

Rotherham Metropolitan Borough Council

Health and Safety Policy

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Author:	Emergency and Safety Team
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Section 1 – Administration and Introduction

Restricted Information

If this document is the subject of a request made under the Freedom of Information Act 2000, please consult the Emergency and Safety Team prior to any disclosure.

Version Control and Amendments

Version	By Whom (inc Role)	Pages Amended	Comment	Date
1	Claire Hanson, (Emergency Resilience & Safety Manager)	Full Document	Refresh and relaunch	
1.1	Asif Akram (H&S Advisor)	Page 4	New Council Structure	Dec 2017
2	Asif Akram (H&S Advisor)	Full Document	Publication	Jan 2018
2.1	Helen Buttler (H&S Advisor)	Full document	Draft presented to H&S governance group for review	July 2019
2.2	Claire Hanson (Emergency Resilience & Safety Manager)	Full document	Second draft presented for consultation and feedback NOTE – not formally launched owing to the complex impacts of Covid 19 Pandemic	Jan 2020
2.3	Claire Hanson (Emergency Resilience & Safety Manager)	Full document	Full refresh and review, draft circulated for consultation	Nov 2021
2.4	Claire Hanson (Emergency Resilience & Safety Manager)	Full Document	Consultation feedback incorporated from Directorates, Union Representatives and Governance Group	March 2022
2.5	Claire Hanson (Emergency Resilience & Safety Manager)	Full Document	Final feedback from consultation incorporated Presented to Cabinet for formal approval	July 2022
2.6	Sam Barstow (Acting AD Community Safety and StreetScene) and Claire Hanson (Emergency Resilience & Safety Manager)	Whole document	<ul style="list-style-type: none"> Amendments to the objectives of the policy and CEX statement following SLT / AD's meeting Separation of home and hybrid working Amendments from S151 officer throughout document points of clarity and grammar 	August 2022
3	Claire Hanson (Emergency Resilience & Safety Manager)	Full document	<ul style="list-style-type: none"> Footer, and front page updated to show approval dates, and remove draft copy references. Version published 	Sept 2022
DRAFT 3.3	Health and Safety Team	Full Document	<ul style="list-style-type: none"> Minor formatting throughout Insertion of Relevant regulations where needed Stronger emphasis throughout to communication of risk assessment findings References removed to Covid 19 Additional information included regarding Asbestos Management, Contractors and CDM, COSHH, Ladder Safety and working at height and Permit to Work. 	September 2024

			<ul style="list-style-type: none">• References to Constitution replaced with Terms of Reference• Greater reference to equality, diversity and inclusion in managing H&S risks	
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Any amendment to be made should be notified as soon as possible to:

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Preface

This revised policy supersedes all previous policies and will be posted on the Council's intranet.

It does not contain detailed arrangements on each potential risk area identified as these are prepared by the Emergency and Safety Team and published separately on the Council's intranet as guidance notes and must be read in conjunction with this Policy.

Any subsequent related policy documents or guidance notes developed within individual service areas should, as part of the consultation process be shared with the Corporate Resilience, Health Safety and Wellbeing Group and / or Health, Safety and Welfare Panel, as described later in this document.

This Health and Safety Policy has been prepared with the full co-operation of the Trade Unions.

It is the responsibility of all Strategic Directors working through their Assistant Directors and senior management to ensure that all staff are fully familiar with health and safety procedures and are appropriately trained and resourced.

It is the responsibility of all employees to familiarise themselves with this policy and ensure the duties contained are delivered.

The Emergency and Safety team continues to provide a professional comprehensive service, and are available to provide support, advice, guidance and training, to all officers across the organisation and our Elected Member representation.

Where needed, and required to achieve statutory compliance, appropriately qualified and competent duty holders will be identified within service areas.

Section 2: Statement of Intent

This policy aims to demonstrate the Council's commitment to ensuring a healthy and safe working environment is provided for its employees and other persons to whom the Council owes a duty of care and who may be exposed to health and safety risks arising from the activities of the Council.

This Policy sets out the duties and obligations that apply throughout the Council at all levels, so all employees are aware of their own roles and responsibilities. In order to fulfil these duties and obligations, it is necessary for the Council to rely upon the full co-operation and support of all employees, and where appropriate our partners and contractors.

The commitments within this Policy will be delivered through the following objectives:

- Creating an environment of trust and transparency, led by senior leaders across the Council, creating a positive culture that supports Health and Safety
- Managing Health & Safety through robust system-based approaches which underpin positive behaviours
- Ensuring effective arrangements are in place to identify, assess and document significant health and safety risks in connection with our work activities
- Ensuring suitable control measures are identified and delivered to manage the risk to as low a level as reasonably practicable
- Providing adequate resources and a safe and healthy working environment, including making any reasonable adjustments to achieve equality, diversity and inclusion
- Ensure sufficient maintenance of plant and equipment
- Providing adequate information, instruction, training and supervision to ensure employees are competent to undertake activities
- Ensure compliance with applicable health and safety legislative requirements
- Ensuring contractors operating on behalf of the Council are suitably managed in terms of Health and Safety matters
- Consultation and communication with employees (or their representatives) on matters affecting health and safety
- Preventing accidents, incidents and cases of work-related ill health and providing procedures of reporting such instances should they occur
- Ensuring emergency procedures (for example evacuation procedures) are in place and tested regularly
- Demonstrate continual improvement through performance management of the occupational Health & Safety management system and associated arrangements, both at Directorate and Corporate levels
- Review and Revise this Policy every two years, or in the event of a significant incident or occurrence, such as changes in relevant legislation

Strategic Leadership Team endorsement:

On behalf of the Strategic Leadership Team and as Chief Executive of Rotherham Metropolitan Borough Council, I fully endorse this Health and Safety Policy Statement of Intent and will ensure that both the ethos and content is communicated and implemented throughout the Council by ensuring effective oversight.

As the Chief Executive I take my roles and responsibilities towards health and safety seriously and I expect the same from the management structure of the organisation alongside every employee working for the Council. It is all of our responsibilities to promote and practice a positive approach to Health and Safety which keeps our staff and service users safe.

INSERT CEX SIGNATURE AND DATE WHEN AGREED

Section 3: Organisation – Responsibilities

The following pages outline the specific responsibilities and expectations of individuals across the Council in both ensuring the effective management of health, safety and welfare across all its activities and appropriate management of risk. Good health and safety management is characterised by strong leadership throughout the organisation and embedding a positive culture.

Compliance with health and safety legislation is a legal obligation, breaches can result in prosecution, fines or imprisonment – including in corporate manslaughter.

The full Council structure can be found [here](#).

3.1 Leader of the Council

To recognise the duties and obligations imposed on the Council and to support the Chief Executive and Strategic Directors in their leadership of health and safety. To ensure that decision-making and contacts with employees and members of the public support the aims of this Policy and the requirements of health and safety legislation.

3.2 Elected Members

To comply with the statutory duties imposed under the Health and Safety at Work etc Act 1974. This includes all duties imposed by regulations made under the act and obligations under the general duty of care. The main duties of Elected Members are to ensure:

- a) Elected Members, under the Leader and Cabinet, have collective responsibility for ensuring health and safety
- b) The Council will ensure that health and safety is given proper and sufficient consideration in the development of policy and services
- c) The Council will allocate sufficient funds to implement this policy and will monitor health and safety performance through the Cabinet Members
- d) The Council will appoint a Lead Cabinet Member with special responsibility for Health and Safety to ensure that these responsibilities are met and to support collective leadership
- e) The Council has ultimate responsibility for health and safety in terms of statutory requirements and the general duty of care. These duties are delegated to the Chief Executive.

3.3 Lead Cabinet Member, and chair of the Health, Welfare and Safety Panel (Cabinet Member, Corporate Services & Finance)

The Lead Member will be responsible for:

- a) Ensuring that health and safety is considered in developing policy and services
- b) Encouraging commitment to best practice and standards throughout the Council, above those required for compliance with statutory duties
- c) Promoting health and safety awareness with Members and at all levels so that it is seen to be good business sense by protecting people, assets, and the Council's reputation
- d) Ensure the requirements of the Health, Welfare and Safety Panel as laid out in the groups' Terms of Reference are suitably discharged

3.4 Chief Executive

The Chief Executive has overall responsibility for the implementation of this policy and associated guidance and ensuring that all operations and undertakings of the Council are

carried out with due regard to the health, safety and welfare of all people. In particular, the Chief Executive will ensure that:

- a) A positive Health and Safety management culture is embedded
- b) Health and safety will be viewed as a management responsibility and an essential part of professional management
- c) Health and safety responsibilities are assigned, appropriately delegated, and accepted at all levels
- d) Adequate resources are provided for services and facilities, which may affect health, safety, and welfare
- e) Policy, business, and operational decisions made by the Strategic Leadership Team reflect the intentions of this policy
- f) Effective communication and consultation is maintained with employees so that this policy and the arrangements for carrying it out are understood at all levels
- g) Competent persons are appointed to assist in meeting statutory health and safety requirements who will support services to have robust health and safety management arrangements in place
- h) A Lead Strategic Director is appointed with responsibility for health and safety
- i) This policy is regularly reviewed and revised as necessary and is circulated accordingly
- j) The Health, Safety and Welfare governance group consider and review all significant issues and developments at frequent intervals

3.5 Lead Strategic Director

(Strategic Director, Regeneration and Environment)

The Lead Strategic Director has delegated authority from the Chief Executive to ensure all health and safety requirements are met. In particular, the Lead Strategic Director will ensure that:

- a) The health and safety implications of all decisions made by the Strategic Leadership Team/ Health, Safety and Welfare Governance Group are addressed
- b) Health and safety risk management systems are in place and remain effective
- c) Management systems provide for effective monitoring and reporting of health and safety
- d) SLT are kept informed about any significant health and safety failures and of the outcome of the investigations into their causes
- e) The Health and Safety Policy reflects current priorities

3.6 Assistant Chief Executive and Strategic Directors

The Council realises the importance of integrating health and safety considerations, where they are relevant, into decision-making and risk management processes within Directorates and services. The Council will provide effective leadership of health and safety within Directorates, promoting a positive culture at all opportunities.

Each individual Strategic Director has a key role in ensuring that health and safety is maintained, both across the Council and within their Directorate. Each Strategic Director will ensure that:

- a) The Health and Safety Policy is properly implemented through delegated responsibilities and appropriate arrangements
- b) Resources are allocated to enable these responsibilities to be carried out
- c) All managers (HoS and M3 as minimum) receive training with appropriate updates to the IOSH accredited standard, Managing Safely (or professional equivalent)
- d) Risk assessments are carried out, communicated and reviewed as necessary for all

- operations and undertakings
- e) Safe systems of work, preventive and precautionary measures, are in place for all operations and undertakings taking account of corporate guidance and procedures
 - f) Information, instruction, training, and supervision are provided for all employees
 - g) Effective communication and consultation with employees is maintained across the Directorate through management and team meetings and employee representatives
 - h) The health and safety performance of contractors and partners is a key consideration in procurement decisions and contractors are managed and monitored for compliance with relevant legislation and guidance
 - i) Implementation of this policy, guidance, and procedures are monitored and reviewed as necessary, including when organisational changes occur
 - j) An effective programme for Health and Safety monitoring is produced and standards improved in areas of low performance
 - k) Systems are in place to provide information that will enable the Emergency and Safety Team to fulfil their responsibilities
 - l) A representative(s) is appointed to be members of the Resilience, Health Safety and Wellbeing Governance Group

3.7 Assistant Directors

Assistant Directors are responsible for the effective management of health and safety within their respective areas, including promoting a positive culture and environment to ensure H&S related matters are able to be openly discussed. Duties can be delegated where appropriate; ensuring appropriate training and competence is in place. The competence and ability of staff to perform the required assessments and duties must be assured.

Assistant Directors will ensure that:

- a) Health and safety is adequately resourced
- b) Risk assessments are completed for all activities, recording all significant hazards and are done so in consultation with those carrying out the work. Risk assessments are reviewed regularly, not least in accordance with Council guidance and statutory requirements
- c) Safe systems of work, preventive and precautionary measures, are in place for all operations and undertakings, taking account of corporate guidance and procedures
- d) Employees are aware of this policy and receive clear information and instruction on risks to their health and safety identified by the risk assessment and the safe system of work, preventive and precautionary procedures to be followed
- e) All (HoS and M3 and others as appropriate) managers receive training, with appropriate updates to IOSH accredited standard; Managing Safely (or professional equivalent)
- f) Where considered appropriate, the disciplinary procedure is used for employees breaching health and safety procedures
- g) Systems are in place to provide information that will enable the Emergency and Safety Team to fulfil their responsibilities in a timely manner
- h) Employees receive health and safety training appropriate to their needs and capability on induction and on a continuing basis. Recognised training and accreditation schemes will be used where they are appropriate
- i) Employees are adequately supervised according to the level of risk of the work and the competence of the employees concerned
- j) Effective communication and consultation with employees is maintained within service areas through management and team meetings and employee representatives

- k) Health and safety performance is monitored, and standards improved in areas of low performance, based on appropriate remedial actions being taken upon recommendations by Emergency and Safety team, or external agencies such as HSE or South Yorkshire Fire and Rescue (SYFR)
- l) Accidents, work-related ill health, dangerous occurrences, near misses, and incidents of violence to staff are reported promptly (in line with Council and statutory timescales), investigated within service and appropriate remedial action is taken
- m) Any work situation that threatens serious and immediate danger, any hazard or failure or inadequacy in health and safety precautions reported by employees or other persons are investigated and appropriate remedial action is taken
- n) Management arrangements of contractors and partners are evaluated for competency prior to engagement and performance is managed and monitored with regard to Health and Safety
- o) Advice and support from the Emergency and Safety Team is sought as and when necessary

3.8 Managers and Supervisors

(Anyone with responsibility for managing others)

Managers are responsible for assessing the risks involved in all work activities and taking all reasonable steps to ensure that facilities, premises, equipment, materials, and systems of work satisfy health and safety requirements. The competence and ability of staff to perform the required risk assessments and duties must be ensured. Managers will ensure that:

- a) Risk assessments are completed and recorded for all activities, consulting and involving those carrying out the work. Risk assessments are reviewed in accordance with Council guidance, statutory requirements after a significant change in the process or following an accident or incident.
- b) That the hazards identified are effectively managed and actions taken to control the risk to an acceptable level. Where a risk requires specific management, this is communicated for example through toolbox talks, safe systems and safety signage.
- c) Where health and safety information is communicated, managers and supervisors should confirm employee understanding and ensure appropriate records are maintained to demonstrate this understanding
- d) Safe systems of work, preventive and precautionary measures, are in place for all operations and undertakings taking account of corporate guidance and procedures
- e) Managers and Supervisors shall ensure things identified as unsafe or unhealthy situations reported are dealt with as far as is reasonably practicable and reported to the Emergency & Safety Team
- f) Employees are aware of this policy and receive clear information and instruction on risks to their health and safety identified by the risk assessment and the safe system of work, preventive and precautionary procedures to be used
- g) Employees receive appropriate health and safety training on induction and on a continuing basis. Recognised training and accreditation schemes will be used where they are appropriate
- h) Employees are adequately supervised according to the level of risk of the work and the competence of the employees concerned
- i) Health and safety performance is monitored, and standards improved in areas of low performance
- j) Accidents, work-related ill health, dangerous occurrences, near misses, and incidents of violence to staff are reported, promptly investigated by services and appropriate remedial action is taken in line with guidance provided

- k) Any work situation that threatens serious and immediate danger, any hazard or failure or inadequacy in health and safety precautions reported by employees or other persons are investigated and appropriate remedial action is taken
- l) Management arrangements of contractors and partners are evaluated for competency prior to engagement and performance is managed and monitored
- m) Advice and support from the Emergency and Safety Team is sought as and when necessary
- n) Health and safety is adequately resourced
- o) Where considered appropriate, the disciplinary procedure is used for employees breaching health and safety procedures
- p) Systems are in place to provide information that will enable the Emergency and Safety Team to fulfil their responsibilities

3.9 All Employees

In line with legislative requirements, all employees are required to take reasonable care for their health, safety, welfare, and that of others who may be affected by their acts or omissions. In particular, employees will:

- a) Co-operate and engage positively in following health and safety requirements provided
- b) Act in a responsible manner and in accordance with the information, instruction and training received and in line with control measures as identified in risk assessments
- c) Contribute to the assessment of risk and its review and improvement of working methods
- d) Inform their immediate Supervisor, Line Manager and / or Head of Service of any accident, involving injury, damage, or near miss, any work situation they consider to be a serious and/or immediate danger or anything they consider to be a failure or inadequacy in the health and safety precautions relevant to their work
- e) Report any actions or equipment deemed to be unsafe.
- f) Take appropriate, immediate emergency action where necessary having regard to their own safety and that of other people
- g) For the purposes of this policy “employee” includes, amongst others, temporary workers, students on work experience and volunteers

3.10 Emergency and Safety Team

The Emergency and Safety Team will provide the infrastructure and tools to support those noted above to fulfil their responsibilities, namely through ensuring risks to people’s health, safety and welfare from any work activities by or on behalf the Council are properly and adequately controlled. The Emergency and Safety Team will:

- a) Through Strategic Directors and Assistant Directors assist the Council in undertaking measures to manage the health, safety and welfare of all employees and others who may be affected by our work activities, emergency planning and business continuity
- b) Ensure that the Council’s Health and Safety Policy is reviewed at appropriate intervals, operating, and relevant so as to help the Council understand its legal duties
- c) Obtain or prepare and maintain the necessary codes of practice (guidance notes) for the Council’s operations.
- d) Give advice and assistance on health and safety matters, emergency planning, business continuity at all levels of the Council and to assist with training where appropriate
- e) Carry out audits and inspections, reporting on the findings and where necessary, executive reporting to Chief Executive, SLT and Elected Members and making recommendations for improvement

- f) Produce quarterly Health & Safety statistical reports including both results statistics and other performance indicators, with an analysis of relevant trends
- g) Verify that systems and procedures for health, safety and welfare are in place and are being complied with
- h) Where identified, stop or restrict operations being carried out by or on behalf of the Council where there are practices or circumstances which present a serious and/or imminent danger
- i) Ensure that systems are in place for the reporting, recording and investigation of accidents, near misses and violence to staff, using statistics to review and plan health and safety interventions
- j) Monitor accidents, near misses and incidents of violence to staff throughout the Council and, where necessary, investigate and report on them and on preventative measures to be taken
- k) Represent the Council on health and safety matters, liaising with the HSE and other enforcement bodies where necessary
- l) Monitor legislation, regulations and published information and ensure that necessary changes are introduced.
- m) Promote and publicise health and safety matters.

3.11 Health, Welfare, and Safety Panel

The key role of the Health, Welfare, and Safety Panel is to promote the cooperation between the Council and its employees in the instigation, development, and implementation of measures to ensure the health, safety, and welfare at work of all employees of the Council and facilitate carrying out the policy. In particular, the panel will:

- a) Consider accident statistics and trends together with reports of serious accidents and make suitable recommendations for future preventative action.
- b) Promote the development and application of policy, codes of practice and guidance for safe systems of work.
- c) Consider, within the terms of the Council's Health and Safety Policy and the relevant legislation, other matters affecting the health, safety, and welfare of employees.
- d) Consider information published by various bodies and its application to the operations of the Council.
- e) Consider suggestions and reports by any Panel Member, which may assist in the promotion of safe working practices.
- f) Ensure provision of adequate lines of communication
- g) The Panel shall also take account of the health, safety, and welfare of clients, pupils, contractors, visitors and the public where they are affected by the Council's activities.
- h) Inspection visits by the Panel will be made to various sites around the Borough regularly. The schedule of visits shall be agreed by the Chairman or Vice-Chairmen and notified to the Emergency and Safety Team
- i) Strategic and Assistant Directors shall be notified of the proposed visits in advance.
- j) Whenever possible, the appropriate senior manager(s) and safety representative(s) at the premises or site to be visited shall attend visits by the Panel.

3.12 Safety Representatives

The Council is committed to complying with the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996. The Council will consult with the recognised trade unions and employees' representatives (both trade union and non-trade union) on the appointment of safety representatives and representatives of employee safety. Such consultation is to

take place, where practicable, using existing procedures and in good time, so as to ensure effective consultation on matters which affect the employees represented by the safety representatives.

Trade Unions are encouraged to appoint Safety Representative under the provisions of the Safety Representatives and Safety Committee Regulations 1977. The duties of Safety Representative are:

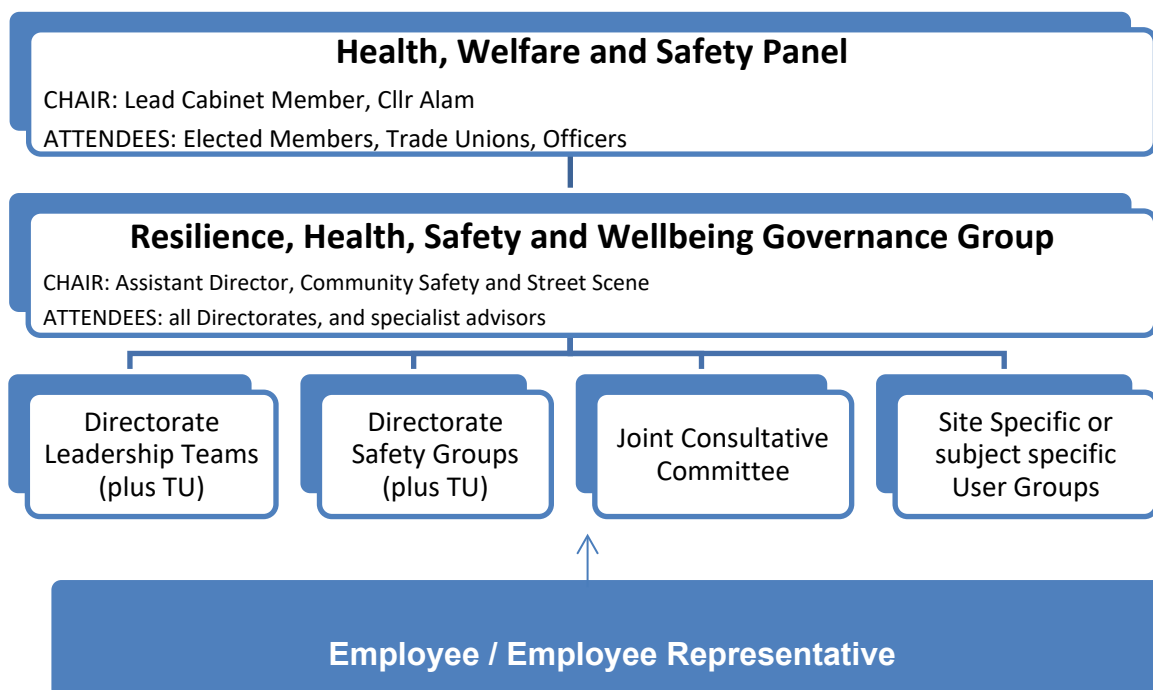
- a) Representing employees in consultation with the employer to develop arrangements for effective co-operation in measures to ensure the health, safety, and welfare of the employees.
- b) Investigating potential hazards at the workplace
- c) Investigating accidents and dangerous occurrences at the workplace
- d) Investigating complaints by the employees they represent
- e) Making representations to the employer on matters arising out of points b), c), and d)
- f) Making representations to the employer on general matters affecting the health, safety, and welfare of employees at the workplace
- g) Carrying out inspections of the workplace
- h) Representing employees in consultations with the HSE
- i) Attending safety committee meetings, as necessary

3.13 Resilience, Health, Safety and Wellbeing Governance Group

The governance group will ensure appropriate governance arrangements are in place to oversee and ensure a robust approach to occupational Health, Safety and Wellbeing across the Council, in line with this policy and ensure a positive culture is embedded. This will be delivered in line with the group's Terms of Reference.

3.14 Summary of Organisation, Duties and Responsibilities

The following groups are in place across the organisation and committed to improving the Health, Welfare and Safety culture of the organisation. All issues are to be escalated and de-escalated using the following hierarchy and governance structure.



Section 4: Arrangements for Health and Safety

This section outlines the arrangements in place for prominent hazards and key issues that are relevant throughout the Council. It is recognised that there are Directorate/Service Area specific issues, these must be covered by risk assessments and associated procedures. Detailed policies, guidance and procedures linked to the undermentioned can be found on the Council's intranet site.

4.1 Accident, Near Miss and Violence and Aggression Reporting and Investigation *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*

- a) All accidents / incidents, whether they result in an injury, damage or 'near misses' are to be reported using the appropriate Council accident or incident forms within 3 working days of the date of the accident or incident.
- b) Serious incidents / fatalities must also be reported by telephone to the Emergency and Safety Team immediately.
- c) The accident / incident forms to be used (accessed via the Council intranet site) are noted below, and once complete must be returned to the Emergency and Safety Team (healthandsafety@rotherham.gov.uk):
 - Generic Accident Report Form
 - Violence and Aggression Report Form
 - Near Miss Report Form
- d) The Emergency and Safety team maintain oversight of the timelapse between date of accident or incident and date of report submitted to the service, these are incorporated as part of the performance management tools. Reports are regarded as follows:
 - 0-3 days – on time
 - 4 – 7 days – overdue
 - 8+ days – late report with appropriate escalation and challenge within the reporting service area / Directorate
- e) Certain injuries, diseases, and dangerous occurrences are required to be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Emergency and Safety Team are responsible for reporting such incidents on behalf of Service Areas (usually required within ten days from the date of the incident). Fatal incidents and serious incidents will be reported without delay via telephone. All other reportable incidents will be reported via the online RIDDOR site, a copy of the F2508 will be stored electronically by the Emergency and Safety Team.
- f) Investigations, reporting and recording of accidents/incidents, whether they result in injury, damage or "near misses", and dangerous occurrences are to be carried out by immediate Line Managers or Supervisors for all accidents and / or incidents.
- g) If necessary, the Council's Emergency and Safety Team will provide assistance in the investigation and preparation of reports.
- h) Where appropriate the Council's Emergency and Safety Team may also carry out a supplementary investigation, based on risk of reoccurrence, and severity of likely consequences.
- i) The Emergency and Safety Team will conduct regular reviews of completed investigations to ensure that appropriate investigations have been undertaken and suitable remedial measures identified and put into place where applicable.
- j) Service Areas to ensure that in all cases, timescales noted above are adhered to.

4.2 Asbestos

Control of Asbestos Regulations 2012

Although others do apply, the main relevant legislation that applies to asbestos safety and the duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations 2012. The Council is the duty holder for many non-domestic premises and common parts of flats etc. and has responsibility for the maintenance or repair of non-domestic premises. To fulfil this duty to manage asbestos the Council will:

- a) Ensure that a suitable and sufficient assessment is carried out as to whether asbestos is, or is liable to be present in the premise
- b) Presume materials contain asbestos unless there is strong evidence that they do not. If in doubt, materials must be presumed to contain asbestos, and works must cease until suitable surveys and sampling has been undertaken.
- c) Take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, where it is and what condition it is in.
- d) Make, and keep up to date, a record of the location and condition of the asbestos-containing materials - or materials which are presumed to contain asbestos.
- e) Assess the risk of anyone being exposed to fibres from the materials identified.
- f) Prepare a plan that sets out in detail how the risks from these materials will be managed.
- g) Take the necessary steps to put the plan into action.
- h) Periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up to date.
- i) Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them, so that they can put in place appropriate control measures whilst the work is being done.
- j) Ensure that others co-operate as far as is necessary to allow the Council to comply with the requirements.
- k) Provide employees with appropriate asbestos awareness training based upon their role and responsibilities.
- l) Ensure all employees who may come into contact with asbestos during the course of their work are competent in carrying out that work and have been made aware of the risks and precautions to be taken.
- m) All non- licensed work will only be carried out with the appropriate controls in place, and a suitable and sufficient risk assessment.
- n) All licensed work will be undertaken by suitably competent contractors (checked and verified as competent) and notified to HSE at least 14 days prior to works on a ASB5 form.
- o) Maintain a database of premises that contain asbestos and keep this updated.

In addition, the Council as duty holder will manage the risk of asbestos via Facilities Management (as Building Managers) by:

- Ensuring an up to date asbestos register is in place for sited contain Asbestos Containing Materials. This will be updated annually. This will include outcomes of a survey to outline the location of known and presumed Asbestos Containing Materials, its condition, the potential for the ACM to release fibres and likelihood of disturbance as well as site plans and photographs of condition
- An asbestos risk assessment in in place, to identify and prioritise any required remedial actions
- Having a written management plan in place that outlines how Asbestos Containing Material will be managed to prevent accidental disturbance and

exposure. It will contain control arrangements in place to ensure Asbestos containing materials are not disturbed, emergency procedures to be followed if they are disturbed and a schedule for monitoring the condition of asbestos containing materials. This will be communicated, reviewed regularly and discharged as required.

Further information regarding the council's responsibility and duty to manage asbestos along with other legislation that also applies to the management of asbestos can be found in the guidance documents: Managing Asbestos Guidance for Managers.

4.3 Confined Spaces

Confined Spaces Regulations 1997

A confined space means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature there arises a reasonably foreseeable specified risk. Working within a confined space requires special precautions.

Managers and Supervisors should follow the principles:

- a) Identify any work that involves a confined space.
- b) Avoid entry to confined spaces e.g. by doing the work from outside.
- c) If entry to a confined space is unavoidable, implement and follow a safe system of work, Permit to Work and risk assessment.
- d) Put in place adequate emergency arrangements before the work starts.

Those employees who may enter confined spaces whilst carrying out their duties will be provided with suitable and sufficient information, instruction, training and supervision.

4.4 Construction Health, Safety and Welfare (CDM)

Construction (Design and Management) Regulations 2015

- a) Prior to commencement all projects involving building and construction should be evaluated for the application of CDM.
- b) Where the CDM regulations apply, managers should make suitable arrangements to ensure compliance.
- c) All building and construction work should be carried out in a way that protects the health and safety of those working on the site and others.
- d) Managers are responsible for carrying out site inspections on an appropriate basis depending on the nature of work.

4.5 Consultation and Communications with Employees

Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996

The Council will consult with the recognised trade unions and employee representatives, through the Joint Consultative Committee and Health, Welfare and Safety Panel, together with Directorate Leadership groups as appropriate. Consultation is to take place, where practicable, using existing procedures and in good time, so as to ensure effective consultation on matters which affect the employees. The Council will take steps to ensure that all employees are consulted and communicated with in good time on matters relating to their health and safety in particular with regard to the following:

- a) The introduction of any measure into the workplace that may substantially affect the health and safety of those employees.
- b) Any health and safety information that is required to be supplied to employees under relevant statutory provisions.
- c) The planning and organising of any health and safety training that is required under

- relevant statutory provisions.
- d) The risks to the health and safety that employees are likely to be exposed to and the measures necessary to control such risks.

The Council recognises the role of employees in health and safety and encourages employees to report matters of concern regarding health and safety where there is the potential to cause injury or loss or where they feel improvements can be made to the health and safety of their workplace to their managers and/or to the Emergency & Safety Team. This includes Near Miss reporting.

Managers are to investigate concerns and if necessary, consult with the Emergency and Safety Team. Serious issues and those affecting a significant number of employees may be referred to the Council's Health, Welfare, and Safety Panel, which is administered by the Emergency and Safety Team.

4.6 Contractors

Contract work on occupied premises carries a dual responsibility. Employees organising such work should ensure there is effective liaison with the contractor and that all parties involved understand and adhere to their responsibilities in relation to health and safety.

- a) Contractors (including their sub-contractors) carrying out work on behalf of the Council should be required to demonstrate their health and safety competency through the submission of health and safety policies, method statements, and risk assessments. Services engaging with contractors should ensure these are suitable and sufficient. Public liability insurance, work order (purchase order), Permit to work. Name of person responsible for H&S, Emergency contact details, Accident statistics, Equipment certification, PAT, COSHH. Work specific training requirements (Electrical, Gas safe, IPAF etc)
- b) Prior to appointment contractors employing five or more people will be required to submit their Health and Safety Policy for assessment, plus other documents to demonstrate competency.
- c) Contractors that have an accredited safe contractor membership such as CHAS registration (a national database - Contractors Health and Safety Assessment Scheme) will not be required to submit their policy, except on renewal of partnerships.

4.7 Control of Substances Hazardous to Health

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

COSHH covers substances that are hazardous to health. Substances can take many forms and include chemicals, products containing chemicals, fumes, dusts, vapours, mists, nanotechnology, gases and asphyxiating gases and biological agents.

The principles of good practice should be followed by departments:

- Can the exposure to a hazardous substance be prevented by substituting the hazardous substance or using a different process?
- If exposure cannot be prevented, can exposure be controlled by using a less hazardous substance or less hazardous form of the substance?
- Implement suitable measures to control exposure, e.g. engineering controls or Local Exhaust Ventilation - LEV
- Use of PPE once other steps have been considered, limiting exposure times, supervision and training. (Face fit testing is required for close fitting RPE)

- a) Managers shall ensure that a COSHH assessment is undertaken before the use of any substance (or process that could produce a hazardous substance) which is hazardous to health, via identification from product labels and safety data sheet (SDS) (or other knowledge/information) before using the substance or carrying out the process. The COSHH assessment shall identify the following:
- Substance characteristics
 - Effects on the body
 - Persons affected
 - Control measures
 - First aid procedures
 - Emergency Procedures
 - Fire procedures
 - Safe use, handling, storage and disposal

Processes that require to be assessed include those that emit dust, fume, vapour, mist or gas, or those with any skin contact from liquids, pastes or dusts. Hazardous dust may be produced from activities where labelling or a SDS is not available such as cutting or grinding of concrete or brickwork. Work of this kind has the potential for exposure to silica dust to workers.

Assess who could be harmed and how- how often, exposure times and routes into the body. What controls are in place and what further actions are required. Who is responsible for these actions and by when.

- b) The Council's Emergency and Safety Team will assist in the preparation of COSHH assessments, measurement, and evaluation of exposure, and precautions to be taken where necessary
- c) Managers must ensure that information on COSHH assessments is given to those employees who will be using the substance or process and that appropriate training is in place for those employees

4.8 Corporate Manslaughter and Corporate Homicide Act 2007

The Act sets out an offence for convicting an organisation where a gross failure in the way activities were managed or organised results in a person's death and amounts to a gross breach of a relevant duty of care owed by the organisation of the deceased.

The Council and its Managers will ensure that systems and procedures are in place, implemented as required under health and safety legislation, and identified throughout this policy. The Council and Managers must ensure that there are no such accepted practices, attitudes, policies, or systems, which are likely to encourage any such serious management failure or have produced tolerance of it.

4.9 Display Screen Equipment (DSE)

Health and Safety (Display Screen Equipment) Regulations 1992

An assessment shall be carried out for all workstations used by employees where DSE equipment is being used; this should be conducted at the start of employment, when there is a change to the workstation or equipment and reviewed if a user is experiencing problems relating to DSE use. The form to be completed for office and home based DSE workstation assessment is on the Council's intranet.

The objective of the assessment is to analyse the workstation and assess the risks including:

- a) Ensuring workstations meet minimum requirements and are suitable for individuals
- b) Planning work so that there are breaks or changes of activity

- c) Employees who are classed as DSE users are entitled to a free eyesight test.
- d) Where the eyesight test recommends the use of corrective lenses for use with DSE equipment, the Council will meet the cost of a basic frame and basic lenses solely for the DSE use.
- e) The Emergency and Safety Team manage the voucher scheme for employee eyesight tests and provide assistance where required when completing DSE assessments.

4.10 Driving at Work

The Provision and Use of Work Equipment Regulations 1998, Corporate Transport Policy and Guidance, The Road Vehicles (Construction and Use) Regulations 1986.

- a) Drivers are responsible for the pre-use checks of their vehicles, the safety, and security of passengers or loads and complying with rules and guidance from within the highway code for road safety and vehicle rules and traffic law.
- b) Managers will ensure that all Council vehicles are used and maintained in accordance with the corporate policy and guidelines issued by the Corporate Transport Unit.
- c) Managers will ensure that employees who drive Council vehicles have the appropriate licence, training and competency.
- d) Managers will ensure that employees driving their own vehicles at work have the appropriate driving licence, insurance and vehicle tax prior to authorisation being given for driving those vehicles for work purposes.
- e) Employees using their own vehicle for work are responsible for the maintenance and upkeep of their vehicle in a roadworthy condition.
- f) Employees are not permitted to drive a vehicle (own or Council vehicle) at work while under the influence of alcohol, illegal drugs or suspended from driving – potential action may be taken under Council disciplinary procedures if this is not complied with.
- g) Employees should adhere to the speed limits, drive according to the road conditions and take appropriate rest breaks.
- h) Where large vehicle movements are undertaken on public highways, there must be a safe system of work implemented this may include the use of trained banksmen, vehicle cameras.
- i) Risk assessments should include vehicle movements/vehicles reversing where appropriate.

4.11 Drugs and Alcohol

The Council acknowledge that alcohol, illegal and prescribed drugs can all affect the performance of employees whilst at work. The consumption of alcohol and illegal drugs whilst at work is strictly prohibited and may result in disciplinary action being taken. If an employee is suspected of being under the influence of alcohol or illegal drugs the manager may remove the person from their work duties with immediate effect where it is necessary to safeguard that particular employee or others who may be affected by their actions.

All employees are to adhere to the following:

- a) Do not come into work under the influence of alcohol or illegal drugs.
- b) Never bring alcohol or non-prescribed drugs into the workplace.
- c) Always check with your doctor or pharmacist if prescribed drugs have side effects that may have an impact upon your work.
- d) Never drive or operative machinery under the influence of alcohol or illegal drugs.

- e) Inform your manager if the prescribed medication you are taking may have an impact upon your work e.g., driving vehicles.

The HR policy Alcohol and Substance Misuse at Work should be referred to, this is on the HR intranet pages.

4.12 Electrical Safety

Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998

The Council has responsibility for the maintenance of fixed electrical installations, electrical equipment and portable electrical appliances. The Council shall ensure that any electrical system, equipment or appliances used by employees are free from risk, this includes equipment or appliances used outside of Council premises.

- a) Managers must ensure that all employees are aware of the process of carrying out informal visual user checks and inspections before using any appliance and the process by which defects are reported. Equipment found with any electrical defect must not be used.
- b) Services must engage competent persons to be responsible for the electrical testing and labelling of all portable appliances within Council owned premises. The competent person will determine the frequency of testing depending upon use of the equipment. New equipment does not need electrical testing before it is used. It is acceptable for the testing to be done at the next scheduled inspection for that type of equipment (frequency of testing is determined by an appropriate risk assessment).
- c) All electrical equipment used within the Council must be appropriately CE marked.
- d) All electrical systems, equipment and appliances shall be subject to formal inspections by a competent person at suitable intervals and informal inspections by users as outlined above.
- e) Following inspection, if any equipment is found to be defective it shall be removed from service or suitably isolated from the supply by a competent person until it can be repaired or replaced if the defect cannot be repaired.
- f) Records of electrical inspection certificates by competent persons must be kept and managers made aware of any defects that need to be rectified.
- g) Live working is not permitted. If there are exceptional circumstances where it is deemed essential by a competent electrical engineer, there must be a suitable and sufficient risk assessment, method statement and suitable precautions in place.
- h) Any electrical work carried out must be completed by a competent person and may be subject to permit to work.

4.13 Enforcement of Health and Safety

- a) The Council is committed to ensuring that all contact with enforcement officers is recorded and matters of concern addressed. The enforcement agencies applicable are:
 - Health and Safety Executive (HSE).
 - Environment Agency.
 - South Yorkshire Fire and Rescue Service.
 - South Yorkshire Police.
- b) Where there is an investigation of the Council by the Health and Safety Executive (HSE), the Council may be charged a fee for intervention if found to be in breach

of regulations. The fee is charged as an hourly rate (Current rate for 2024/25 is £174 per hour).

- c) All employees must cooperate fully with enforcement bodies and provide information requested in a timely manner.
- d) The Emergency & Safety team will act as lead in terms of any liaison between the Council and the enforcement agency.

4.14 Equality, Diversity and Inclusion (EDI)

Equalities Act 2010 and Public Sector Equality Duty

The Council will protect all workers from the risk of injury or harm, so far as is reasonably practicable. This includes disabled workers and risk to people who may be affected by the work of the Council (i.e. visitors).

Proportionate and reasonable adjustments should be put in place to bring about equality for those with protected characteristics as far as is practicable, whilst maintaining a safe working environment.

4.15 Fire and Emergency Arrangements

The Regulatory Reform (Fire Safety) Order 2005

- a) Facilities Management will undertake a fire risk assessment for all Council owned and operated assets. The frequency of inspection and review of assessments depends upon the individual building risk categorisation and will be clearly documented on the relevant fire risk assessment.
- b) Facilities Management will ensure a Fire evacuation procedure is in place for all Council owned and operated premises.
- c) Periodic evacuation drills will be carried out by Facilities Management and monitored by the Emergency and Safety Team, who will in turn provide a debrief of the evacuation.
- d) People with disabilities must be specifically catered for by the completion of a Personal Emergency Evacuation Plan (PEEP).
- e) Facilities Management will ensure that evacuation drills are recorded in the building Fire Logbook.
- f) Managers in conjunction with Facilities Management will appoint volunteer Fire Marshals to assist in evacuation drills and put in place measures relating to the instruction and training of employees and measures relating to mitigate the effects of the fire.
- g) Facilities Management will ensure that all means of escape, fire detection/alarm systems, and fire equipment are to be fully maintained and inspected on a regular basis. All fire safety inspections are to be recorded in the fire logbook.
- h) All persons who undertake design work for or specify or undertake alterations to premises that may affect fire precautions (including procedures) must:
 - Consult Facilities Management and / or The Emergency & Safety Team regarding the effects on the premises' fire risk assessment.
 - Where necessary notify, consult, and seek approval from the Building Control service.
 - Alterations must not be made to premises unless the appropriate approvals have been granted and appropriate documentation received to authorise and approve the works before, during, and after they take place. Upon completion of works, requiring Building Control approval a 'Building Control Completion Certificate' and a complete set of 'As Built' plans of the premises must be

obtained.

4.16 First Aid

The Health and Safety (First Aid) Regulations 1981

The Council provides first aid services and facilities for employees and others on the premises.

- a) Facilities Management, with Services will assess the need for qualified first aiders and appointed persons in accordance with Council guidance
- b) Training will only be carried out by approved providers
- c) First aid boxes will be suitably stocked and will be regularly examined by the relevant first aider(s) or appointed person
- d) Services will assess the required first aid provision for those not operating from a premise (i.e. those who drive and require first aid provision on sites)
- e) Information is displayed stating who the first aiders are and where the first aid boxes are located.
- f) Defibrillators are located in some Council buildings – Facilities Management retain information of where these are located

4.17 Gas Safety

Gas Safety (Installation and Use) Regulations 1998 as amended specifically deal with the installation, maintenance and use of gas appliances, fittings and flues in domestic and certain commercial premises. They place duties on landlords to ensure that gas appliances, fittings and flues provided for tenants' use are safe.

Where the Council has responsibility for maintenance and repair of gas appliances in Council buildings and domestic properties, they will ensure that:

- a) Gas fittings and flues are maintained in a safe condition.
- b) An annual safety check is carried out on each gas appliance/flue.
- c) Records of gas safety checks are maintained.
- d) Copies of gas safety checks will be provided to tenants within 28 days of the check.
- e) All works on gas fittings/appliances will be undertaken by a Gas Safe registered engineer with the appropriate registration for the class of work.
- f) Where contractors are used for work on gas systems or gas appliances, checks will be made to ensure they are competent to carry out the works, the Gas Safe Register will be checked prior to works commencing.
- g) Where gas appliances are found to be unsafe, they will be isolated and a notice will be attached to the appliance until suitable repairs by a competent person are undertaken.

4.18 Hand-Arm Vibration Syndrome

Control of Vibration at Work Regulations 2005

There is a need to reduce prolonged and regular use of vibration emitting tools.

Managers will:

- a) Ensure effective controls are in place to reduce the risk of injury and control exposure to employees and that this is recorded in the relevant HAV risk assessments.
- b) Suitable and sufficient information, instruction and training is given to users of vibration emitting equipment on its proper and safe use as well as encouraging the reporting of HAVS symptoms.
- c) Ensure that procurement of plant and equipment considers vibration magnitude levels and therefore potential risk to employees.
- d) Ensure that plant and equipment producing hazardous vibration is identified and

- appropriate measures are taken to ensure proper maintenance or replacement of such plant or equipment.
- e) Regular servicing and maintenance of equipment should be undertaken to ensure tools are maintained in good repair. Poorly maintained tools could emit higher vibration levels.
 - f) Ensure that employees participate in regular health surveillance.
 - g) Ensure that vibration exposure is monitored and does not exceed legal values, this includes ensuring up to date information vibration magnitude for plant and equipment is available.

4.19 Health Surveillance

Where employees are exposed to hazards to health, such as Hand-Arm Vibration Syndrome, noise, asbestos, dusts or hazardous substances, health surveillance may be required. The Council contracts to provide occupational health services.

Line Managers or supervisors should identify from their risk assessments where health surveillance for employees may be required with the advice of the Emergency and Safety Team.

Any employee to whom this applies shall, when required by the Council (and at cost to the Council) present themselves during their working hours for such health surveillance procedures.

The Emergency and Safety Team shall contact the Occupational Health Service Provider and arrange the screening appointments; they will also communicate findings reported by the Occupational Health Service Provider to relevant managers and maintain records.

4.20 Home Working

Ways of working have changed significantly since the pandemic. The Working Location Policy was implemented to ensure service delivery whilst allowing staff the ability to work flexibly. The Working Location Policy has now replaced the Hybrid Working Policy. Under the Working Location Policy home working is permitted for members of staff where appropriate, for part of the working week. Any person who works from home on an ad hoc basis or regularly must complete a home working risk assessment. It is important that safety standards are maintained within the home environment to prevent illness or injury and there is an expectation on staff to ensure their safety and health whilst working from home. Display screen equipment rules and DSE assessments still apply at home and any workstation should be set up in a safe manner and comply with the homeworking risk assessment undertaken. Staff are still required to report any health and safety concerns or accidents if they are working outside of their usual base. Further information on working locations and the health and safety requirements can be found in the Working Location Policy.

4.21 Infectious Disease

All services are to keep risk assessments up to date with sector specific guidance, and where appropriate regulations and restrictions to help control the spread of infectious diseases, including Covid 19. If required information and guidance can be sought from the Council's Public Health team.

Facilities Management to ensure the Council's assets remain operational in line with any guidance available, and that building risk assessments remain up to date.

HR to ensure that individual risk assessments for potentially vulnerable workers are conducted and remain available and are used to support employees where possible to reduce the risk of Infectious diseases.

4.22 Ladders

Ladders must only be used in the workplace by employees for low risk, short duration tasks. To use a ladder, employees should be competent, they should have received appropriate instruction, training and understand how to use these safely. Where ladders and step ladders are to be used by departments, Managers should ensure that an appropriate risk assessment is in place and that it is the most appropriate equipment to be used for accessing and undertaking the work. Managers should also ensure that ladders remain in good repair and fit for purpose through regular ladder inspections that are recorded. In addition to periodic ladder inspections, a pre-user check should be performed by the user each time a ladder is used. Council guidance provides further information on appropriate ladder checks.

When using ladders consideration to the Work at Height Regulations 2005 should be made, see below.

4.23 Legionella

HSE Approved Code of Practice L8: *The Control of Legionella Bacteria in Water Systems – Control of Substances Hazardous to Health Regulations 2002*

- a) The Council has a number of hot and cold water and air conditioning systems that have the potential to expose persons to legionella bacteria if they are not adequately maintained. The Council is to control, prevent and minimise the risk from legionella, to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, contractors and visitors, and to provide such resources, information, training and supervision as needed for this purpose. This also extends to residential properties where the Council is responsible for maintaining those water systems.
- b) Legionella risk assessments shall be undertaken, suitable measures shall be put into place to control the risks identified. Written schemes shall be implemented to maintain efficient and effective control of the water systems; these shall include monitoring, inspections, recording and review of control measures and procedures. Roles and responsibilities shall be clearly defined, the Council's competent person(s) shall be identified in the risk assessments and also key personnel involved in the management of any control measures.

4.24 Lifting Operations and Lifting Equipment

Lifting Operations and Lifting Equipment Regulations 1998

Lifting Operations are concerned with the lifting or lowering of a load; Lifting Equipment is work equipment for lifting or lowering of loads and includes its attachments used for anchoring, fixing, or supporting the load.

- a) Managers should ensure that all lifting operations involving lifting equipment are properly planned by a competent person, appropriately supervised and carried out in a safe manner.
All lifting equipment provided by the Council should be fit for purpose, appropriate for the task, suitably marked (Safe Working Loads), and must undergo statutory periodic thorough examination by a competent person.
- b) Lifting equipment owned by the Council will be maintained in a safe condition and

will undergo statutory periodic thorough examinations at the specified intervals, 6 monthly if lifting people or a lifting accessory or attachment, 12 monthly for all other lifting equipment unless specified otherwise by a competent person. Records of inspection and maintenance will be maintained for all lifting equipment.

- c) Where hire equipment is used this must not be used unless it is accompanied by a current thorough examination certificate. Managers and Supervisors are responsible for checking that equipment supplied comes with the required certification before it is put into use.
- d) Where lifting equipment fails a statutory LOLER inspection and is deemed unsafe, steps must be taken by managers to prevent its further use immediately until it is repaired by a competent person or taken out of service.

4.25 Lone Working

The Council recognises the fact that there are risks to employees working alone in the provision of its services. Managers will ensure that risk assessments cover lone workers and implement appropriate control measures to reduce the risks. Employees will be informed of any additional risks they may face as a lone worker and managers shall highlight to staff the importance of dynamic risk assessment. Lone working should not occur in situations that are too hazardous.

4.26 Managing Health and Safety

Management of Health and Safety at Work Regulations 1999

The Council is committed to ensuring that a high level of health and safety performance is established, maintained, and promoted throughout the Council. The Council will follow the plan, do, check, act principles for managing safety as per the HSG65 and ISO standards Managing for Health and Safety.

- a) The Council's Emergency and Safety Team will develop, produce, and implement standards, systems, and tools to enable the management of health and safety, specifically with regard to:
 - The Council's written policy with regard to health and safety.
 - Arrangements to implement the policy.
 - Infrastructure to enable risk management processes to be carried out with regard to Health and Safety risks.
 - A system to allow performance to be measured and monitored to inform continual development.
 - Reviewing performance and audit arrangements to ensure that the policy addresses legal and organisational requirements.
- b) The Council's Emergency and Safety Team will establish, maintain and implement a programme of safety audits, inspections and advise Strategic Directors and their management teams on procedures for monitoring work activities and any deficiencies. This auditing system will also apply to Partners and Contractors of the Council.
- c) Managers will monitor and review risk assessments to ensure they remain valid. Significant additions or alterations to work activities, processes, equipment, etc. should trigger a review of the assessment. Adverse events, such as accidents, near misses may provide evidence that risk assessments and procedures are not sufficient and therefore a review should be made. All risk assessments shall be reviewed periodically, and the risks identified and measures to be put in place communicated to employees.
- d) The Emergency and Safety Team will conduct annual sample audits of risk

assessments and general compliance with the Council's safety precautions and procedures. The Emergency and Safety Team will review and monitor accidents, incidents, near misses and ill health data, identify trends and advise, assist Directorates where appropriate on policies and procedures to prevent recurrences and reduce the number of incidents.

- a) The appropriate officers in the Emergency and Safety Team have the authority to stop or restrict operations being carried out by or on behalf of the Council where there are practices or circumstance, which present a serious and/or imminent danger.

4.27 Manual Handling

Manual Handling Operations Regulations 1992

Manual handling operations means any transporting or supporting of a load including, the lifting, putting down, pushing, pulling, carrying or moving by hand or by bodily force.

- a) Managers will ensure that manual handling activities within their work area and the employees who carry out these tasks are regularly identified, and risk assessed. Managers must also make provisions for those employees who carry out these activities on an occasional basis, as well as young people and expectant mothers.
- b) A manager's first requirement with regard to manual handling is to avoid the need where reasonably practicable by redesigning or mechanising the task.
- c) If the manual handling cannot be avoided then a suitable and sufficient risk assessment of the hazardous manual handling task should be undertaken.
- d) Managers should take appropriate steps to reduce the risk of injury to those employees arising out of their undertaking any manual handling operations to the lowest level reasonably practicable.
- e) Where possible, mechanical assistance shall be provided for example, a trolley or hoist. Where this is not reasonably practicable changes to the task, the load and the working environment shall be explored.
- f) Managers will ensure that employees who regularly carry out manual handling operations will be provided with suitable and sufficient training in safe kinetic lifting techniques. The Council's Emergency and Safety Team will assist in the provision of manual handling training.
- g) The Council's Emergency and Safety Team will advise on manual handling risk assessments.

4.28 New and Expectant Mothers

Management of Health and Safety at Work Regulations 1999

The Council recognises that there may be increased risks to new and expectant mothers.

- a) Managers will ensure that risk assessments are undertaken, reviewed, and revised where necessary when a woman notifies her manager that she is pregnant, has given birth in the last six months or is breastfeeding. Additional control measures may be required for the duration of pregnancy and breastfeeding.
- b) Women will be informed by their manager of any additional risks they may face and appropriate control measures.

4.29 Night Workers

The Council has some employees who are classed as night workers. A night worker is defined as someone who normally works at least 3 hours at night and night-time is defined as between 11pm-6am. Night work may present additional hazards this will be considered in the risk assessments where appropriate.

Managers are responsible for offering night workers a free health assessment before they start working nights and on a regular basis while they are working nights. In many cases it will be appropriate to do this once a year, or more often if required. Human Resources manage the access to the occupational health service in relation to night workers.

4.30 Noise

The Control of Noise at Work Regulations 2005

The Council will ensure that steps are taken to reduce the risk to employee health by controlling their exposure to noise at work.

- a) Managers will ensure that noise assessments are carried out where noise is identified as a hazard. The Emergency and Safety Team will assist with measurement and assessment.
- b) Managers will introduce appropriate measures to eliminate or reduce the risk and control exposure to protect employees. This may include engineering controls, changes in work practices, provision of hearing protection.
- c) Employees should be provided with information and training on the risks, measures to follow to reduce the risk to their hearing. Where hearing protection is required to be worn, employees must wear it as instructed and use of hearing protection must be supervised.
- d) Health surveillance shall be provided for those who are regularly exposed above the upper exposure action values of 85dB(A) (as identified by a noise assessment) or are at risk for any other reason (e.g. they already suffer from hearing loss). Managers should notify the Emergency and Safety Team of those employees in order that Occupational Health appointments can be arranged. Employees must co-operate and attend occupational health appointments.
- e) The noise assessments should be reviewed on a 2-year period or; when there are changes in work practices or; changes in noise exposure.

4.31 Partner and Subsidiary Organisations

- a) The Council expects partners, contractors and others carrying out work on its behalf to produce and maintain a health and safety policy, have appropriate insurance cover, produce suitable and sufficient risk assessments and method statements for the work they are planning to undertake and provide a copy of these prior to commencement of works.
- b) Managers will ensure that appropriate policies and management systems are in place prior to appointment and monitor compliance throughout the duration of works. The Emergency and Safety Team will provide advice and assistance in evaluating these documents.

4.32 Permits to Work

The Council recognises that particular operations (hazardous, complex or non-routine) that require additional precautions or procedures may require a permit to work for that task to be carried out safely. As part of a safe system of work, a permit to work may be required, this is for both works carried out by a contractor and that undertaken by the council using its own employees. A permit to work is a documented procedure which includes safety precautions for the job and authorises certain people to carry out the work within a specified timeframe. The permit should specify the period of validity (no longer than 24hrs). Areas of work that are higher risk and that may require a permit are work at height, excavations, electrical work, confined spaces, roof work, hot works, work on or

near asbestos containing materials, and any other works deemed high risk. Managers responsible for overseeing such works should have regard to whether a permit to work may be required when the work is planned. Persons issuing permits shall receive suitable training. The Emergency and Safety Team should be consulted for advice and assistance.

4.33 Personal Protective (PPE) & Respiratory Protective Equipment (RPE)

The Personal Protective Equipment At Work Regulations 1992

- a) Managers are responsible for identifying and issuing PPE based upon a risk assessment relevant to the specific task
- b) Managers should, wherever reasonably practicable, eliminate or reduce the risk at source before PPE is considered. The use of PPE should be viewed as a last resort. Detailed advice can be obtained from the Emergency and Safety Team. Where the need for PPE cannot be avoided, training in its use, storage, and maintenance must be provided.
- c) Employees have a responsibility to co-operate with regards to PPE and must wear it when it is required as identified by risk assessment or method statements. Employees must look after PPE issued, check its condition before each use and report any damage immediately to their manager so that a replacement can be obtained.
- d) Where a risk assessment identifies the need for employees to wear respiratory protective equipment (RPE), face fit testing to ensure a suitable fit will be undertaken. Employees should be clean shaven when wearing RPE unless there are medical or religious reasons for not being clean shaven, in those instances an assessment will be made to ensure suitable alternative RPE is provided.
- e) Managers shall ensure that any personal protective equipment provided to employees is maintained (including replaced or cleaned as appropriate) in an efficient state in efficient working order and in good repair.

4.34 Radiation

Ionising Radiation Regulations 2017

Some secondary schools have radioactive sources in the science departments. Where this is the case, the school will have a competent person who will manage and oversee the storage and safety of such sources day to day. The Health and Safety Team will monitor the use of radioactive sources in Local Authority schools as the RPO (Radiation Protection Officer) and conduct risk-based audits of all such sources to ensure compliance with the legislation. A central register of schools holding radioactive sources will be maintained by the Health and Safety Team.

4.35 Risk Assessment

The Management of Health and Safety at Work Regulations 1999

Risk assessments are a tool to ensure that workplace hazards are identified, the risk of hazards being realised are assessed and suitable control measures are implemented to protect employees and others. Written risk assessments shall be conducted by all Service areas. Managers will ensure that risk assessments are undertaken of all hazardous work activities, maintained, and reviewed for all activities in conjunction with employees on a regular basis. Risks should be reduced to the lowest reasonably practicable level by taking preventative measures in order of priority, namely:

- Elimination
- Substitution
- Engineering controls

- Administrative controls
- Personal protective clothes and equipment

Risk Assessment Guidance and blank template documents are available on the Council's intranet site.

Risk Assessments should be reviewed and updated regularly and communicated to staff.

Risk Assessments should ensure reasonable adjustments are made to support equality and inclusion.

4.36 Safety Signs and Signals

The Health and Safety (Safety Signs and Signals) Regulations 1996

Managers will ensure that where necessary appropriate signs and signals are provided to indicate safe conditions, prohibitions, mandatory control measures, and specific hazards.

Information, instruction and training will be provided to employees about the meaning and use of safety signs.

The advice of the Emergency and Safety Team should be sought, where necessary.

4.37 Schools

- a) The Council is responsible for setting the health and safety policy for schools where it is the employer
- b) Detailed arrangements for schools are contained in the Children and Young Peoples' Services model Health and Safety Policy for Schools
- c) Governing bodies and head teachers are responsible for implementing this policy

4.38 Sharps

Sharps are defined by the HSE as "needles, blades (such as scalpels) and other medical instruments that are necessary for carrying out healthcare work and could cause an injury by cutting or pricking the skin".

Any injury sustained increases the potential for exposure to infections such as blood borne viruses. Managers will:

- a) Ensure risk assessments are in place, for the use of, or handling of sharp equipment with clear control measures.
- b) Ensure risk assessments are in place for services likely to inadvertently come into contact with sharps (i.e. during laundering, or cleaning activities) with clear control measures.
- c) Prevent exposure as far as practicable.
- d) If the risk cannot be prevented, control the risk of injury adequately.
- e) Ensure appropriate training and information is given on safe use of sharps.
- f) Ensure, where appropriate, suitable clinical waste disposal procedures are in place.
- g) Ensure suitable infection control processes are in place.
- h) Ensure any sharp injury is medically treated in line with guidance, and that medical advice is sought regarding ongoing support.
- i) Ensure the injury is reported via the council's accident form and the incident investigated.

4.39 Standard Safety Record (SSR)

- a) Services and managers will plan and carry out all work activities taking account

of this policy. Where the Emergency and Safety Team have reason to believe that work activities, planned, or being carried out, may give rise to a risk of serious personal injury immediate recommendations to prohibit or cease the activity will be given via an SSR.

- b) All such incidents will be referred to the appropriate Director of Service / Corporate Health and safety Management Group and/or the Health, Safety and Wellbeing Governance Group.

4.40 Stress

Managers will ensure that workplace stress risk assessments are in place and regularly reviewed. Managers will ensure that the Council's Stress at Work Policy is adopted, available from the HR pages of the Council Intranet.

4.41 Smoking

Smoking, as defined in the Council smoking policy, is not permitted in any Council workplace or work vehicle. Appropriate signage will be displayed to this affect where it is required by law. The Council's Smoking Policy is on the HR website A-Z of HR Information.

4.42 Terrorism

Management of Health and Safety at Work Regulations 1999

The Council acknowledges the threat of terrorism to its employees and has a separate Terrorism Policy and Procedures document. Managers will ensure that in the event of a specific threat or change in the UK threat level procedures are in place for employees to be informed of the threat and the steps to be taken to protect them. Where necessary, this may include evacuation to a safe place or lockdown of premises, and responsibility for personal possessions.

4.43 Trainees, Agency Workers and Seconded Workers

Management of Health and Safety at Work Regulations 1999

The Council recognises its responsibilities for temporary, agency or seconded employees and trainees on work experience. For the purposes of this policy "employee" includes temporary workers, students, or adults on approved work experience and volunteer helpers. Managers should take account of these employees in their risk assessments.

4.44 Training (Information, Instruction and Supervision)

- a) Health and safety training, information and instruction are an integral part of the overall training within the Council. This is particularly important with regard to induction training, which is arranged for all new employees entering the Council by their manager.
- b) Health and safety training is compulsory, and the training needs of employees should be the subject of periodic review by Strategic Directors, Directors of Service, managers and supervisors through the Performance and Development Review (PDR) or other processes. Refresher training should be carried out where necessary. Employees should have sufficient knowledge, skills, and information to carry out their work in a safe and healthy manner.
- c) Managers will ensure that all health and safety training provided to employees is recorded.
- d) The Emergency and Safety Team will provide internal health and safety training where appropriate and practical. Managers will ensure appropriate attendance.
- e) Where necessary, specialised training may need to be commissioned by a

- service area.
- f) Managers should ensure that all relevant and commensurate health and safety information and appropriate instructions are given to employees in a timely manner. Records to show the distribution of such information should be maintained.
 - g) Such information and instructions will include risk assessments, precautions and procedures, manufacturers and suppliers' health and safety information.
 - h) Managers should ensure that all information and instructions are kept up to date and reviewed on a regular basis.
 - i) Managers should ensure that all employees receive adequate and appropriate supervision at work. New, inexperienced, or young employees are likely to require a greater level of supervision.

4.45 Violence and Aggression

The Council recognises the fact that there are risks to employees in the provision of its services but expects that people generally should be able to go about their duties without threat or fear of violence, aggression or intimidation resulting from their work.

- a) Managers responsible for people, premises, and services will assess the risk of aggression, violence, or potential violence to employees and take all reasonably practicable measures to eliminate or reduce the level of risk to employees' health and safety.
- b) Employees are not expected to go alone into potentially dangerous situations or unnecessarily put themselves at risk.
- c) In the event of employees being exposed to violence at work, a violence to staff report must be submitted to the Emergency and Safety Team.
- d) A Violence and Aggression database will be maintained by the Emergency and Safety Team; entries will be made upon receipt of violence to staff reports. Relevant Council staff will have access to the search facility of the database so that they may plan work and take appropriate precautions where necessary.

Guidance on Violence at Work and the Violence Report Form can be found on the Council's Health and Safety Intranet page. Specific guidance is also available on Member Safety, Members will be regarded as employees for the purpose of violence at work.

4.46 Visitors

- a) Managers will ensure that risk assessments take account of visitors and the public. Precautions should be taken to ensure that they are not endangered by any work activity, facility or provision made by the Council.
- b) Visitors on Council premises should be accompanied where necessary. Beyond public access areas visitor passes must be issued and worn.
- c) Evacuation arrangements and emergency procedures should be communicated to visitors where appropriate and consideration to personal emergency evacuation plans (PEEP) where relevant (for visitors with mobility or sensory impairments).

4.47 Waste Management

Managers will ensure sufficient procedures are in place to ensure safe, and appropriate disposal of waste generated in connection with the work activity.

Additionally, the Council operates a waste management service to residents and businesses, relevant managers will ensure that procedures are in place to control the safe operation of tasks and interaction with the public during waste collection activities and that appropriate procedures are implemented to manage waste and comply with the duty of care, or regulatory requirements.

4.48 Work Equipment

The Provision and Use of Work Equipment Regulations 1998

Work equipment means any appliance, apparatus, machinery, tool, or installation for use at work (whether exclusively or not). Examples include photocopiers, computers, furniture, steps, and ladders, lifting equipment, hand tools and power tools of all types.

- a) Managers shall ensure that work equipment is used only for operations for which, and under conditions for which it is suitable.
- b) Managers will ensure that all work equipment is fit for purpose, properly used, inspected, and maintained.
- c) Managers will ensure that employees who use any work equipment receive sufficient information, instructions and, where necessary, training in the use of that equipment. A record must be kept of any training provided including acknowledgment of that training by the employee.
- d) Training will be updated at regular intervals (as defined by risk assessment or policy) and when there is a significant change to the equipment or working practise.

4.49 Workplace Health, Safety and Welfare

The Workplaces (Health, Safety and Welfare) Regulations 1992

Workplace health, safety and welfare includes heating; lighting; ventilation; gas, electrical and water installations; asbestos; flooring; windows; toilets and facilities for meals etc.

- a) Facilities Management will ensure that all Council owned workplaces are regularly inspected and that such inspections are recorded
- b) The Emergency and Safety Team will provide advice and support for the inspection programme
- c) Managers will ensure that they carry out frequent inspections in their areas of responsibility
- d) The Council will ensure equipment, devices and systems shall be maintained in an efficient state, in efficient working order and in good repair.

4.50 Work at Height

Work at Height Regulations 2005

The Council aims to protect all employees and others who may be working on Council premises from falls from height. Work at height means work in any place, including a place at, above or below ground level; obtaining access to or egress from such place while at work, except by a staircase in a permanent workplace.

The Council will follow the hierarchy below:

- a) Avoid work at height where it is possible to do so, use alternative work method from ground level e.g. window cleaning using extended pole system.
- b) Where work at height cannot be avoided, prevent falls by using an existing place of work that is safe or selecting the right type of equipment e.g. a mobile elevated work platform/scissor lift. Measures that are collective that protect all persons e.g., guard rails should be considered before personal protection (safety harnesses, lanyards connected to an anchor point)

- c) Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated for example safety nets by the work area (collective) or fall arrest system using a high anchor point (personal protection).

Managers should plan work at height taking into account the above points. They should ensure; it is properly supervised, those undertaking the work are competent, the most suitable work method and equipment should be selected. The Health and Safety Team can provide advice and guidance where required.

Non routine work, or work undertaken by a contracted service provider will require completing under a permit to work to ensure that it is completed safely with the correct precautions in place.

Equipment that is not designed for work at height should never be used to access things above ground level, this includes tables and chairs which may be used to gain height for quick and simple tasks. Any equipment used for working at height must be fit for purpose, safe, and inspected accordingly.

Ladders and step ladders may be used for short duration low risk work where it is the most appropriate equipment to be used as identified in risk assessments. Ladders must be maintained in a good repair and used in a safe manner.

4.51 Working Safely

- a) No employees will be expected to carry out any activity which poses an unacceptable risk either to themselves or to other persons.
- b) All employees must assume responsibility for working safely within the limits of their competence and training.

4.52 Young Persons

Management of Health and Safety at Work Regulations 1999

Young persons (any person who has not yet reached the age of 18) are, in general, at greater risk through lack of experience and maturity.

Managers will ensure that specific consideration is given to the greater risks posed to young people and that this is reflected in their risk assessments.