



Broxtowe  
Borough  
COUNCIL

# Health and Safety Policy

Broxtowe Borough Council

1	Introduction	4
2	General Objectives	4
3	Organisation for Implementing the Policy	5
3.1	Chief Executive	5
3.2	Directors	5
3.3	Heads of Service	5
3.4	Managers and Supervisors	6
3.5	Employees	7
3.6	Organisational Support	8
3.6.1	Health and Safety Manager	8
3.6.2	Safety Representatives	9
3.6.3	Occupational Health	9
3.6.4	Joint Consultation and Action	9
3.6.5	Safety Committee	10
3.6.6	Safety Committee Membership	10
3.6.7	Policy and Performance Committee	11
<b>4</b>	<b>Arrangements</b>	<b>12</b>
4.1	Abrasive Wheels	12
4.2	Accident and Incident Reporting	12
4.3	Asbestos	13
4.4	Contractor Safety	13
4.5	Confined Spaces	14
4.6	Control of Substances Hazardous to Health	15
4.7	Cylinders	15
4.8	Display Screen Equipment and Workstations	15
4.9	Driving at Work	15
4.10	Drugs and Alcohol	15
4.11	Electricity at Work	16
4.12	Fire Risk Management	16
4.13	First Aid Provisions	17
4.14	Flooding	17
4.15	Fuel Safety	17
4.16	Gas Installations and Appliances	18
4.17	Inductions	18
4.18	Legionella	19
4.19	Lifting Operations and Equipment	20
4.20	Lone Working	20
4.21	Manual Handling	20
4.22	Needle Stick Injuries	21
4.23	New and Expectant Mothers	21
4.24	Noise	21
4.25	Occupational Health	22
4.26	Personal Emergency Evacuation Plan	22

Broxtowe Borough Council

4.27	Personal Protective Equipment	22
4.28	Risk Assessment	23
4.29	Safety Signs	23
4.30	Slips, Trips and Falls	23
4.31	Smoking at Work	23
4.32	Stress	23
4.33	Training	23
4.34	Vibration	24
4.35	Violence at Work	24
4.36	Work Equipment	24
4.37	Working at Heights	25
4.38	Working Time	26
4.39	Workplace and Welfare Facilities	26
4.40	Workplace Transport	27

## **Health and Safety Policy**

### **1 Introduction**

The Health and Safety Policy “Statement” is a written declaration of intent to demonstrate that Broxtowe Borough Council, as an employer is fully committed to the health, safety and welfare of all its employees and others. It is the Council's policy to endeavour to provide safe and healthy working conditions and to enlist the active support of all its employees to achieve this end.

The Health and Safety Policy contains the “Organisation’s” responsibilities and the “Arrangements” for carrying out the Policy. The Health and Safety Policy identifies relevant health and safety legislative requirements and a comprehensive review of assessments and precautions associated with the inherent hazards in the work being undertaken at its various premises and sites.

The Health and Safety Policy is located in the Health and Safety section on the Council's intranet. The Health and Safety section also details accident reporting procedures and codes of practice relating specifically to the hazards or risks associated with the premises, sites and activities for which the Council is responsible.

This Policy will be reviewed every two years to ascertain if it is fit for purpose. In addition, it will be revised to encompass any technological changes, managerial restructuring, alterations to premises and sites, and the introduction of new or modified processes.

Contractors employed at any premises or sites controlled by the Council must be made aware of the provisions of the Health and Safety Policy and its implications and must conform in all respects to the requirements of the Policy.

### **2 General Objectives**

All departments will apply the Council's Health and Safety Policy effectively by identifying who is responsible for its implementation and by setting up arrangements to ensure that all the requirements under the Health and Safety at Work etc. Act 1974 and other specific legislation are met.

Individual Directors, Heads of Service, Managers and Supervisors will ensure compliance with all health and safety legislation including the Council's Health and Safety Policy and codes of practice.

### **3 Organisation for Implementing the Policy**

#### **3.1 Chief Executive**

The Chief Executive is responsible for giving effect to the Council's overall Health and Safety Policy.

The Chief Executive's business address is:

Broxtowe Borough Council  
Council Offices  
Foster Avenue  
Beeston  
Nottingham  
NG9 1AB

The Chief Executive will ensure that there are adequate numbers of employees, funds and materials to meet health and safety requirements within the Council and will continually review the effectiveness of the policy and of personnel under her control to whom responsibility for various aspects of health and safety have been delegated.

#### **3.2 Directors (including the Deputy Chief Executive)**

Directors have overall responsibility for establishing safe working practices, enforcing safety regulations, monitoring and improving their effectiveness and for ensuring that adequate resources, training, information and supervision are provided for all employees.

They will draw the attention of the Chief Executive to any major failure, weakness or omission in their department's arrangements for health and safety and will execute any action authorised for the protection of employees and the public.

They will consult with the Council's Health and Safety Manager who will identify and recommend preventative measures necessary for the avoidance of accidents and ill health. They will implement the recommendations of the Council's Health and Safety Manager.

They will have a significant role in developing corporate safety standards and the effective monitoring of the Council's corporate and departments policies.

#### **3.3 Heads of Service**

They will be responsible to the Director for applying the Health and Safety Policy and monitoring its effectiveness. Within their responsibility they will establish standards of health and safety to be enforced by managers and supervisors.

They will consult the Health and Safety Manager for information and advice about relevant health and safety legislation and will communicate to their managers and supervisors the knowledge to enable them to implement the health and safety policy effectively.

They will arrange for the Health and Safety Manager to conduct safety inspections of all permanent premises and sites within their responsibility as necessary and will co-operate with safety representatives and the Council's Health and Safety Manager in remedying defects and hazards identified.

They will ensure by the provision of adequate information, instructions and training that competent supervision is available, particularly where young or inexperienced employees are concerned.

They will ensure compliance with safety procedures and will recommend to the Director the resource levels necessary to sustain a healthy and safe working environment.

#### 3.4 Managers and Supervisors

They must immediately inform the Health and Safety Manager by the quickest possible means about **all fires and/or evacuations** (short or long term) at Council public buildings, retirement living schemes, leisure facilities, housing, etc.

- They will inform the Health and Safety Manager of any agency worker required for employment in order for a health and safety induction to be undertaken before commencement of employment. arranging for newly appointed employees, including agency and temporary employees, to be made fully aware of the Council's Health and Safety Policy via a health and safety induction during their first week of employment and to receive refresher training at suitable intervals.

They will arrange for information, instruction and supervision to be given to employees and will ensure that they are properly trained for the tasks they will undertake.

They will be responsible for ensuring that risk assessments have been undertaken and that the safe system of work is completed within the risk assessment. In addition, they will be responsible for ensuring as far as is reasonably practicable that any possible/foreseeable risks that may arise on a day to day basis are controlled to remove/reduce the risk and for reporting major problems to the Director or Head of Service as appropriate.

They will ensure, as far as is reasonably practicable, that all employees enjoy a safe and healthy working environment and that all employees comply with the Council's health and safety policies and codes of practice.

They will inspect office work areas frequently and ensure that they are maintained in a clean and tidy condition. They will apply the standards required under any relevant legislation.

They will endeavour to create safely arranged offices, furniture and equipment and will devise safe working practices and communicate them to employees.

They will inspect storage, workshops and work areas frequently and ensure that they are maintained in a clean and tidy condition. They will apply the standards required under any relevant legislation.

They will ensure that all accidents, near-misses and dangerous occurrences are reported on the forms provided and will notify the Council's Health and Safety Manager of serious accidents, dangerous occurrences or instances of occupational disease immediately as required by the Reporting of Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). They will investigate the causes of accidents in association with the Health and Safety Manager in order to prevent a recurrence. They will ensure that necessary action is taken to remove the cause of the accident.

They will understand thoroughly the fire safety procedures and bomb warning evacuation procedures.

They will liaise with the Health and Safety Manager to identify training needs and will assist in the provision of training.

### 3.6 Employees

Employees will comply with all legal and department / section safety rules. They must co-operate with management to maintain a high standard of health and safety in their work area, behave in a way that will not endanger themselves or others and report all safety hazards to their safety representative and immediate supervisor.

They will carry out their duties under sections 7 and 8 of the Health and Safety at Work etc. Act 1974. The relevant sections are reproduced below:

#### (Section 7)

"It shall be the duty of employees while at work":

- (a) *"to take reasonable care for the health and safety of themselves and of other persons who may be affected by their actions or omissions at work, and*
- (b) *as regards any duty or requirement imposed on your employer or any other statutory provisions, to co-operate so far as is necessary to enable that duty or requirement to be performed or complied with".*

(Section 8)

*“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any relevant statutory provisions”.*

Failure to observe this duty may lead to legal and / or disciplinary proceedings being taken against the person concerned.

They will not operate or modify any machinery or equipment or carry out any work unless authorised, trained and instructed as necessary to do so safely.

They will wear and use protective clothing when it is required.

They will ensure good housekeeping within their workplace.

They will afford assistance to visitors and in the event of an emergency, guide visitors to a place of safety immediately.

They will inform their immediate supervisor promptly of all defects, hazards and potential hazards within the workplace.

### 3.7 Organisational Support

The organisational support to managers and supervisors in discharging their responsibilities under the Health and Safety at Work etc. Act 1974 is:

#### 3.6.1 Health and Safety Manager

The Health and Safety Manager is the “Competent Person” for the Council, to provide assistance as defined under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

The Health and Safety Manager is responsible for:

- ensuring that health and safety procedures and safe systems of work are set up and maintained to meet the Health and Safety Policy and to liaise with all departments to ensure training and information resources are made available;
- interpretation and dissemination of information with regard to statutory regulations and approved codes of practice to all departments;
- advice and guidance through liaison with all departments of the Council’s operations for monitoring all sites and contracts when necessary both for client and contractor functions;
- implementing investigations into accidents and near-misses where necessary in



liaison with managers, and for providing accident statistics when required;

- advice and guidance on standards and use of machinery and equipment in liaison with all Departments;
- inspecting the Council's premises to ensure that standards of health and safety are maintained;

### 3.6.2 Safety Representatives

Safety Representatives will:

- Carry out their functions in accordance with the guidance given in the Safety Representatives and Safety Committee Regulations 1977;
- Read and understand the Council's Health and Safety Policy and the organisation and arrangements for carrying out this policy;
- Keep themselves updated and informed of requirements and legislation relating to the health and safety of the persons they directly represent;
- Report in writing to their immediate supervisor any unsafe or hazardous conditions;
- Carry out inspections at regular intervals with management and the Health and Safety Manager.

### 3.6.3 Occupational Health

The Occupational Health Physician will:

- Provide medical examination of new starters and/or completed medical questionnaires where necessary;
- Provide medical advice on all matters relating to working procedures/activities when requested;
- Provide health screening for new starters before the commencement of employment for all employees involved with noisy environments and vibration

### 3.6.4 Joint Consultation and Action

Joint consultation on health and safety matters will be maintained by the Council in order to:

- actively promote measures aimed at ensuring the health, safety and welfare of all persons at work;
- encourage employee participation in the prevention of accidents and avoidance of industrial diseases;
- meet statutory duties as defined by the Health and Safety at Work etc. Act 1974 and associated regulations.

### 3.6.5 Safety Committee

The Safety Committee, which meets as is required but at least twice a year, operates with delegated authority and consists of safety representatives, Heads of Service and Directors with the Chief Executive as Chair. Employee's representation to be elected representatives from Unison, UNITE or non-union elected safety representatives. A committee clerk shall be provided for such meetings.

The functions of such a committee are to have a consultative function and in the event of failure to agree, the dispute would be taken through existing conciliation machinery.

The Safety Committee should have the following under constant review:

- the legal obligations of the Council in respect of health and safety legislation
- the legal obligations of employees in respect of health and safety legislation
- work methods and training
- accident studies
- protective equipment
- first aid arrangements
- fire precautions
- risk assessment

### 3.6.6 Safety Committee Membership

#### Management

Chief Executive (Chair)  
Deputy Chief Executive  
Strategic Director  
Heads of Service  
Health and Safety Manager (Advisor)  
Principal Environmental Health Officer (Advisor)  
Human Resources Manager (Advisor)

#### Safety Representatives from sections across the Council nominated by:

Unison ~ 4

UNITE ~ 3

The Chief Executive has the power to invite an officer to the meeting for purposes of providing the Committee with a report.

Invitee ~ 1

### 3.6.7 Policy and Performance Committee

The Policy and Performance Committee will have the responsibility for approving the Health and Safety Policy on behalf of the Council after it has been approved by the Safety Committee.

## 4.0 Arrangements

### 4.1 Abrasive Wheels

All grinding/cutting equipment used either within workshops or on-site must comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER). Some important requirements include:

- The use of the correct disc/wheel i.e. type, size, speed etc, which must be fitted by a trained employee
- All protective guards/work rests to be in position
- The provision of a mask, eye and hearing protection in accordance with the Personal Protective Equipment at Work Regulations 1992

The Code of Practice for Provision and Use of Work Equipment can be found on the Health, Safety and Emergency Planning page of the intranet

### 4.2 Accident & Incident Reporting

All accidents, diseases and near-misses to employees or members of the public must be reported on the appropriate form by the person involved in the incident or by their nominated representative. Heads of Service/managers/supervisors must complete their section of the form before forwarding it to the Health and Safety Manager, the form **MUST** be received within **five working days**. Fatalities, major injuries and dangerous occurrences must be reported **immediately** to the Health and Safety Section by the quickest possible means. The Health and Safety Section will inform the Health and Safety Executive and complete the report form (F2508 or F2508A).

All reportable injuries, and dangerous occurrences (RIDDOR), must be done within 15 days from the date of accident.

Further advice and guidance on what constitutes a reportable injury or dangerous occurrence, should be sought via the Health and Safety Section.

Accident Investigation and Reporting Procedures can be found on the Health, Safety and Emergency Planning page of the intranet

### **4.3 Asbestos**

The Council will comply with the Control of Asbestos Regulations 2012. All non-domestic buildings are provided with an asbestos register that should be viewed before work commences to ascertain if asbestos is present in the work area. The electronic asbestos register for all public buildings is administrated by the Health and Safety Manager. The Council will ensure that procedures (Asbestos Essentials Task Manual) for working with and managing asbestos are complied with.

The Code of Practice for Working With and Managing Asbestos can be found on the Health, Safety and Emergency Planning page of the intranet

### **4.4 Contractor Safety**

All reasonable effort will be made to liaise with contractors to ensure that everyone is complying with the same standards of health and safety. The Council's Asset Management Team will assist in the coordination of any contractor works with the relevant premises Manager.

All Contractors and sub-contractors, whilst working for the council will abide with all relevant health and safety legislation and follow all relevant procedures/working practices.

Premises managers will, where appropriate, ensure that proper arrangements are made to control contractors entering their premises or onto their site.

If major work is to be undertaken then the Health and Safety Manager must be notified in writing, prior to any procurement exercise being undertaken so that any technical health and safety information, which is required, can be included within the specification.

The Health and Safety Manager must be advised when bids for major works are to be considered to ensure that any technical health and safety information is properly appraised.

Managers must ensure that any contractors' works being conducted within their work area are carried out in a safe manner. It is the aim of the Council to promote co-ordination and co-operation of health and safety arrangements between the two employers sharing the workplace.

All employees, and contractors, will ensure that every effort is made to protect service users/members of the public from the contractors' activities and further to ensure a courteous approach with the minimum possible disruption as far as is possible.

All employees, including contractors, will be advised of their legal duty to carry out their work operations in a safe manner, and to co-operate with the Council.

All contractors will be advised that under no circumstances will they be permitted to allow untrained, inexperienced or uncertified (where applicable) persons to work on the Council's sites unless they are properly supervised or undergoing appropriate training.

The Council's employees will be made aware of any work operations or processes by contractors which may affect their health, safety or welfare and be given adequate warnings, notification and instruction of any likely hazards which contractors operations may create.

Wherever practicable all operations carried out by contractors will be securely isolated by fencing or barriers and appropriate warning signs will be displayed.

#### **4.5 Confined Spaces**

The Council will comply with the Confined Space Regulations 1997 by carrying out a risk assessment before any employee enters a confined space which is defined as "any place including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar place in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specific risk.

A confined space has one or more of the following attributes:

- Limited access or egress
- The space is not intended for continuous working
- The space contains known or potentially hazardous substances and/or atmospheres conditions of engulfment/entrapment may exist or develop

The Code of Practice for Entry into Confined Spaces can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.6 Control of Substances Hazardous to Health**

The Council will control hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations 2002 (as amended)

The Council recognises the potential harm all employees face from hazardous substances through inadvertent contact or, through working directly with these substances. The Council accepts its duty of care to protect all employees and those who may be affected by the Council's activities. All precautions shall be taken to eliminate or reduce the risk so far as is reasonably practicable.

The Code of Practice for the Control of Substances Hazardous to Health (COSHH) and Working With and Managing Asbestos can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.7 Cylinders**

Council employees use compressed gas cylinders for oxy-acetylene cutting and welding, argon for electric welding and for the soldering of pipework. These cylinders must be used correctly and stored appropriately to eliminate/minimise the risk to employees and others.

The Code of Practice for Cylinders can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.8 Display Screen Equipment**

The Council will comply with the Health and Safety (Display Screen Equipment) Regulations 2002 (as amended).

The Council has an e-learning training program for employees to complete and is followed by a self-assessment. Managers are responsible for ensuring that new and existing employees conduct the training and review the self-assessment forms prior to being forwarded to the Health and Safety Team.

Eye and eyesight tests for employees who are display screen equipment users are available through a voucher arrangement. The above also applies to home workers.

The Code of Practice for Display Screen Equipment can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.9 Driving at Work**

It is our policy to take all reasonably practicable steps to manage the health and safety of our employees who drive for council business. The Driving at Work policy sets out our procedures for work related driving and sets out what we expect from our employees. The policy covers a variety of areas including documentation checks, vehicle checks and guidelines on driver health.

#### **4.10 Drugs and Alcohol**

Working under the influence of alcohol or drugs can seriously inhibit an employee's judgement and capabilities to undertake tasks in a safe manner. Employees are reminded

to inform their manager if they are taking any prescribed or over-the-counter medication that could impair their judgement or ability to undertake tasks.

Employees are able to gain support from the Council's Human Resource's Team who can refer employees to our Occupational Health Services for counselling and support, if required.

The Drug and Alcohol Policy can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.11 Electrical Safety**

The Council will comply with the Electricity at Work Regulations 1989 (as amended) and the Electrical Equipment (Safety) Regulations 1994 set out general principles rather than detailed specific requirements.

Fixed mains electrical testing is conducted on systems in all Council buildings and is performed at various intervals according to the requirements of the building.

The Senior Public Buildings Maintenance Officer ensures that portable appliance testing (PAT) is conducted on all Council portable electrical equipment and is performed at regular intervals according to the nature of the work the appliance is being used for.

Any employee identifying any defects to such equipment must ensure that the equipment is taken out of service, clearly labelled and reported to the manager or supervisor.

#### **4.12 Fire Risk Management**

The Council will comply with the Regulatory Reform (Fire Safety) Order 2005 (as amended) in conducting Fire Risk Assessments for all buildings that fall under the above regulations.

The Council will ensure that a full and proper fire risk assessments have been completed at all premises covered by the legislation above. The Council will liaise with Nottinghamshire Fire and Rescue Service in establishing adequate measures for fire precautions at all of its premises.

Attention will be given to the prevention of the outbreak of the fire and training will be given to all employees at regular intervals. An evacuation procedure will be established for all premises and employees will be provided with the precautions operating at their place of work and in its operation.

The Council will ensure that adequate firefighting equipment is made available in all of its premises as required by the fire risk assessment. A competent contractor will adequately



maintain all such equipment. All other fire precautions equipment (e.g. fire alarms, emergency lighting) will also be maintained at the required intervals.

The Fire Safety Policy will outline the responsibilities, and objectives of fire safety management within the Council

#### **4.13 First Aid**

The Council will provide first aid cover for all employees in accordance with the Health and Safety (First Aid) Regulations 1981 (as amended)

First aid boxes are provided throughout the Council's premises. Those for premises are kept by the First Aiders or Emergency First Aiders appointed under the regulations.

Each First Aider is responsible for the first aid kit being fully equipped in accordance with the First Aid at Work Regulations. Monthly inspections of first aid kits must be carried out and recorded by the First Aider or Emergency First Aiders and any defects found must be rectified.

Every vehicle is provided with a first aid kit and it is the responsibility of the driver or Emergency First Aider to ensure that the first aid kit is fully equipped in accordance with the First Aid at Work Regulations. Monthly inspections of first aid kits must be carried out by the driver or Emergency First Aider.

The Council has provided defibrillation units with trained employees at the following locations:

Council Offices, Kimberley Depot, Bramcote Leisure Centre, Kimberley Leisure Centre, Chilwell Olympia Sports Centre and Bramcote Crematorium. These units will be used to assist in preserving life until the arrival of professional medical assistance.

#### **4.14 Flooding**

Responding to an incident in and/or near floodwater can bring particular dangers that are not normally encountered in people's everyday working environment. Individuals must make their own dynamic risk assessments of the situation they face.

Further information is available from the Operational Flood Response Plan which can be found on the Council's intranet via Our Council/Emergency Planning

#### **4.15 Fuel Safety**

Fuel for vehicles and plant is stored in bulk at Kimberley Depot and is regulated by the Petroleum Consolidated Regulations 2014. Bulk fuel deliveries to the site are controlled via the Depot Stores ensuring full safety procedures and regulations are adhered to. The maximum quantities stored are:

Petrol 3636ltrs (Underground Tank)  
Gas Oil 3636ltrs (Underground Tank)  
Diesel 23000ltrs (Bunded Overground Tank)

Access to the fuel is via three separate fuel dispensing pumps individually controlled by a vehicle key and driver password. There is no smoking on any Council property employees are informed not to smoke whilst refuelling vehicles, plant or fuel cans. All spillages are covered with sand or absorbent granules. Fire extinguishers are located at the fuel pumps to extinguish any fire.

#### **4.16 Gas Safety**

The Gas Safety (Installation and Use) Regulations 1998 (GSIUR) specifically deal with the installation, maintenance and use of gas appliances, fittings and flues in domestic and certain commercial premises.

All operatives working to this procedure in domestic and non-domestic sectors are required to identify "ID" – (Immediately Dangerous) and "AR" – (At Risk) situations on all appliances and/or installations they work on. Where work is not carried out, a visual risk assessment is undertaken.

The Council has a large number of premises that have at least one gas appliance installed.

Domestic/commercial gas servicing is carried out annually by Gas Engineers to ensure all appliances are safe to use. For gas safety servicing /repairs at Public Buildings, a competent contractor is employed.

#### **4.17 Inductions**

New employees to the Council, including those appointed on short-term temporary contracts of employment and agency staff, shall within their first week of employment be properly instructed in their responsibilities under this policy and shall:

- Be instructed on emergency, accident procedures, etc.
- Be instructed on all means of escape in case of fire and bomb warnings, position of call points, types and location of firefighting appliances.

- Before undertaking any work requiring the use of personal protective clothing and safety equipment, shall:
  - be issued with the appropriate personal protective clothing and safety equipment
  - be instructed on safe methods of work, use of personal protective clothing and safety equipment

In addition to the above arrangements when Employing young people or Work Experience Students the Council shall comply with Regulation 19 (Young Persons) of the Management of Health and Safety at Work Regulations 1999 by ensuring that young persons (**aged from 16 and up to 18 years**) employed are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not yet fully-matured.

The Council shall not employ a young person for work which is beyond his/her physical or psychological capacity or involving harmful exposure to agents which are toxic or carcinogenic, cause damage or harm to the unborn child or which in any other way chronically affect human health.

Young persons will not be involved in work that may lead to the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young person's owing to their insufficient attention to safety or lack of experience or training or in which there is a risk to health and safety from:

- extreme cold or heat
- noise
- vibration
- working at height, or
- asbestos

In determining whether work will involve harm or risks for the purposes of this paragraph, regard shall be given to the results of the risk assessment. Nothing above shall prevent the employment of a young person who is no longer a child for work:

- where it is necessary for his training
- where the young person will be supervised by a competent person, and
- where any risk will be reduced to the lowest level that is reasonably practicable

Persons undertaking periods of work experience with the Council shall not be permitted to visit Council premises, including maintenance sites and construction sites, or to undertake any activity, unless adequately instructed and strictly supervised by appropriately experienced and competent persons.

#### **4.18 Legionella**

The Council has many buildings all of which are provided with a hot and cold water system. The Council must ensure that all non-domestic buildings are provided with a legionella logbook for recording work that has been conducted on the system such as temperature monitoring, risk assessment, cleansing, etc. and a schematic drawing. The Council has trained responsible persons and an independent chemist who conducts annual risk assessments.

The Code of Practice for Legionella can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.19 Lifting Operations and Lifting Equipment**

The Council will comply with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) when organising all lifting operations maintaining lifting equipment

All equipment must be of good mechanical construction, be maintained and marked with an identification number and a safe working load.

They must be accompanied with a current test certificate and all mandatory examination, inspection and documentation must be carried out.

All lifting operations and equipment must be under the control of a competent person and all must be conducted in compliance with the relevant regulations.

The Code of Practice for Provision and Use of Work Equipment can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.20 Lone Workers**

Working alone is usually safe but there are circumstances where lone working can increase the risks, therefore the Council will take measures to remove or reduce the risk of such risks. An Employee Protection Register is available for employees to view in order to ascertain if persons, property and/or animals are known to pose a risk. The Council also provides guidance and personal safety training courses for nominated employees. Managers are responsible for identifying employees who require training and for those who require a lone worker device.

The Code of Practice for Lone Working can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.21 Manual Handling**

The Council will comply with the Manual Handling Operations Regulations 1992 alongside the Management of Health and Safety at Work Regulations 1999, and undertake suitable and sufficient risk assessment relating to manual handling operations that may affect any employee whilst they are at work.

The Code of Practice for Manual Handling and Risk Assessment can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.22 Needle Stick Injuries**

The Council is committed to the highest possible standard of health, safety and welfare for all of its employees. It acknowledges the health hazards arising from needle stick injuries and shall take all reasonable steps to protect those employees that come into contact with needles and syringes.

When a hypodermic punctures the skin, cross contamination can occur between the user of the needle and the person pricked or cut with the needle. The Council will provide advice, guidance and support to any employee who suffers from a needle stick injury.

A risk assessment will be carried out if there is a risk of needle stick injury. If there is found to be a risk, then the Council will implement suitable control measures.

#### **4.23 New & Expectant Mothers**

Many women work while they are pregnant and may return to work while they are still breastfeeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of her child. Therefore, working conditions normally considered acceptable may no longer be so during pregnancy and while breastfeeding.

The Management of Health and Safety at Work Regulations 1999 (MHSWR) requires employers to assess work-related risks of all of their employees, including new and expectant mothers. The Health and Safety Section will conduct an assessment of all new and expectant mothers in order to ascertain if any reasonable adjustments can be made to ensure the health and safety of the employee and the unborn child

The Code of Practice for New and Expectant Mothers can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.24 Noise**

The Council will comply with the Control of Noise at Work Regulations 2005 In particular, risk assessments will be completed to determine the noise levels from machines and equipment reaches the action levels outlined in the regulations above.

Engineering reduction techniques and purchasing quieter equipment will be implemented wherever possible for reducing noise levels below the upper exposure action level. Where this has not been achieved, all employees who operate equipment that is deemed through noise assessments to be at or above the upper exposure action level, have been provided with suitable ear defenders and are required to wear them.

All employees who are subject to Noise at Work that reaches the first action level or above will have their hearing monitored by a competent person.

The Code of Practice for Noise at Work and the Policy for the Management of Plant and Equipment Purchase/Hire and Maintenance can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.25 Occupational Health**

The Council offers an Occupational Health Service to all employees. The service includes an immunisation programme, health surveillance, counselling service and specialist medical advice.

To make use of these services please contact a member of the Human Resources Team.

#### **4.26 Personal Emergency Evacuation Plan (PEEP)**

A Personal Emergency Evacuation Plan (PEEP) will be developed by a manager and a disabled employee to manage their evacuation in an emergency to a place of safety, thus ensuring that the correct level of assistance is always available.

The Code of Practice for Personal Emergency Evacuation Plan (PEEP) can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.27 Personal Protective Equipment (PPE)**

The Council will provide suitable PPE in accordance with the Personal Protective Equipment Regulations 1992 (as amended)

PPE should only be used once all other forms of control measure have been considered. Each task will be assessed to ensure the suitability of the PPE for the task and the individual and should be provided at no cost

Managers must ensure that training is provided on all aspects of the PPE provided

Employees must wear/use any PPE provided, report and damage or loss and store PPE correctly

The Code of Practice for Personal Protective Equipment can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.28 Risk Assessments**

The Council will ensure that risk assessments are completed and reviewed for all hazards arising out of or in connection with the activities undertaken by the Council. Managers will be responsible for ensuring that risk assessments as required under Health and Safety Regulations have been undertaken, and that the hazards identified together with the preventative and precautionary control measures have been considered and recorded. The findings of the risk assessment will be passed to employees to safeguard their health, safety or welfare.

The Council will take account of the competence of relevant employees when conducting risk assessments. This will help in deciding what level of information, instruction, training and supervision is required.

Further information can be found in the Council's Risk Assessment Procedure.

#### **4.29 Safety Signs**

Safety signs are covered by the Health and Safety (Safety Signs and Signals) Regulations. To comply with these regulations, the Council is required to provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means, for example safe systems of work or engineering controls. Where a safety sign would not help reduce the risk or where the risk is not significant there is no need to provide a sign.

The Council will maintain all safety signs that have been provided by the Council.

The Council will identify any signs that are unfamiliar to employees and tell them what to do when they see a safety sign.

#### **4.30 Slips, Trips and Falls**

Through its risk assessment process the risks of slips, trips and falls shall be assessed and action taken to reduce its risks to a reasonably practicable level.

#### **4.31 Smoking at Work**

Since July 2006 it has been illegal to smoke in any enclosed public place, enclosed work place or vehicle used for work.

#### **4.32 Stress**

The Council understands that from time to time employees can be affected by stress, from both internal and external sources and not everyone deals with it in the same way. If it is intense and goes on for some time it can lead to mental and physical ill health and is fast approaching one of the top reasons for absenteeism in the workplace.

With good management the Council can help to reduce work related stress where it is already occurring, and can prevent it in the first place.

The Human Resources Team should be contacted for help and support in dealing with stress issues

#### **4.33 Training, Instruction & Supervision**

Each employee who joins the Council must be fully trained in all aspects of Health & Safety as required by their job role and be able to demonstrate that they are fully competent to conduct the tasks required of them. Training will be undertaken upon induction, upon assignment of a new role and at regular intervals.

Each employee will need to be competent to undertake their role. The Council considers that competence is a combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence.

The Council will take account of the competence of relevant employees when conducting their duties. This will help in deciding what level of information, instruction, training and supervision is required.

Health and safety training will consist of correct safe systems of working on all equipment they are expected to use and tasks they are expected to do.

The correct use/storage of any personal protective equipment provided for them.

The risks posed by tasks and equipment they are expected to use and the safety measures in place to eliminate or reduce these risks.

The emergency and evacuation procedures.

Their responsibilities towards health and safety.

The health and safety training needs and competence of individual employees will be assessed by their line manager.



#### **4.34 Vibration**

The Council will comply with the Control of Vibration at Work Regulations 2005 in assessing the vibration levels of tools and equipment and take appropriate control measures to prevent damage to employees from excessive vibration.

Occupational exposure to vibration arises in a number of ways which, if left uncontrolled, can cause discomfort, a reduction in productivity and adverse health effects.

The most common route of transmission is through the hands, wrists and arms where there is direct contact with the vibrating source. Workers most at risk from hand-arm vibration are those working in horticulture, arboriculture, woodworking, building construction and road construction etc. i.e. any work involving powered hand held tools or processes.

The Council has devised a range of procedures to protect its employees from the effects of vibration, which includes appropriate health screening for new starters before commencement of employment and annual health surveillance.

The Code of Practice for Assessing and Managing Hand Arm Vibration Syndrome and the Policy for the Management of Plant and Equipment Purchase/Hire and Maintenance can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.34 Violence and Aggression**

The Council recognises the duty to provide a safe and healthy working environment for all employees, which implies a duty to attempt to eliminate the danger posed by threats or aggression at work

The Council will take measures to remove or reduce the risk of aggression against employees.

An Employee Protection Register (EPR) is available for managers and employees to view if persons, property and/or animals are known to pose a risk. The EPR will be available on a "Need to Know" basis to employees selected by their department. The Council also provides guidance and personal safety training courses for nominated employees.

The Code of Practice for Aggression at Work can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.36 Work Equipment**

The Health and Safety at Work etc. Act 1974 places a duty on employers to safeguard the health, safety and welfare at work of all employees. An important element of this

general duty is to provide and maintain work equipment and machinery that is safe and without risks to health as far as is reasonably practicable.

The Provision and Use of Work Equipment Regulations 1998 (PUWER 98) cover this specific duty and requires all employers to ensure that work equipment used by employees is safe.

The regulations also place duties on others, including certain persons in control of work equipment or persons at work who use, supervise or manage the use of work equipment.

Managers shall ensure that all equipment provided is suitable and safe to use and that where required, a set of operating/maintenance instructions or certificate of inspection or test is provided.

Employees must only use work equipment after they have received suitable and sufficient training and have received authorisation to use. All work equipment shall be visually inspected by the employee prior to use and if any defects are noted they shall not use the equipment. It should be clearly labelled "DEFECTIVE DO NOT USE" and the defect should be reported by the employee to their supervisor/manager.

The Code of Practice for Provision and Use of Work Equipment and the Policy for the Management of Plant and Equipment Purchase/Hire and Maintenance can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.37 Working at Height**

The Council will comply with the Working at Height Regulations 2005. The Council will ensure

- Avoid work at height where it is reasonably practicable to do so
- All work at height is properly planned and organised and risk assessments completed
- Where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated
- Equipment for work at height is appropriately inspected
- Those involved in work at height are trained and competent

The Code of Practice for Working at Height can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.38 Working Time**

The Council recognises that control of working hours is an essential part of promoting health at work, but it is accepted that there is also a need to balance this with the requirement to provide high quality services.

The Council will ensure that it remains compliant with the requirements of the Working Time Regulations.

#### **4.39 Workplace and Welfare Facilities**

The Council shall ensure that all workplaces meet the health, safety and welfare needs of all members of the workforce.

This will include providing: -

- Sufficiently ventilated enclosed work areas
- A reasonable comfortable temperature in work rooms without the need for special clothing
- Suitable lighting
- Adequate space for employees within workrooms
- Suitable floor and traffic routes free from uneven and slippery surfaces
- Sufficient number of sanitary conveniences and washing facilities
- A supply of drinking water
- Provision of accommodation for clothing to store workers own and work clothing
- Facilities for changing to/from work clothes
- Facilities for rest and to eat meals

#### **4.40 Workplace Transport**

Workplace Transport means any vehicle that is used on Council business. This can include but not limited to forklift trucks, compact dumpers, mowers, tractors, cars, vans and large goods vehicles when these are operating on or off the public highway.

The Council will through its risk assessment process consider the risks of workplace transport activities both on and off Council sites. Procedures will ensure that employees are competent to carry out workplace transport tasks.

The Driving at Work policy sets out our procedures for work related driving and sets out what we expect from our employees. The policy covers a variety of areas including documentation checks, vehicle checks and guidelines on driver health.