

Walsall Council

Health & safety policy

September 2019



Document information

Document title	Health & safety policy		
Owner	Corporate health & safety board		
Version	1.2	Status	Final
Last updated	09 September 2019	Last updated by	Chris Close
Approved	09 September 2019	Effective from	10 September 2019
Purpose	Minor updates as part of regular review		

Document accessibility

If you would like this information in another language or format contact:

Health & safety team

Phone 01922 655793

Textphone 01922 654000

E-mail safetyandfire@walsall.gov.uk

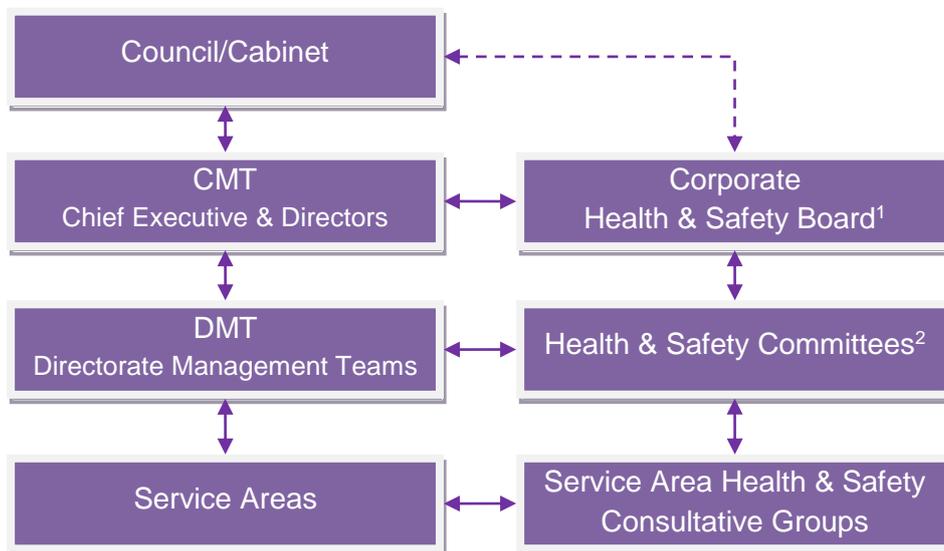
Contents

1. Health & safety communication and monitoring model	4
2. Health & Safety Policy Statement	5
3. Health & Safety Duties and Responsibilities	7
3.1. Employer's duties	7
3.2. Employees' duties (all staff including the chief executive and directors)	7
3.3. Responsibilities – introduction	8
3.4. The council (employer's duties) and councillors	8
3.5. Chief executive, CMT and 'nominated' director	8
3.6. Executive directors, DMTs and 'lead officers' for health & safety	9
3.7. Heads of service	10
3.8. Line managers/supervisors	10
3.9. All employees	11
3.10. Specific responsibilities	12
3.11. The health & safety team	12
3.12. Corporate health & safety board	13
3.13. Health & safety committees	13
3.14. Safety representatives	13
4. Organisation – Health & Safety Management System	14
4.1. Policy development	14
4.2. Cooperation, consultation and communication	14
4.3. Planning & prioritising	14
4.4. Measuring health & safety performance	14
4.5. Auditing/inspecting health & safety performance	15
4.6. Reviewing health & safety performance	15
4.7. System overview	15
5. Arrangements	16
5.1. Accidents and aggressive/violent incidents	16
5.2. Asbestos management (for premises built before 2000)	16
5.3. Control of contractors	17
5.4. Control of substances hazardous to health (COSHH)	17
5.5. Display screen equipment (DSE)	18
5.6. Emergency planning and business continuity	18
5.7. Fire & evacuation procedures	18
5.8. First aid	19
5.9. Legionella (water safety)	19
5.10. Manual handling	19
5.11. Occupational health and work related stress	20
5.12. Premises, plant and equipment – maintenance, servicing and inspection	20
5.13. Risk assessment	20

5.14. Slips & trips 20
 5.15. Training 21
 5.16. Vehicle movements on site..... 21
 5.17. Violence and aggression/lone working 21
 5.18. Work at heights 21

1. Health & safety communication and monitoring model

The following diagram outlines the communication and monitoring model the council follows to help ensure relevant health & safety information is considered at the right level. See **Health & safety duties and responsibilities** section for further detail.



Notes

¹ Chaired by CMT’s “nominated director” who keeps CMT informed of and alert to relevant health & safety issues

² Chaired by the directorate “lead officer” for health & safety, who represents the directorate at the Board and keeps their DMT informed of and alert to relevant health & safety issues

2. Health & Safety Policy Statement

Walsall Council recognises the importance of ensuring the health, safety and welfare of our employees and fully accepts our statutory obligations both to employees and others who may be affected by our activities.

To meet these obligations we will:

- Ensure that health & safety is embedded into all our activities and that directorates have effective health & safety management systems in place
- Ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health
- Consult with our employees on matters affecting their health & safety
- Promote a positive health & safety culture where employees and their representatives are able to raise health & safety issues and are empowered to work safely
- Provide information, instruction and supervision for employees to enable them to do their work safely
- Ensure all employees are competent to do their tasks, and are given adequate training
- Provide and maintain safe plant & equipment and ensure that substances are handled and used safely
- Regularly review our health & safety performance by monitoring, auditing and benchmarking

The council is committed to continuous improvement in health & safety; it will develop policies, systems and procedures to achieve this aim. The council is also committed to providing a safe and healthy environment for employees and all who use our services; this will be achieved by:

- Effective leadership by senior managers
- Participation of all staff
- Open and responsive communication channels

Overall accountability for health & safety and this policy rests with the Chief Executive and the Corporate Management Team (CMT). To ensure that CMT is kept informed of and alert to relevant health & safety issues, a 'Nominated Director', from CMT, will be charged with ensuring that health & safety risk management systems are in place and remain effective.

On a practical level, any strategic health & safety issues affecting the authority will, in the first instance, be considered by the Corporate Health & Safety Board (the Board), which is also charged with ensuring best practice in health & safety across the council. The Board will be chaired by the Nominated Director and each directorate will nominate a 'Lead Officer' from their directorate management team to attend the Board. The level of participant attending will allow direct input to both CMT and Directorate Management Teams (DMT). In addition, if appropriate, policies and reports can be considered by councillors through the executive decision making process.

As noted above, each directorate will appoint from their directorate management team a Lead Officer for health & safety. The role of this lead officer is to champion health & safety across the directorate; they will also represent the directorate at the Board and attend local health & safety consultative groups and other agreed forums.

At all levels, managers must ensure that suitable risk assessments are in place for all activities under their control. In addition, managers must accept accident prevention, health, safety and

welfare as part of their responsibilities. Directorates must ensure that clear lines of responsibility and communication are in place as part of their overall health & safety management system.

The council's core "arrangements" for managing health & safety are outlined in the final part of this policy. Directorates must ensure that managers and staff are aware of these arrangements and put in place systems to implement them locally. In addition directorates should publish supplementary arrangements/procedures to help manage local risk not covered by corporate arrangements/guidance and must ensure appropriate risk assessments are in place. All systems, procedures and assessments must be kept up to date, monitored and regularly reviewed.

Assistance

Without detracting from the primary responsibility of managers and supervisors for safe conditions of work, competent persons have been appointed to support the council in meeting its health & safety obligations.

The health & safety team, based in the Resources and Transformation directorate, will co-ordinate health & safety matters, carry out audits, and provide an advisory service across the council. The team will work closely with directorates, and colleagues within those directorates, on all health, safety and welfare matters.

To support directorates, a range of health & safety training is provided corporately. The council's health & safety training officer, based in the corporate Learning and Development team, will design, deliver and/or commission a package of 'core' health & safety training courses. These 'core' courses will be identified through regular training needs analysis, based upon current legislation and the council's health & safety management system. The health & safety team provides a similar service to Walsall schools.

Co-operation, consultation and communication

The successful implementation of this policy requires total commitment at all levels. ALL employees are reminded that they have a legal duty to take reasonable care of themselves, those they work with and any other person that could be affected by their work. They also have a duty to co-operate on matters of health & safety to help ensure that we comply with our legal duties.

The council will co-operate fully in the appointment of safety representatives by recognised Trade Unions, and will provide them, where necessary, with reasonable facilities to carry out their duties.

Every employee will be made aware of the statement and it will be available on the council's intranet and health & safety notice boards. It will be monitored and reviewed regularly and, if necessary, revised in the light of legislative or organisational changes.

Dr Helen Paterson

Chief Executive
September 2019

Councillor Mike Bird

Leader of the Council
September 2019

3. Health & Safety Duties and Responsibilities

This section of the health & safety policy outlines our legal duties (as set out in the Health & Safety at Work Act and associated legislation), both as an employer and as employees. It then outlines accountability/responsibilities for health & safety from the Chief Executive to front line staff

3.1. Employer's duties

As an employer, the council has duties under health & safety legislation to ensure the health, safety and welfare of its employees and others. This means that:

- All our premises must be safe
- Our equipment and methods of work must be safe
- We must have the right equipment for the job
- We must use substances safely
- We must handle, store and transport goods safely
- We must provide suitable information, instruction and training
- We must provide suitable personal protective equipment (PPE)
- We must have adequate welfare facilities; and
- We design and carry out operations safely.

The council is also required to assess risks in the workplace. The risk assessment process involves identifying hazards, evaluating the risks arising from those hazards and ensuring that appropriate controls are in place to minimise the risk. Managers must undertake risk assessments for existing work and must ensure that assessments are carried out before introducing new methods of work. Staff must be made aware of any assessments that affect them.

We have numerous other specific duties; however, the overriding message is that work and the workplace must be safe.

3.2. Employees' duties (all staff including the chief executive and directors)

As employees, we all have duties; these are:

- To take reasonable care of ourselves
- Not put our colleagues at risk
- Co-operate with our employer on health & safety matters
- Follow/adhere to safe working procedures - including using any safety equipment or personal protective equipment provided
- Not to interfere with or misuse anything provided for health & safety purposes (guards on machines, signs on the wall, etc.); and
- Inform our employer about any health & safety problems.

Note re the chief executive, executive directors and other senior managers

In addition to having the same general duties as all other employees, the council's senior managers have additional duties to ensure that, as policy makers and managers, they do not neglect health & safety.

3.3. Responsibilities – introduction

Walsall Council is a large organisation with a complex structure; consequently, any attempt to document all individual responsibilities in detail would tend to be both overly bureaucratic and out of date almost immediately.

For the purposes of health & safety, accountability/responsibilities have been grouped into logical levels namely:

- The council (employer's duties) and councillors
- Chief executive, corporate management team (CMT) and 'nominated' director
- Executive directors and directorate management teams (DMTs)
- Heads of service
- Line managers/supervisors
- All employees

Regardless of job title, the overriding principle is that work and the workplace should be safe and managers/supervisors must take responsibility for any people, premises, plant or processes under their control. In addition, directorates must ensure that clear lines of responsibility and communication are in place as part of their overall health & safety management systems.

3.4. The council (employer's duties) and councillors

As an employer, the council, as a corporate body, has the employer's responsibilities outlined on the previous page, that is to ensure the health, safety and welfare of its employees and others who might be affected by its activities. If it neglects those duties, it could face prosecution or, if anyone is injured, civil claims for negligence.

Councillors also have an important role. While not in day-to-day control, councillors need to satisfy themselves that risks are considered as part of their decision-making process and are sensibly managed.

The council acts through the collective decisions of councillors and those decisions may affect the overall safety management of the council and hence be relevant in any legal proceedings taken against it; however, it should be noted that councillors are not employees but elected office holders and as such have no personal duties under health & safety at work legislation. Consequently, they would not usually have personal liability for the decisions they take, and liabilities usually fall to the authority. However, councillors have an important role in championing, and showing their commitment to, health & safety; to that end, the policy statement is signed by both the chief executive and leader of the council.

3.5. Chief executive, CMT and 'nominated' director

Overall responsibility for health & safety and this policy rests with the chief executive and the corporate management team (CMT). More specifically, the chief executive and CMT are responsible for:

- Approving the Health & Safety Policy Statement
- Establishing council wide health & safety objectives
- Ensuring that the council has the necessary resources to successfully implement the policy and achieve the objectives
- Promoting a positive health & safety culture and leading by example
- Ensuring that there is effective health & safety communication

- Monitoring and reviewing the council's health & safety performance

To ensure that CMT is kept informed of and alert to relevant health & safety issues, a 'Nominated Director', from CMT, is charged with ensuring that health & safety risk management systems are in place and remain effective. The nominated director has been designated the council's health & safety champion. In addition to their general health & safety duties, the nominated director is responsible for:

- Co-ordinating the council's health & safety objectives
- Chairing the corporate health & safety board
- Reporting on health & safety performance to CMT and other interested parties

(See also **Health & safety management model** above)

3.6. Executive directors, DMTs and 'lead officers' for health & safety

Within each directorate the director, supported by directorate management team (DMT) has overall responsibility for health & safety and implementing the council's health & safety policy.

More specifically, executive directors and DMTs are responsible for:

- Developing detailed health & safety plans to achieve the council's objectives
- Developing directorate health & safety objectives - based on legal requirements, risk assessment, auditing and council wide objectives
- Ensuring that adequate resources are allocated to meet health & safety obligations
- Ensuring that health & safety is embedded into all directorate activities and that effective health & safety management systems are in place
- Ensuring that health & safety requirements, reporting lines and monitoring arrangements are built into any partnership working
- Promoting a positive health & safety culture and leading by example
- Ensuring that there is effective health & safety communication and consultation with staff and their representatives
- Monitoring and reviewing the directorate's health & safety performance against council and directorate objectives/targets
- Providing the nominated director with performance information as required

Note: executive directors/DMT must retain ownership of all health & safety issues within their control; whilst tasks can be delegated to competent staff, responsibilities cannot be.

To ensure that DMTs are kept informed of and alert to relevant health & safety issues, each directorate will appoint from their directorate management team a 'Lead Officer' for health & safety. The role of this lead officer is to champion health & safety across the directorate; they will also represent the directorate at the Board and attend local health & safety consultative groups and other agreed forums.

In addition to their general health & safety duties, the lead officers are responsible for:

- Co-ordinating directorate's health & safety activities, including its health & safety plans and objectives
- Chairing local health & safety consultative groups
- Reporting on health & safety performance to DMTs and other interested parties

(See also **Health & safety management model** above)

In the interests of consistency the council has replaced, where appropriate, individual directorate health & safety policies and arrangements with shared corporate ones. This is not to detract from directorate responsibilities; executive directors must ensure that suitable management systems are in place across their directorate and that risk assessments and working procedures are kept up to date, monitored and regularly reviewed. In addition, some corporate arrangements may need supplementing at local level and some directorate specific arrangements, not addressed corporately, may still be required.

3.7. Heads of service

As senior managers of the council, heads of service are responsible for health & safety matters within their areas of control.

More specifically, heads of service are responsible for:

- Implementing the council's and directorate's health & safety policies and procedures
- Ensuring that adequate resources are allocated to meet health & safety obligations
- Ensuring that health & safety is embedded into all activities and that effective health & safety management systems are in place for both normal and emergency situations
- Ensuring that their managers have suitable risk assessments and controls in place to minimise risk and to prevent accidents and cases of work-related ill health.
- Ensuring that appropriate health & safety requirements and monitoring arrangements are included in all work carried out by contractors or in conjunction with partner organisations
- Promoting a positive health & safety culture and leading by example
- Ensuring that there is effective health & safety communication and consultation with staff
- Ensuring that employees have appropriate information, instruction and supervision to enable them to do their work safely
- Ensuring all employees are competent and are given adequate training, especially for new or changed procedures, to undertake their tasks
- Ensuring employees are aware of their responsibilities and that staff with specific health & safety roles clearly understand them
- Ensuring that safe plant & equipment is provided, maintained and used correctly and that substances are handled and used safely
- Monitoring health & safety performance against council and directorate objectives/targets
- Ensuring that their managers report and investigate accidents, incidents and near misses
- Informing DMT about any health & safety problems/concerns as appropriate
- Seeking professional advice as necessary
- Providing the lead officer and/or nominated director with performance information as required

Note: heads of service must retain ownership of all health & safety issues within their control; whilst tasks can be delegated to competent staff, responsibilities cannot be.

3.8. Line managers/supervisors

At all levels, managers must accept accident prevention, health, safety and welfare as part of their responsibilities.

More specifically, line managers/supervisors should:

- Ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health
- Regularly monitor and review working methods and inspect workplaces to ensure that controls remain effective and safe working procedures are being implemented
- Ensure that adequate resources are allocated to meet health & safety obligations
- Provide information, instruction and supervision for employees to enable them to do their work safely
- Ensure all employees are competent and are given adequate training, especially for new or changed procedures, to undertake their tasks
- Ensure employees are aware of their responsibilities - wherever practicable these should be included in Job Descriptions/Person Specifications. In addition, staff with specific health & safety roles must clearly understand them - and these must be included in Job Descriptions/Person Specifications
- Ensure that staff are made aware of health & safety issues (including control measures) and consulted on issues that affect them
- Provide and maintain safe plant & equipment and ensure that substances are handled and used safely
- Ensure that appropriate safety equipment and personal protective equipment (PPE) is provided and used
- Ensure that health & safety is regularly discussed at staff meetings and staff appraisals
- Ensure employees report accidents, incidents and near misses
- Ensure that accidents, incidents and near misses are recorded, reported and investigated in accordance with internal procedures and RIDDOR
- Respond to any safety concerns raised by staff, trade union colleagues, or service users in an appropriate timescale
- Notify their line manager(s) of health & safety problems/concerns as appropriate
- Demonstrate commitment to health & safety by setting a good example
- Recognise their limitations and seek professional advice as necessary

3.9. All employees

As employees, we all have duties; these are:

- To take reasonable care of ourselves - this includes having a tidy and safe work area, and maintaining reasonable standards of personal hygiene
- Not put our colleagues at risk
- Co-operate with our employer on health & safety matters
- Follow/adhere to safe working procedures - including using any safety equipment or personal protective equipment provided
- Follow all verbal and written instructions we are given regarding safe working
- Not to interfere with or misuse anything provided for health & safety purposes (guards on machines, signs on the wall, etc.); and
- Inform our employer about any health & safety problems or loss/damage to safety equipment

In addition, we should

- Report any accident, incident, or near miss to our manager immediately
- Not carry out any work unless we are competent to do so - this is particularly important when dealing with dangerous equipment or hazardous chemicals.

3.10. Specific responsibilities

Over and above the general duties and responsibilities outlined above, managers must identify individuals/sections with specific/specialist health & safety roles and ensure that these roles are suitably publicised. This could include delegated responsibility for:

- Risk assessment
- Property issues - including fire safety, asbestos and Legionella management
- Maintenance of plant & equipment - including co-ordination of statutory inspections
- COSHH assessments
- Providing information, instruction & supervision
- Assessing competency & arranging training
- Emergency procedures - including fire & evacuation

Note: managers must retain ownership of all health & safety issues within their control, they must also ensure that anyone assigned specific/specialist roles is competent to undertake them.

3.11. The health & safety team

Without detracting from the primary responsibility of managers and supervisors for safe conditions of work, competent persons have been appointed to support the council in meeting its health & safety obligations.

The health & safety team, based in the Resources and Transformation directorate, will co-ordinate health & safety matters, carry out audits, and provide an advisory service across the council. The team will work closely with directorates, colleagues within those directorates, and trade union representatives on all health, safety and welfare matters.

In addition to the above, the team:

- Maintains the council's health & safety management systems
- Develops, and assist directorates with, health & safety policies, procedures, guidance and strategies
- Monitors the implementation of the health & safety policy and management systems
- Reviews health & safety performance
- In conjunction with the council's health & safety training officer, design, deliver and/or commission a range of "core" health & safety courses, both corporately and for schools.
- Assists in the investigation of accidents and incidents
- Assists directorates in monitoring the health & safety performance of contractors on site
- Monitors health & safety aspects of partnership working
- Supports and advises safety committees and the Board, and reports to CMT as necessary
- Are authorised to stop any work where there is a serious or imminent danger

Contact details, policies, guidance and resources are available on the intranet:

http://int.walsall.gov.uk/Human_Resources/Health_and_Safety_Manual. Directorates should make staff aware of any documents that have a direct impact on their health & safety and may need to provide copies to staff without intranet access; however, any corporate document printed or distributed by other means should be considered uncontrolled.

3.12. Corporate health & safety board

The Board, chaired by the 'nominated' director, takes a strategic overview of health & safety issues affecting the authority; it is also charged with ensuring best practice in health & safety across the council.

The Board reports to CMT and is charged with ensuring health & safety arrangements are managed effectively.

To ensure that health & safety is considered at the very highest level, the Board chair has direct input into CMT. If appropriate, issues such as new and revised policies can also be considered by councillors/cabinet.

(See also **Constitution of the corporate health & safety board**)

3.13. Health & safety committees

The council has a legal duty to establish safety committees and consult employees on matters of health & safety. Consequently, each directorate has established Health & Safety Committee(s).

To ensure appropriate influence, directorate safety committees should be chaired by the directorate's Lead Officer for health & safety (any sub-committees should also be chaired by an appropriate level manager). The lead officer should be a member of the directorate management team and represent the directorate at the Board.

(See also **Constitutions/terms of reference of the committees**)

Note: health & safety committees are established as a means of consultation it is not their role to decide policy, allocate or prioritise work. In this respect, they should not detract from managers' primary duty to manage health & safety.

3.14. Safety representatives

The council and directorates have a duty to consult Safety Representatives on any changes to working practices that will affect the health & safety of employees.

In addition, safety representatives have a number of important functions; they can:

- Investigate potential hazards and dangerous occurrences in the workplace
- Examine the causes of accidents
- Investigate employee complaints relating to health, safety or welfare
- Make representations on behalf of employees
- Carry out inspections of the workplace
- Represent employees if the authority is inspected by the Health & Safety Executive (HSE)

Safety representatives will be appropriately trained and are encouraged/will be supported to act as safety champions in the workplace.

Further advice can be obtained from your Trade Union.

4. Organisation – Health & Safety Management System

This section of the policy explains the council's health & safety management system, which is aligned to HSE's guidance "Managing for health & safety" (HSG65) and follows the **Plan, Do, Check, Act** approach to management.

4.1. Policy development

We will keep our health & safety policy (including organisation/responsibilities, and arrangements) and safety management system (including standards and guidance) under regular review to ensure they remain current and effective.

When developing policies and other health & safety standards and guidance, we will have due regard to equality issues; for instance guidance on fire safety will include reference to PEEPs (personal emergency evacuation plans for disabled people), and risk assessment guidelines will ask managers to consider any additional issues raised by a person's requirements under the Equalities Act.

This health & safety policy, and any revisions to it, will be authorised and approved by CMT and the Chief Executive. Other strategic health & safety procedures, standards and guidance will be consulted on and approved by the Corporate Health & Safety Board.

Documentation will be dated to help ensure effective document control and outdated documents will be removed from general circulation.

4.2. Cooperation, consultation and communication

We will consult with staff and appropriate trade unions representatives in the development and monitoring of our health & safety systems, policies, procedures and risk assessments.

Our policies, procedures and assessments will be made available to staff via the intranet and/or via printed copies. Staff will be made aware of any policy/assessment appropriate to their post.

Additional guidance for Walsall schools is available on the schools' intranet site - Walsall Link.

4.3. Planning & prioritising

We will ensure that health & safety is embedded into all our activities and that effective health & safety management systems, including health & safety plans are in place.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes, allocation of resources and assignment of tasks.

We will ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health.

4.4. Measuring health & safety performance

We will undertake a range of **active** and **reactive** monitoring of our health & safety performance.

Active monitoring – will include regular inspections of the workplace/self auditing by the managers to ensure our premises and systems of work are safe.

Reactive monitoring – will include regular reviews of our accident, near misses, aggressive incidents and hazard reports by senior management teams and our health & safety committees/The Board to ensure appropriate remedial action is taken to help prevent recurrence.

4.5. Auditing/inspecting health & safety performance

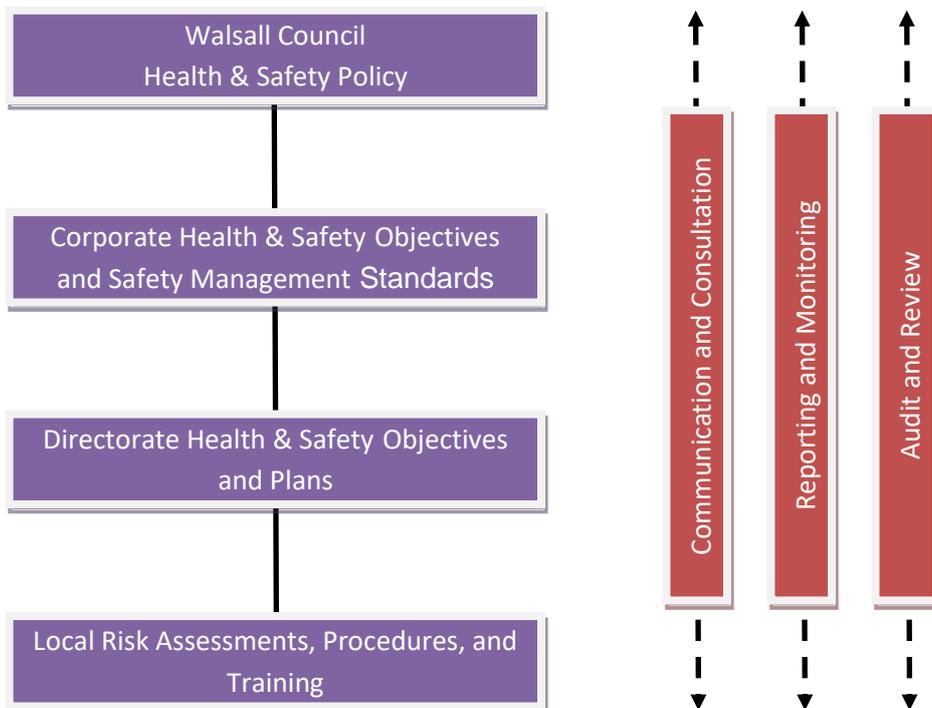
As part of our active monitoring, we will carry out regular health & safety inspections/self audits in accordance with our health & safety plans. In addition, regular audits of our health & safety management systems will also be carried out by the health & safety team on a prioritised basis.

4.6. Reviewing health & safety performance

Our health & safety performance, including progress on our health & safety plans and targets, active and reactive monitoring outcomes and any policy or procedure reviews will be evaluated by the Board and health & safety committees as appropriate.

4.7. System overview

The following diagram gives an overview of how the policy, safety management standards, corporate and directorate objectives, and local implementation support each other. It also illustrates information flow lines of communication and consultation, reporting and monitoring, audit and review.



5. Arrangements

The arrangements outlined below along with other safety management standards, and guidance, published by the health & safety team all constitute part of the council's safety management system and must be followed by all staff.

These "arrangements" cover most general issues applicable across the council. Directorates should publish supplementary arrangements/procedures to help manage local risk not covered by corporate arrangements/guidance and must ensure appropriate risk assessments are in place.

In some instances, corporate arrangements may need to be adapted to suit local needs or to comply with specific external requirements (e.g. CQC, Ofsted); however, this should only be with the agreement of directorate management teams/heads of service, as appropriate, and in any case should not lead to a reduction in the overall standard of health & safety protection.

5.1. Accidents and aggressive/violent incidents

- All staff are made aware of the need to report and record all accidents and aggressive/violent incidents as part of their induction.
- Any incident subject to RIDDOR¹ (i.e. fatality, 'specified' (major) injury, over-seven-day injury, hospitalised public and specified diseases/dangerous occurrences) will be reported to the Health & Safety Executive (HSE) without delay.
- Other, non-RIDDOR, incidents will also be recorded locally.
- Following any accident (excluding "rough and tumble" incidents in schools), aggressive incident or near-miss, an Accident and Incident Report Form will be completed and a copy sent to the health & safety team for monitoring purposes.
- All incidents will receive an appropriate level of investigation by line managers in accordance with our accident reporting and investigation procedures.
- The level of investigation and support input will be in accordance with our "Accident/ Incident Investigation Responsibilities" matrix.
- Accident and aggressive incidents will be monitored and reported to the Board and health & safety committees in order to identify issues/trends and put in place measures to reduce the number of incidents.
- Additional advice and guidance regarding what is reportable under RIDDOR, along with support in investigating serious incidents is available from the health & safety team if required.

5.2. Asbestos management (for premises built before 2000)

- For all our buildings built before 2000, an asbestos management survey has been carried out by a competent, asbestos surveyor and an asbestos register is in place showing the location of known asbestos containing materials (ACMs). Areas that were not surveyed are presumed to contain ACMs and managed accordingly.
- The surveys/registers are reviewed regularly to ensure that they have been kept up to date (e.g., when ACMs have been removed).
- Risk assessments have been carried out and asbestos management plans have been produced. ACMs in poor condition will be removed; those in good repair will be left in place and monitored for damage/deterioration by suitably trained staff. All monitoring is recorded.
- Any removal of, or work on, ACMs is carried out by licensed asbestos removal contractors, unless the work is low risk work and covered by exceptions.

¹ The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013

- When ACMs are removed, our asbestos registers are updated and evidence of air testing is kept to show that the area was safe for reoccupation.
- Site managers and/or Integrated Facilities Management/facilities staff manage any ACMs on the premises they occupy or have responsibility for; these staff will have asbestos awareness training. Other staff who deal with ACMs or who may accidentally come into contact with them will also receive information/training as appropriate.
- Before contractors are allowed to work on our buildings, they are made aware of any ACMs they could potentially disturb and the precautions they should follow. All liaison/sharing of information is via site managers/Integrated Facilities Management/facilities staff, as appropriate.
- A refurbishment/demolition survey will be carried out prior to any major work, e.g. extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs.
- If ACMs are accidentally damaged, we will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and, arrange for further air tests after cleaning to prove the area is safe for reoccupation.

5.3. Control of contractors

- We will ensure that any work done on our behalf by contractors is safe and does not put the health & safety of our staff or others using our premises at risk. We will also ensure that we inform contractors of any issues on site that might affect their health & safety.
- Where work is commissioned via Integrated Facilities Management, they will undertake health & safety checks on the contractors and monitor their performance, including supervision arrangements, on site.
- Where work is commission via other routes we will ensure that appropriate health & safety checks on the contractors take place. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements, on site.
- We will ensure that we notify HSE of any planned construction work that will last longer than 30 working days and involve more than 20 workers at any one time; or where the work exceeds 500 individual worker days.
- Before contractors are allowed to start on site, they must submit risk assessments and method statements for all works they will carry out. We will carry out our own risk assessment based on the information provided.
- A Contractor Job Registration Form describing the work; materials, equipment and services to be used; hazardous operations involved; hazards on site; and general arrangements will be completed for all works carried out by contractors.
- High risk activities (e.g. hot work) will be subject to a permit to work procedure.
- Contractors will be shown the Asbestos Register, if appropriate.
- Contractor must ensure that they share all relevant information with any sub-contractors they use.
- Regular site meetings will be held for larger projects.

5.4. Control of substances hazardous to health (COSHH)

- Wherever possible, we will use non-hazardous products.
- All hazardous substances used will have a COSHH assessment undertaken before they are brought into use.

- Managers should ensure that an audit is carried out and an inventory kept ensuring that all hazardous substances used in their section/area have appropriate assessments that are reviewed regularly.
- All hazardous substances will be stored appropriately and securely when not in use.
- Staff will be informed how to use products safely and will receive training if appropriate.
- Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff must use it.

5.5. Display screen equipment (DSE)

- A DSE self-assessment will be carried out by all staff who use DSE (such as desktop computers and laptops).
- The assessment will help determine if the person is classed as a 'user' as defined by the regulations; 'users' are entitled to assistance with eye and eyesight tests and with the purchase of any spectacles required for use with DSE.
- Any problems highlighted by the assessments or eyesight tests should be brought to the attention of the user's line manager so that suitable control measures can be put in place.

5.6. Emergency planning and business continuity

- We will develop Emergency and Business Continuity plans.
- Key managers will attend "Managing Emergencies" training provided by the council's Resilience Unit (Emergency Planning).
- Regular exercises will take place to ensure that details, including contact names and numbers, within the plans are kept up-to-date.

5.7. Fire & evacuation procedures

- We will ensure that a fire risk assessment is carried out by a competent person on all premises we occupy
- The assessments will be formally reviewed by a competent person at regular intervals determined by a risk assessment. In some premises, e.g. schools, annual reviews will also be carried out by the premises occupier
- Any actions identified by the fire risk assessment will be addressed by an appropriate Action Plan
- Personal emergency evacuation plans (PEEPs) will be carried out for any staff or other person (e.g. pupil, customer) requiring one due to disability or ill health
- Firefighting equipment, fire alarms systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessments
- All checks identified by fire risk assessments will be recorded in Fire Log Books. In particular, there will be weekly tests of fire alarm systems and all firefighting equipment will be checked annually by a competent person
- Fire Evacuation Plans will be produced and appropriate staff will be appointed and suitably briefed to act as fire wardens if required
- Where appropriate, suitable signs will be prominently displayed around our premises giving details of fire wardens
- Fire safety drills will take place at least once per year or termly in schools.
- All staff will be made aware of fire safety issues, and new staff will be briefed when they join the council
- Pupils/customers will be briefed on evacuation procedures as appropriate

- Contractors will be given information on what to do in case of fire and staff will assist visitors to exit our premises should an emergency arise

5.8. First aid

- We will complete risk assessments to determine our first aid requirements (training and equipment). Assessments will be reviewed regularly and following any serious incident.
- First aid provision will take into account pupils, customers and service users who use our premises/facilities. In primary schools/early years settings, first aid will include an appropriate number of paediatric first aiders.
- First aiders will be appropriately trained and first aid boxes will be kept appropriately stocked.
- Appropriate signs will be prominently displayed around our premises giving details of first aiders and the location of first aid boxes.
- All staff will make themselves familiar with details of their nearest first aider(s) and the location of first aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents.
- Where appropriate, local medication policies will be produced to support pupils/customers, as required.

5.9. Legionella (water safety)

- Where required, Legionella risk assessments will be carried out by competent, suitably qualified contractors for all premises we occupy. Assessments will be reviewed regularly.
- Any remedial work identified by the risk assessments will be addressed as appropriate.
- Written schemes to manage the risk from Legionella will be produced that include the following controls (detail of who undertakes the work to be confirmed locally):
 - Weekly flushing of little used outlets.
 - Monthly water temperature checks.
 - Quarterly de-scaling of shower heads.
 - Annual water sampling (or more frequent if required by risk assessment).
 - Annual service of any thermostatic mixer valves (TMVs) fitted to control scald risk.
- Appropriate staff will receive awareness training.

5.10. Manual handling

- Wherever reasonably practicable, we will avoid the need for hazardous manual handling activities.
- Where hazardous manual handling tasks cannot be avoided, we will undertake an assessment of the risk of injury.
- Controls will be put in place to reduce the risk of injury so far as is reasonably practicable.
- Handling equipment, such as hoists, trolleys and pallet/sack trucks, will be made available.
- All appropriate staff will receive manual handling awareness training.
- Staff who are required to undertake hazardous manual handling tasks will receive specialist training.
- Staff involved in moving and handling of pupils/customers, etc., will receive specialist training.

5.11. Occupational health and work related stress

- All staff have access to the council's Employment Assistance Programme and occupational health advisers who can provide guidance and information to employees and managers on occupational health issues.
- Staff can be referred to occupational health to help put in place adjustments to support them at work or to help them back to work following periods of absence.
- Support to staff includes support following sudden injury at work and following long-term exposure to hazards/working conditions (e.g. upper limb disorders or stress).
- Managers will cooperate with occupational health initiatives to help reduce the incidence of occupational ill-health, and initiatives to help staff back to work following periods of absence.

5.12. Premises, plant and equipment – maintenance, servicing and inspection

- All our plant and equipment is inspected and tested in accordance with statutory requirements and/or manufacturer's recommendations as appropriate.
- Other plant and equipment will be inspected and maintained in accordance with our risk assessments.
- Only competent persons/contractors (e.g. Gas Safe Registered for gas appliances) will be employed to carry out inspections/servicing of our plant and equipment.
- All inspections/tests are recorded and inspection certificates/evidence of inspections retained.
- Each directorate will establish formal defect reporting procedures for staff to report defects with premises, plant or equipment and must ensure that systems are in place to rectify faults promptly.

5.13. Risk assessment

- Risk assessments will be carried out to identify significant hazards in the workplace, evaluate the risks arising from those hazards and ensure that adequate precautions are in place to minimise the risk.
- Line managers will ensure that building, job and task specific risk assessments are in place for existing work and will also ensure that assessments are carried out before introducing new methods of work. Staff will be made aware of any assessments that affect them.
- When undertaking risk assessments, line managers will look at any specific risks to young persons (under 18s at work or on work experience), and/or new and expectant mothers, and ensure they are adequately controlled.
- Assessments will be reviewed regularly, especially following changes in methods of work; before introducing new equipment; and following any accidents or other serious incidents. As a minimum, assessments will be reviewed every two years.

5.14. Slips & trips

- Risk assessments will be carried out to help prevent slips and trips at the premises we occupy, these will include controls to help reduce water and other contaminants being brought into our buildings on people's shoes and measures to effectively clean any material that gets onto our floors. They will also include an assessment of floor surfacing in high risk areas such as kitchens.
- Staff will clean any spillages when they occur or use hazard warning cones until such time as the spillage can be cleaned up. No floors will be left in a wet condition (including after cleaning).

- Good housekeeping must be practiced by all staff and designated walkways must be kept free of obstacles (e.g. trailing wires).

5.15. Training

- We will ensure that all staff, including temporary and agency staff, are competent and are given appropriate health & safety training/instruction to undertake their role safely and carry out duties assigned to them.
- All staff will receive appropriate health & safety information when they first start work for the council.
- Key staff will receive appropriate training to help them manage health & safety and topic specific training e.g. accident investigation, asbestos management, COSHH, risk assessment, etc. Other training will be determined by regular training needs assessments.

5.16. Vehicle movements on site

- We will carry out risk assessments of vehicle movements on our sites and the vehicle/pedestrian interface. Assessments will also cover maintenance activities where vehicles may need to access vehicle restricted areas.
- Wherever practicable, there will be separate pedestrian and vehicle access on to sites.
- If appropriate, designated pathways will be provided with suitable barriers (e.g. fencing) to protect pedestrians from vehicle movements.
- Speed limit signs, limiting speed to 10mph or less, will be displayed on our sites. Speed restrictors (e.g. sleeping policemen/humps) will be installed, as appropriate, to slow down vehicles on site.
- Designated parking bays will be established on sites.

5.17. Violence and aggression/lone working

- We will ensure that risk assessments and suitable controls are in place to cover lone working or any circumstances where staff may be subject to aggressive incidents.
- A copy of our “violence notice” will be prominently displayed in the entrances/receptions to our buildings stating that we will not tolerate violence and aggression towards staff.
- New employees will be made aware of any relevant lone working arrangements when they join the council.
- Appropriate front line staff and managers will receive personal safety and lone working training.
- Where appropriate, staff will receive physical intervention training e.g. “Team Teach” in schools and children’s residential services.
- All incidents of aggression and violence to staff will be reported (see Accidents and aggressive/violent incidents, above) and investigated by managers so that suitable controls can be put in place to minimise the risk of recurrence. If appropriate, incidents will be reported to the police.

5.18. Work at heights

- A risk assessment will be carried out for any work at heights. Appropriate access equipment will be provided and properly maintained. Where appropriate, staff will be trained in safe work at height and safe use of access equipment.