the safe storage of materials and the use of required personal protective equipment.
- Suitable health surveillance will be arranged by the line manager who will liaise with HR for any employee who may be exposed to any substance for which it is required or is appropriate.



### 3.15 Personal Protective Equipment

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes the provision, use and maintenance of personal protective equipment (PPE).

The council will take appropriate action to provide and maintain such personal protective equipment as required or deemed necessary and to comply with the relevant legal requirements, as contained within the Personal Protective Equipment at Work Regulations 1992, and with the specific guidance (L25) issued by the HSE.

In particular the following rules and procedures will be applied in relation to this area and associated work activities -

- The council acknowledges that, as a means of hazard elimination, the use of PPE is the last consideration.
- Where it has been established that PPE is the only means, or is required to supplement other control measures, the council will ensure that adequate supplies of suitable PPE are available and maintained.
- The level of PPE required will be determined through the Risk Assessment Procedure.
- Where appropriate, all PPE will conform to the applicable British Standard, and/or the relevant "Certificates of Approval" issued by the HSE, or will be required to have the appropriate CE marking.
- Where required, suitable and sufficient storage accommodation will be provided for PPE when not in use.
- All employees required to wear PPE will receive suitable and adequate information, instruction and training in its use, maintenance, cleaning and storage, and the relevant risks it will avoid or limit.
- All employees required to wear PPE must use it in accordance with the risk assessment and manufacturers guidance.
- All employees must report any defects to PPE or loss to their manager. Please refer to the Employee Replacement Equipment Policy.
- Personal protective equipment e.g. high vis jackets, hearing protection will be provided for visitors to council premises, where required or appropriate.
- Contractors will be required to provide and wear their own PPE.

### 3.16 Machinery, Plant and Equipment

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that all

machinery, plant and equipment is maintained in a safe condition and used in a safe manner.

The council will take appropriate action to control the associated risks and to comply with the relevant legal requirements, as contained within the Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998, Abrasive Wheels Regulations 1970 and the Supply of Machinery (Safety) Regulations 1992 and with the specific guidance (L22) issued by the HSE.

In particular the following rules and procedures will be applied in relation to this area and associated work activities -

- The council will, as far as is reasonably practicable, ensure that all equipment is suitable for the intended use or tasks.
- All equipment will comply with the relevant British Standard and be CE marked where appropriate.
- All dangerous parts of machinery will be suitably and adequately guarded.
- All equipment will be maintained in efficient order and in good repair.
- Regular inspections of all equipment will be carried out by competent people and suitable records will be maintained by the service area, including before it being put into use. The frequency of inspections will be determined by the risk assessment or in line with legal requirements, manufacturer's instructions or other recommended guidance.
- All equipment will be maintained in efficient order and in good repair.
- Any defective equipment where there is an increased risk of injury will be taken out of operation and not used until the necessary repairs have been completed to make it safe to use.
- Employees are required to report any defective equipment immediately to the appropriate manager/supervisor.
- Employees are required to only use equipment for the purpose or operations for which it is suitable or intended.
- Every employee who uses equipment will receive suitable and adequate information, instruction, training and supervision.

### **3.17 Gas Safety**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that all gas appliances within council premises or premises where the council is responsible under a maintenance agreement, are installed safely and maintained in a safe condition.

The council will take appropriate action to control the associated risks and to comply with the relevant legal requirements, as contained within the Gas Safety (Installation and Use) Regulations 1998 and relevant Codes of Practice or guidance notes issued by the HSE or other bodies.

In particular the following arrangements will be applied in relation to this area and associated work activities -

- All relevant gas appliances will be installed by a Gas Safe registered engineer or company.
- Annual gas safety checks of all relevant appliances will be carried out every 12 months by a Gas Safe registered engineer or company.
- Records of all relevant gas safety checks will be kept for at least two years.
- The council will, as far as is reasonably practicable, ensure that all gas appliances are suitable for the intended use.
- All appliances will comply with the relevant British Standard or other relevant safety standards.
- Any reports of defective gas appliances or reports of smells of gas or carbon monoxide will be dealt with immediately, with the appliance being taken out of operation until inspected and/or repairs have been completed to render it safe to use as advised by a Gas Safe registered engineer or company.
- All work organised or carried out on behalf of the council to gas appliances will only be carried out by a Gas Safe registered engineer or company.
- Reference to gas appliances within the above arrangements includes any ancillary gas equipment, pipework, flues and safety devices.
- Audit checks of works undertaken by gas safety engineers.

### **3.18 Noise at Work**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes preventing damage to the hearing of people exposed to high levels of noise at work.

The main problems associated with occupational noise include -

- Noise induced hearing loss
- Temporary and permanent threshold shift
- Tinnitus
- Stress
- Injuries arising from distracted attention.

The council will take appropriate action to control the associated risks and to comply with the relevant legal requirements, as contained within the Noise at Work Regulations 2005, and with the specific guidance note (L108) issued by the HSE.

In particular the following rules and procedures will be applied in relation to this area and associated work activities -

- The council will generally attempt to reduce exposure to noise at work and the consequential risk of hearing damage as far as is reasonably practicable by means other than ear defenders.
- If a noise problem is suspected, a suitable and sufficient noise assessment will be carried out to determine the appropriate level, type and duration of noise exposure and the corresponding course of action. Suitable records of all such assessments will be kept and reviews carried out at appropriate intervals.
- Measures taken in respect of noise exposure will be dependent upon the outcomes of the assessment and in accordance with comparisons against the legal action levels as follows:
  - Lower Exposure Action Values - daily or weekly personal noise exposure of 80dB(A) or a peak sound exposure of 135dB(C) or 112 Pascal's.
  - Upper Exposure Action Values - daily or weekly personal noise exposure of 85dB(A) or a peak sound pressure of 137dB(C) or 140 Pascal's.
  - Exposure Limit Value - daily or weekly personal noise exposure of 87dB(A) or a peak sound pressure of 140dB(C) or 200 pascals, after taking into account the protection given by any personal hearing protectors provided.
- Where the noise exposure to employees is at or above a lower exposure action value but below an upper exposure action value, suitable personal hearing protectors will be made available to relevant employees upon request.
- Where the noise exposure is at or above an upper exposure action value, Hearing Protection Zones will be demarcated and suitable signs displayed.
- Suitable personal hearing protectors must be provided and must be worn by all persons who enter any hearing protection zone.
- Adequate information, instruction and training will be provided to all employees with a noise exposure at or above a lower exposure action value regarding the risks to their hearing, the availability of personal hearing protectors, defects reporting systems, their own duties and health surveillance issues.
- All personal hearing protectors and other equipment will be maintained and replaced as necessary.

- All employees will be required to use personal hearing protectors and other noise reduction equipment, where deemed necessary, and to report any defects to the appropriate manager Please refer to 3.15
- Where a noise risk assessment reveals that there is a risk to the health of employees who are exposed to noise, suitable health surveillance will be provided to the employees in question.
- Health surveillance will normally take the form of regular hearing tests (audiometric testing) and will generally apply to all employees who are regularly exposed to noise at or above an upper exposure action value.
- Where as a result of health surveillance an employee is found to have identifiable hearing damage, arrangements will be made for the employee to be examined by a doctor or other suitably qualified medical specialist.
- Health records, or a copy, will be kept and maintained by HR as appropriate (often there is a long period between exposure and onset of ill health). Where a doctor or other suitably qualified medical specialist considers that the hearing damage suffered by an employee is likely to be the result of exposure to workplace noise, the employee will be informed accordingly and other measures will be considered, including the review of relevant risk assessments and the health of other employees similarly exposed, together with consideration being given to assigning the employee to alternative work where there is no risk of further noise exposure.
- Where persons other than employees are exposed to noise, similar measures will be taken to the above in respect to ensuring their protection from adverse noise levels other than the provision of health surveillance and general information, instruction and training.
- Risk Assessments will reflect the risk of exposure to noise where relevant, and the assessments will be reviewed in line with 3.2.

### **3.19 Vibration at Work**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes the control of health risks from exposure to hand-arm and whole-body vibration in the workplace.

The common early symptoms associated with exposure to vibration include:-

- Tingling and numbness in the fingers
- Loss of sense of touch
- Loss of grip strength
- Pain in the wrist (carpal tunnel syndrome)
- White and red colouration in the fingers (vibration white finger)
- Back pain.

The council will take appropriate action to control the associated risks and to comply with the relevant legal requirements, as contained within the Control of Vibration at

Work Regulations 2005, the Management of Health and Safety Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998 and with the specific guidance notes (L140/141 and INDG 175/242/296) issued by the HSE.

In particular the following rules and procedures will be applied in relation to this area and associated work activities -

- The council will, as far as is reasonably practicable, reduce the exposure to vibration from the use of equipment to a minimum.
- The service will carry out review and monitor assessments of the vibration risk to employees in order to determine the likelihood of exposure being above the daily exposure action value (EAV).
- Following, and in accordance with, the assessment a programme of measures will be implemented to eliminate the risk or reduce exposure to as low as is reasonably practicable.
- Where there are employees who are likely to be exposed above the daily exposure limit value (ELV), immediate action will be taken to reduce their exposure below the limit value.
- Suitable and adequate information and training will be provided to all employees exposed to vibration regarding the risks involved and the measures being taken to reduce those risks.
- HR will arrange for appropriate health surveillance for employees who are regularly exposed to vibration above the action value or otherwise continue to be at risk.
- Health Surveillance for employees exposed to vibration at work will follow the guidance provided by the HSE in will be a tiered system and will be administered by HR through our Occupational Health Provider
  - **Tier 1** is an initial screening questionnaire used as a first check for people moving into jobs involving exposure to vibration. The replies to the questionnaire will indicate whether they need to be referred to Tier 3 for a HAVS health assessment.
  - **Tier 2** is an annual screening questionnaire that can be issued once a year to employees exposed to vibration risks to check whether they need to be referred to Tier 3 for a HAVS health assessment.
  - **Tier 3** involves a HAVS health assessment by a qualified person (eg an occupational health nurse). If the assessment shows that the employee has HAVS, the employee Tier 4 will apply.
  - **Tier 4** involves a formal diagnosis and is carried out by a doctor qualified in occupational health. The doctor will advise you on the employee's fitness for work.

- **Tier 5** is optional and involves referral of the employee for certain tests for HAVS. The results may help the doctor assess fitness for work.
- Service areas will keep records of all assessments and control actions and review the assessments in line with 3.2.
- Health records, or a copy, will be kept and maintained because often there is a long period between exposure and onset of ill health.

### **Exposure action and limit values**

For hand-arm vibration the exposure values, assuming an eight hour working day, are -

Exposure action value: 2.5 m/s<sup>2</sup> A(8)  
Exposure limit value: 5.0 m/s<sup>2</sup> A(8)

For whole-body vibration the exposure values, assuming an eight hour working day, are -

Exposure action value: 0.5 m/s<sup>2</sup> A(8)  
Exposure limit value: 1.15 m/s<sup>2</sup> A(8)

### **3.20 Asbestos**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes managing asbestos that may be present in premises.

**No building work (of any scale or however minor) should be undertaken without prior consent of Facilities Management.**

The arrangements in this section (3.20) are supported by and should be used in conjunction with the Asbestos Management Plan.

Common sources of asbestos in buildings include -

- Sprayed asbestos and asbestos loose packing - generally used as fire breaks in ceiling voids
- Moulded or preformed lagging on pipes and boilers
- Sprayed asbestos used as fire protection in ducts, firebreaks, panels, partitions, ceiling panels and around structural steel work
- Insulating boards used for fire protection, thermal insulation, partitioning and ducts
- Millboard, paper and paper products used for insulation of electrical equipment
- Asbestos pipe lagging
- Asbestos insulation board
- Perforated ceiling tiles

- Asbestos cement products including corrugated roofing, gutters and rainwater pipes.

The council will take appropriate action to control the associated risks and to comply with the relevant legal requirements, as contained within the Control of Asbestos at Work Regulations 2006 and with the Approved Code of Practice (L143) issued by the HSE.

In particular the following rules and procedures will be applied in relation to this area and associated work activities -

- A survey of all Council buildings will be carried out to find out if there is asbestos in the premises, including the amount and its condition.
- All materials will be presumed to contain asbestos, unless there is strong evidence that they do not.
- A record will be kept of the location and condition of the asbestos containing materials (ACMs) or presumed ACMs in all council premises.
- An assessment of the risk from the materials will be carried out.
- A plan will be prepared that sets out in detail how ACMs are going to be managed and the risk from this material.
- Steps will be taken to put the plan into action and to review and monitor it.
- Information on the location and condition of the material will be provided to anyone who is likely to work on or disturb it.
- All surveys and any required sampling will be carried out by a suitably trained person.
- All required asbestos removal work will only be carried out by a licensed contractor.
- All contractors will be provided with a copy of the Asbestos Register for the building prior to any works commencing by Facilities Management
- No works to building structures are to be commissioned without prior agreement with Facilities Management
- Where employees have been exposed to Asbestos, health surveillance records will be maintained for 50 years.

### **3.21 CDM Regulations**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that its responsibilities as a "Client" in relation to construction projects and related works are fully met.



The council will take appropriate action to comply with the relevant legal requirements, as contained within the Construction (Design and Management) Regulations 2007 (CDM) and Approved Code of Practice L144 "Managing Health and Safety in Construction" and relevant guidance issued or approved by the HSE.

In particular the following rules and procedures will be applied in relation to this area and associated work activities -

- The council will at an early stage in a CDM project appoint a CDM co-ordinator to provide advice, manage and manage the work in question.
- The council will only appoint or use competent designers, CDM co-ordinators, principal contractors and contractors for any CDM work.
- The council will ensure co-operation with all other duty holders and will require a health and safety plan to be developed for any CDM project before they allow the construction phase to start.
- The council will ensure that any relevant information that they hold is provided to other relevant duty holders.
- The council will ensure that suitable reporting procedures are in place to identify and act upon any health and safety risks or other issues.

### **3.22 Safety at Organised Events**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes controlling the safety risks associated with organised events involving or requiring approval by the council.

The council will take appropriate action to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and with the specific Approved Codes of Practice and guidance notes (HSG195) issued by the HSE.

Please refer to the Safety at Public Events – a good practice guide for more information.

### **3.23 Legionella**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes controlling the health risks associated with legionella bacteria in water systems.

The arrangements in this section (3.23) are supported by and should be used in conjunction with the Legionella Management Plan.

The presence of legionella bacteria in water systems can, under certain circumstances, result in the potentially fatal legionnaire's disease in employees and other people who may inhale contaminated water droplets.

The council will take appropriate action to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and with the specific Approved Codes of Practice (L8 and L21) and guidance notes issued by the HSE.

In particular the following rules and procedures will be applied in relation to this area and associated work activities –

- The council will carry out a risk assessment in respect of the risk of legionella within the water systems within council premises, including an assessment of the water temperatures involved, the possibility of droplet formation and the presence of any particularly susceptible persons.
- An up to date schematic plan of the water systems will be prepared.
- The risk assessment and schematic plan will contain details of the precautions to be taken and instructions for the operation of the system.
- Where necessary, a written cleaning and disinfection/treatment procedure for the water systems will be developed.
- Regular visual checks will be carried out on the cleanliness and general condition of the water system.
- Where necessary, water temperature, chemical water quality and legionella checks will be carried out.
- Records of all tests undertaken and maintenance to the water systems will be kept.

### **3.24 Infection Control**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that the risks associated exposure to activities where there is a potential of contracting an infection

Infections at work are those created by exposure to harmful micro-organisms such as bacteria, fungi, viruses, internal parasites, and other infectious proteins known as prions. These are called 'biological agents' in health and safety legislation.

The council will take appropriate action to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and any specific Approve Codes of Practice and guidance notes issued by the HSE and other relevant bodies.

- Risk Assessments will be undertaken by managers where staff have been identified as being at risk of exposure to infection and suitable control measures will be identified.

Biological Agent / Disease	Workers who could be at risk
Toxocaris	- Operatives who could come into contact with infected animal faecal matter
Leptospirosis	- Operatives who work near open water - Operatives who are exposed to rat or cattle urine
HIV	- Operatives who could come into contact with needles/sharps or bodily fluids such as blood or semen
Hep A	- Operatives who could come into contact with raw sewage - Operatives who could come into contact with needles/sharps
Hep B	- Operatives who could come into contact with needles/sharps or bodily fluids such as blood or semen
Hep C	- Operatives who could come into contact with needles/sharps or bodily fluids such as blood or semen

- Where appropriate, employees at risk of exposure to infection will be provided with information cards that will provide them with detailed information including the risks involved, control measures in place and what to do in the case of exposure

### 3.25 Mobile Phones

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes implementing measures to ensure that health and safety is not compromised by the use of mobile phones, particularly while driving.

The council will take appropriate action to comply with the relevant legal requirements, as contained in the Management of Health and Safety at Work Regulations 1999 and with the specific guidance issued by the HSE and other relevant bodies.

Employees are not required to use mobile phones whilst operating vehicles, plants or similar.

Please see the full Policy on the Work-related Use of Mobile Phones and the Driving at Work Policy for further details on this matter.

### 3.26 Lone Working

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes dealing with the risks associated with lone working.

Lone worker is defined as "persons who work by themselves without close or direct supervision".

A Lone Working Policy has been implemented which details the arrangements in place for Lone Workers, including the Identicom Devices. Please refer to the policy for more details.

### **3.27 Violence at Work**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes protecting employees from the risk of violence at work.

Work related violence is defined as "any incident in which a person is abused, threatened or assaulted in circumstances relating to their work".

An Employee Protection Policy is in place, which details the arrangements in place to assist in reducing the risk of violence at work, including the Employee Protection Register. Please refer to the Policy for more details.

### **3.28 Driving at Work**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that the risks and associated with the driving of vehicles operating on council business are adequately controlled.

Please see full Driving at Work Policy and Driving at Work Good Practice Guide for further details on this matter.

### **3.29 Smoking at Work**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes controlling the risks associated with smoking at work and exposure to second-hand or "passive" smoke. The Council acknowledges that some employees may wish to make use of electronic cigarettes ("e-cigarettes") in the workplace; the Workplace No Smoking Policy provides more details on the arrangements in place.

### **3.30 Home Working**

The council recognises that it has a responsibility to ensure a safe and healthy working environment and acknowledges that this includes dealing with the risks to employees who are classed as home workers.

The definition of a home worker is "any person who carries out work at their home on behalf of, authorised by or with the consent or knowledge of the council and its management".

The council will take appropriate action to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and with the specific guidance (INDG226) issued by the HSE.

Please refer to the Homeworking Scheme for more information on the arrangements in place.

### **3.31 Stress**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes preventing employees from suffering from the adverse effects of stress caused by, or arising out of, work-related activities.

The council will take appropriate action to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and other applicable legislation and with the specific guidance notes (HSG218) issued by the HSE.

Please refer to the Stress at Work Policy and Guidance for more information on the arrangements in place.

### **3.32 Alcohol, Drugs and Solvents**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this may be jeopardised by those who misuse alcohol, drugs or solvents within the working environment.

The council will, therefore, take appropriate action to protect all employees' health, safety and welfare, Council property and general levels of efficiency and success against substance abuse.

Please refer to the alcohol, drugs and substance misuse policy and procedure for more information on the arrangements in place.

### **3.33 New and Expectant Mothers**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes dealing with the risks to pregnant employees or those returning after maternity leave.

The council will take appropriate action to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992 and with the specific Approved Code of Practice(L21) and guidance (HSG122) issued by the HSE and other relevant bodies.

In particular the following rules and procedures will be applied in relation to this area and associated work activities –

- The council recognises that pregnancy is not an illness and that the related health and safety implications can be adequately addressed by health and safety management procedures.
- When carrying out all risk assessments account will be taken of the hazards that could pose a health or safety risk to new and expectant mothers.
- Where hazards that could pose a risk to new or expectant mothers are identified the council will take appropriate action to remove or reduce the risk and will inform relevant female employees of childbearing age.
- All expectant mothers must inform the council in writing of their pregnancy.
- In order to protect the health and safety of an employee and her unborn child it is in the employees' best interests that the council is informed of the pregnancy as soon as is practicable.
- The council reserves the right to require expectant mothers to provide written medical evidence of the pregnancy from a qualified doctor.
- Upon receipt of notification from a new or expectant mother the council will carry out a risk assessment specific to the employee, based on the initial assessment and any medical advice provided by the doctor.
- Following the assessment, specific health and safety guidance and instruction will be provided as appropriate. This guidance will usually apply prior to the absence period and, upon her return, whilst she is breastfeeding.
- Where there are jobs or tasks that are considered to be unsuitable for expectant mothers due to the serious risk of harm to the mother and/or child the council will offer suitable alternative work or, where this is not possible, suspend the employee on full pay for as long as is necessary to protect her and the health of the child. This action would only be contemplated in extreme circumstances and would be carried out with full and proper consultation.
- The council reserves the right to request that pregnant employees attend a medical consultation, and, if necessary, allocate work in accordance with medical opinion.
- For these purposes the council defines a new or expectant mother as being someone who is pregnant, has given birth within the previous six months, or is breastfeeding.
- Anyone who is pregnant and has any concern regarding health and safety at work because of her pregnancy, must seek advice from her manager/supervisor before undertaking the task about which she has a concern.

- Please refer to the Maternity Policy and Procedure for more information.

### **3.34 Young Persons**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes dealing with the risks to young persons at work.

A young person is defined as "any person who has not attained the age of 18".

The council will take appropriate action to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and the Health and Safety (Training for Employment) Regulations 1990 and with the specific and guidance (HSG65 and 199) issued by the HSE and other relevant bodies.

In particular the following rules and procedures will be applied in relation to this area and associated work activities -

- The council will ensure that employed young people are protected from any risks to their health and safety which result from their lack of experience, their absence of awareness of risks or their lack of maturity.
- The council will not employ a young person to carry out any work which is -
  - Beyond their physical or psychological capacity
  - Involves exposure to harmful chemicals or agents
  - Involves exposure to radiation
  - Involves an increased risk of accidents due to their lack of experience, lack of risk awareness and immaturity
  - Involves a risk to health from cold, heat, noise or vibration.
- When carrying out or reviewing risk assessments particular account must be taken of the special risks that could be incurred to young people including -
  - Their inexperience, lack of risk awareness and immaturity
  - The layout of the workplace or workstation
  - The work equipment involved
  - Any harmful chemicals, agents or processes present or used.
  - The organisation of processes and activities
  - The health and safety training provided for young persons.
- No young person must be allowed to start work until the appropriate risk assessment and job specific induction training have been completed.
- A template for carrying out a young person's risk assessment can be found on Target 100.
- No young person must be allowed to carry out work where the risk assessment identifies a significant risk which cannot be eliminated.

- The above rules and procedures will also apply to all students and schoolchildren under 18 years, including those undergoing work experience.
- Where the young person is 16 years or less the parents or guardians will be notified of the outcomes of the risk assessment and details of any safeguards which will be used to safeguard the health and safety of the child.
- Suitable and adequate levels of supervision must be provided for young people at all times and detailed in the risk assessment.

### **3.35 Visitors and Contractors**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes controlling the safety and work of visitors and contractors when present on council premises.

The council will take appropriate action to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and Construction (Design and Management) Regulations 2007 and with the specific Approved Codes of Practice (L144) and guidance issued or approved by the HSE.

In particular the following rules and procedures will be applied in relation to this area or work activity:-

- Visitors and contractors will not be permitted on council premises unless specifically authorised and, where necessary, accompanied at all times by a council employee.
- All visitors and contractors will be required to comply with the council's Health and Safety Policy and relevant rules and procedures.
- The council will take all reasonable steps to ensure the health and safety of all visitors and contractors.
- The council will provide all visitors and contractors with relevant information, instruction and training as required to ensure their health and safety, including site rules and emergency procedures.
- All visitors and contractors must report to the council reception/site office upon arrival and leaving.
- The council will take account of the possible presence of visitors and contractors when developing, implementing and practising fire and other emergency procedures.
- All visitors and contractors must immediately report to the council any accidents or incidents resulting in injury or damage, so that they can be recorded on Target 100, and where necessary comply with their legal reporting requirements under RIDDOR.



- All contractors will be expected to comply with all relevant legal requirements, codes of practice and guidance relating to their operations and work activities.
- Only contractors that are on the "Approved List of Contractors and Suppliers" will be authorised by Facilities Management to carry out work for, or on behalf of, the council.
- All contractors will be subjected to a full assessment of their competence and suitability before being placed on the approved list including an assessment of the following documentation and systems -
  - Health and safety policy
  - Risk assessments
  - Safe systems of work or working procedures
  - Monitoring arrangements
  - Training records
  - Accident/incident records
  - Enforcement action records
  - Suitable references.

### **3.36 Consultation with Employees**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this policy cannot be achieved without the co-operation and commitment of employees at all levels, requiring the development and maintenance of effective means of consultation.

The council will take appropriate action to promote consultation and to comply with the relevant legal requirements, as contained within the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 and with the associated guidance issued by the HSE. Regular consultation and discussions with employees on health and safety matters is therefore given high priority in order to gain their continued support and co-operation.

In particular the following rules and procedures will be applied in relation to this area

- All employees at all levels within the council are encouraged to participate in safety meetings led by their manager/supervisor.
- Employees and/or their representatives are encouraged to raise concerns about health, safety and welfare matters with their manager/supervisor and will receive positive feedback on any issues raised. Any unresolved issues should initially be referred to the Corporate Health and Safety Officer and or Trade Union Representative.
- The Corporate Health and Safety Committee has been set up as a forum for discussion of health and safety issues affecting the council and its employees and will meet on a quarterly basis.

- Suitable information and resources will be provided for all safety representatives in order to allow them to take a full and effective part in consultations.
- Employees representatives will be consulted on all matters that affect their health, safety and welfare. Feedback arising from such consultation will be fully considered before any decisions are made.
- All Corporate Health and Safety Policies will be ratified by the Corporate Health and Safety Committee and Staffing Committee, unless there are items that cannot be resolved, they will be referred to the Employee Consultative Committee prior to the Staffing Committee.

### **3.37 Information, Instruction and Training**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring a competent workforce through the provision of suitable and adequate information, instruction and training.

The council will take appropriate action to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and other applicable legislation, and guidance notes issued by the HSE.

In particular the following rules and procedures will be applied in relation to this area and associated work activities -

- The council will not require any employee to perform any work activity or task unless he/she has received suitable and adequate information, instruction and training, or is working under the supervision of a trained and competent employee.
- The council acknowledges the importance of providing information, instruction and training to all new staff as soon as is practicable after they start work.
- The council recognises that instruction and training may also be necessary for existing employees to act as a reminder and to accommodate any relevant changes.
- The council accepts the responsibility of ensuring that all temporary employees are also given health and safety information, instruction and training appropriate to their work activities and environment.
- Records will be kept of all training provided to employees and training needs will be regularly monitored.