

Health and Safety Policy



Your council working for you

Contents



General Policy Statement	03
ORGANISATION	05
Structure	05
General Duties and Responsibilities	06
Lead for Health & Safety	10
ARRANGEMENTS	12
General	12
Performance	12
Consultation	13
Training, Instruction & Supervision	13
Risk assessment	13
First Aid	15
Accident & Incident Reporting	15
Fire & Evacuation Procedure	15
Housekeeping	16
Slips & Trips	16
Smoking Policy	16
Work Equipment	17
Display Screen Equipment (DSE)	17
Driving & Workplace Transport	17
Contractors & Subcontractors	19
Hazardous Substances	19
Asbestos	20
Legionella	20
Personal Protective Equipment (PPE)	21
Manual Handling	21
Unacceptable Behaviour	22
Lone Working	24
Work-Related Stress	24
Working Time	25
Health, Work & Wellbeing	25

Health And Safety at work Act 1974

General Policy Statement

The council recognises and accepts its responsibility to provide a safe and healthy working environment for all its employees and others who may be affected by the council's work activities.

In order to improve the management of health & safety across the council, managers, supervisors, employees and trade union safety representatives will work together to:

- continue to fully integrate health and safety into the mainstream management function by ensuring that health and safety continues to be a key part of every manager's role
 - continue to promote a positive health and safety culture within which the commitment and involvement of all managers and employees will be secured
 - continue to promote employee wellbeing as a fundamental element of the council's approach to effective management of people and health and safety
 - further reduce the number of accidents, incidents and cases of occupational ill health
 - actively promote health, safety and welfare
 - improve the quality of risk assessments, safe systems of work and the communication of the health and safety message through continued commitment to the provision of information, instruction and training
- The council will meet its responsibility under the Act and associated legislation and provide, so far as is reasonably practicable, the resources necessary to meet this commitment. The council will pay particular attention to the provision and maintenance of:
- safe plant and equipment in conjunction with safe systems of work
 - safe arrangements for the use, handling, storage and transport of monies, articles and substances
 - sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work
 - a safe place of work including access and egress
 - a healthy working environment
 - adequate welfare facilities
 - risk assessments to identify work hazards present and ensure satisfactory implementation of control measures
 - adequate procedures to ensure all contractors and others where we have a duty of care are fully compliant with this policy and health and safety legislation
 - competent technical advice on health and safety matters

- an embedded and effective health and safety culture at all levels of the council

The council will co-operate fully in the appointment of safety representatives by recognised trade unions and will comply with the requirements of the Safety Representatives and Safety Committees Regulations, Approved Code of Practice & Guidance. Staff with a specific responsibility for health and safety will be provided with sufficient facilities and training to carry out their tasks. The council will seek to consult with employees and safety representatives directly and via safety working groups. This safety policy will be reviewed every two years, and added to or modified as necessary within that period.

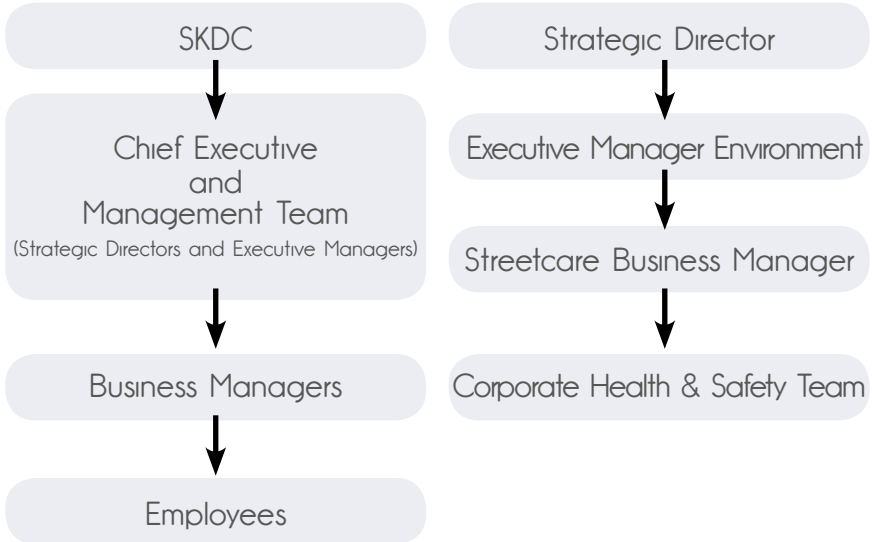


Signed
Beverly Agass
Chief Executive

Signed
Councillor Bob Adams

**Eye protection
must be worn
in this area**

Organisation



General Duties & Responsibilities

It is the duty of elected members, the Chief Executive, the Management Team and Business Managers to ensure, so far as is reasonably practicable, that health and safety policy and legislation is adhered to by employees of the council and by those carrying out work for the council. The specific responsibilities of the council, its members and employees under this policy are as follows:

The council

The council will via the Cabinet ensure, so far as is reasonably practicable, that sufficient resources are provided to comply with the duties imposed by health and safety legislation and encourage the achievement of exemplar status in health and safety matters.

Chief Executive

The Chief Executive has overall responsibility for health and safety at the council and is accountable to the elected members for the overall operation of this policy.

Responsibilities include:

1. To advise the council on

arrangements, policies and resources necessary to fulfill the council's responsibilities under this policy.

2. Make suitable arrangements to ensure the implementation and administration of the council's instructions.
3. To ensure that health and safety matters are an integral part of Management Team meetings.
4. To ensure that the Management Team understand and implement their duties and responsibilities under this policy.

Management Team (Strategic Directors and Executive Managers)

The MT collectively and individually are accountable to the council and the Chief Executive for the effective management of health and safety in areas for which they have line management responsibility.

Responsibilities include:

1. The implementation and compliance with statutory requirements in their area(s) of responsibility
2. To ensure that this

policy is implemented and administered within their areas of responsibility.

3. To make appropriate arrangements for advising the council through the Chief Executive of the resources necessary to meet the health, safety and welfare requirements of their areas of responsibility.
4. To ensure that Business Managers understand and implement their duties and responsibilities under this policy, and provide any necessary support and leadership.
5. To utilise, consult and cooperate with the council's Health & Safety Officer.
6. To support and provide leadership to the council's Health & Safety Group.
7. To attend health & safety training as advised
8. To formally monitor the health & safety performance of all services within their area of control, including monitoring health & safety action plans and the health & safety management performance of Business Managers.

Business Managers (BM)

BM are responsible for ensuring health and safety within their business area, both corporate matters and those specific to the business area are effectively managed.

Responsibilities include:

1. The implementation of this policy and compliance with the statutory requirements in their area of responsibility.
2. The implementation of the control measures detailed within the council's generic risk assessments.
3. The preparation and revision, as directed within the health & safety risk assessment procedure, of service specific risk assessments and any necessary safety arrangements, including safe systems of work and method statements.
4. To ensure that persons under BM control are adequately instructed, trained and supervised in Health & Safety and related matters.
5. To take such measures as are appropriate to ensure that contractors employed or others acting on behalf of the council within their service are aware of their responsibilities under this policy and relevant legislation and also complete the contractor health and safety competency assessment or checklist as appropriate.
6. To ensure that safety equipment is provided and used and any safety instructions are observed.
7. To ensure that the workplace, machinery, plant and equipment are maintained in a safe condition and that all defects are rectified promptly.
8. To ensure the satisfactory completion of the council's accident and incident book including an investigation of the incident and, where necessary, notification under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) under direction from the H&S officer.
9. To ensure that the Unacceptable Behaviour Policy and procedure is complied with and employees are protected from such persons so far as is reasonably practicable.
10. To take effective steps to ensure that persons under their control are familiar with procedures to be followed in case of fire or other emergency.
11. To ensure a suitable number of trained fire check staff are provided.
12. To ensure that all new employees complete health and safety induction and attend the council's "Health & Safety for Employees" training or equivalent.
13. To ensure all statutory and advisory notices are displayed within the service
14. To ensure health and safety related documentation is available and current.
15. To ensure protective clothing or safety equipment is provided and the necessary arrangements are in place to store, issue and maintain it.
16. To maintain good standards of housekeeping, paying particular attention to storage arrangements and access to means of emergency escape.
17. To liaise and co-operate with the council's H&S officer in matters affecting the health and safety of persons in relation to work.

18. To ensure that adequate arrangements are in place to protect members of the public and others who may be affected by the activities of the council.
19. To carry out and complete the health and safety – service manager self audit and self assessment as and when directed by the H&S officer. This will form part of the process of measuring the performance of the council on health and safety.
20. To attend Health & Safety training as advised by this policy or through the Corporate H&S adviser.
21. To formally monitor the health & safety performance of all operations and services under their control, including monitoring health and safety action plans and the health & safety management performance of managers and supervisors.

Team Leaders/Supervisors

The role and responsibilities of the Team Leaders and Supervisors will be directed to day to day operational implementation and checking of health and safety standards within their sphere of control. Specifically Team Leaders and Supervisors are required to:

1. Ensure that they are aware of health and safety and other legal requirements and council policies and expected standards applicable to the service area with their control.
2. Ensuring that good 'housekeeping' standards are maintained in their area of responsibility.
3. Risk assess and plan work activities, including routine, non-routine and emergency situations in order to minimise the risk of accident or ill health.
4. Ensure that new employees receive relevant health and safety information and instruction as part of their induction training.
5. Highlights hazards to employees and ensure preventative and protective measures are understood.
6. Ensure mechanisms are in place for employees to report and health and safety problems, near miss incidents and work related injuries or ill health. Ensure that reported matters are suitably investigated to prevent recurrence.
7. Ensure employees are competent by providing them with appropriate information, instruction, training and supervision to carry out their tasks safely. Ensure that staff attend training.
8. Check that health and safety rules, standards and controls are implemented and adhered to as part of their day to day supervisory duties, acting decisively should any shortcomings be identified.
9. Ensure protective clothing and equipment provided is available, worn and used where required.



Caution
Risk of fire
Highly flammable
material

10. Ensure that staff are adequately supervised particularly new, young and inexperienced staff.
11. Ensure that appropriate action is taken with staff who do not conform to safety requirements or rules and who work in an unsafe manner.
12. Ensure that the procedures are followed for the effective management of contractors when working for the council.

This includes agreeing with the contractor the scope of the work, the associated hazards and risks, production of an agreed risk assessment and safe system of work and monitoring the works to ensure compliance with the agreed safe systems.

Employees

All employees, whatever designation are responsible for taking reasonable care for their health and safety and should do nothing which is likely to endanger themselves or other persons, whether

employed by the council or not.

All employees will:

1. Make themselves familiar with and comply with this policy, relevant guidance and observe safety rules and procedures.
2. Comply with all instructions and training given by persons responsible for health and safety.
3. Wear and maintain in good order appropriate safety protective equipment and clothing supplied by the council.
4. Record all accidents/incidents, dangerous occurrences and near misses within the service accident book and ensure the Service Manager is informed.
5. Report all dangerous property, practices, equipment and plant to their manager. If no satisfactory action is taken seek further advice from the Corporate H&S adviser and/or refer the matter in accordance with the

council's Grievance and Whistle Blower procedures.

6. Report all incidents of unacceptable behaviour in accordance with the Unacceptable Behaviour Policy and procedure.
7. Remain aware of the correct action to be taken in case of accident, fire or other similar emergency.
8. Provide assistance to visitors in the event of an emergency.
9. Attend all health and safety training sessions arranged on their behalf.

Failure to comply with instructions or interference with / misuse of anything provided in the interests of health, safety or welfare may lead to disciplinary action including dismissal.

Lead for Health & Safety

The Governance and Audit Committee within their frame of reference hold responsibility for monitoring the Annual Report on the effectiveness of the council's Health and Safety Policy.

Streetcare

The council's designated competent person for health and safety matters is the Health & Safety Officer (Corporate & Compliance). The health and safety advisory function is within Streetcare, and is provided through the Health & Safety Team.

Responsibilities include:

1. To assist in ensuring the Cabinet, MT, SM and relevant team leaders are adequately trained in the management of health and safety.
2. To ensure the provision of competent advice, guidance and assistance to managers at all levels of health, safety and welfare issues.
3. To promote the development and maintenance of health, safety and welfare practices and be available for advice as necessary.
4. To assist the council and the Chief Executive in ensuring that the council fulfils its responsibilities through this policy to employees and others who may be affected by the activities of the council.
5. To produce the council's Safety Policy, and modify as necessary with a formal review every 2 years.
6. To produce, and review the council's generic health and safety risk assessments.
7. To advise on the application of and changes to statutory requirements affecting the council.
8. To advise and assist in health and safety training requirements.
9. To prepare and deliver an annual action plan with target dates.
10. To prepare regular reports to the MT detailing the performance of the council in health and safety matters.
11. To prepare the Corporate Health and Safety Annual Report to MT and relevant Committees
12. To receive, maintain and analyse accident reports and work with managers to ensure that effective investigations are carried out and that measures are implemented to address the underlying and root causes.
13. To carry out and arrange Health and Safety audits of services and work activities on a frequency determined by hazard and risk assessment.
14. To assist in the production of, and where necessary, produce guidance, policies and procedures for health and safety matters.
15. To guide, instruct and, where necessary, participate in the training of, display screen equipment (DSE) administrators and fire check staff.
16. To participate in, lead and, where necessary, coordinate formal or informal safety meetings.
17. To co-ordinate the

council's Health & Safety Group as led by the Business Manager Environment.

18. To maintain a dialogue with all services, other local authorities and outside bodies (eg Fire Authority, Health and Safety Executive etc) on health and safety matters.

In fulfilling these responsibilities, the H&S Team will have access to any council work place. In extreme circumstances, where it is felt there is imminent danger, shall have the right to insist that particular work or use of equipment should cease or be changed until steps can be taken to rectify the defects. In addition such equipment may be removed if deemed so unsafe

Safety Representatives

The council recognises the appointment of safety representatives by recognised trade unions. The council will provide safety representatives with the necessary time off with pay to attend training courses approved by the TUC or their union and to carry out their functions. The council will also provide such reasonable facilities as may be required to assist in

the performance of these functions.

Functions include:

1. The investigation of potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to their attention by the employees they represent).
2. The examination of the causes of accidents at the workplace.
3. The investigation of complaints by any employee represented related to that employee's health, safety or welfare at work.
4. To make representations to the council on matters arising out of the above functions.
5. To make representations to the council on general matters affecting the health, safety or welfare at work of the employees at the workplace.
6. To carry out workplace inspections.
7. To represent the member employees in consultations at the workplace with inspectors of the Health & Safety Executive and of any other enforcing authority.
8. To receive information from inspectors in accordance with the Health & Safety at Work etc Act.
9. To attend meetings of safety committees in connection with any of the above functions.



Arrangements

General

The following arrangements supplement the policy but are not intended to be exhaustive. Constant observance of the policy, adherence to rules and maintenance of good practices and procedures will prevent personal suffering and injury and, in some cases, property and equipment damage. This policy and other specific policies, protocols, procedures and guides detailed within this policy can be found on the health and safety page of the intranet.

Performance

Measurement of health and safety performance forms a key part of the ongoing health and safety arrangements of the council. To achieve satisfactory standards of performance effective health and safety management is placed at the heart of the operating culture. To this end, opportunities to embed the management of health and safety will be part of the delivery of key corporate programmes and initiatives such as Unlocking our Potential and plans to enhance staff wellbeing. The

following information is assessed to provide a baseline against which to measure progress and provide opportunities to learn and revise relevant operating factors:

- attendance at corporate induction health and safety training of 100% within 6 months of starting work (service specific health and safety induction is provided by line managers)
- all Business Managers and where identified other managers to hold IOSH Managing Safely qualification



- near miss incidents recorded and assessed
- requests for advice on H&S recorded
- monitoring of RIDDOR notifications
- number of employers liability insurance claims
- numbers and results of internal H&S reviews of service specific areas and activities
- results of health and safety culture surveys.
- accident rates for services
- working days lost

Consultation

Employees will be consulted on health and safety matters either directly through line management at team / service meetings or 121s, through all staff briefings or by safety representatives. Employees can make suggestions to improve health and safety at any level of the organisation by whatever means or directly to the Corporate H&S Team. Employees can raise concerns directly to the Corporate H&S Adviser or by making use of the council's Whistle Blower scheme, details of

which can be found on the council's intranet. The council has a Health & Safety Group led by an Executive Manager and chaired by the Corporate H&S Team. Terms of reference are available. This group assists in developing the council's health and safety policy and procedure across its various businesses.

Training, Instruction & Supervision

The council recognises its responsibility for training, instruction and supervision in health and safety for all employees. All employees must co-operate in undergoing training and instruction. Training, instruction and supervision should be provided particularly where employees are new, transferred from other workplaces or jobs, or before using new equipment or materials. This may include within areas such as manual handling, use of work equipment, use of chemicals and personal protective equipment where appropriate. The health and safety

training session "Health & Safety For Employees" is available to all employees but is mandatory for new employees as part of the induction process. New employees will also complete an induction checklist with their line management upon employment. A copy of which will be retained on the employees personal records. Refresher training is available for existing staff. Additional and specific job related health and safety training will be arranged as necessary through the Business Manager or member of Management Team and identified through the risk assessment process. All Business Managers and where a need is identified, other managers will train to at least IOSH Managing Safely level and achieve the relevant accreditation. The Chief Executive, Management Team and relevant Cabinet members will attend health and safety training as advised by the Corporate H&S Team.

Risk Assessment

The council are required under the Management of

Health & Safety At Work Regulations to carry out health and safety risk assessments. In order to continue to fulfill the council's commitment to providing a safe and healthy work environment and comply with the regulations the council have provided a risk assessment manual. The manual is set out in 3 sections as follows:

1. Section 1 Generic Risk Assessments which generally apply to a group of workers as a whole over several locations. It is the responsibility of the H&S Team to review, alter, amend and add to these generic risk assessments as necessary. These generic risk assessments are

maintained on the council's covalent database.

2. Section 2 Management Risk Assessment Procedure which is a practical step by step guide to carrying out risk assessments including blank forms.
3. Section 3 Service/ Site Specific Risk Assessments completed by the Business Manager or member of Management Team.

All employees will be made aware of the significant findings of the risk assessments and their responsibilities for ensuring that the control measures are suitably implemented. Awareness will be through induction, training,

appraisals, meetings or any other such measures as deemed appropriate by the Business Manager or member of Management Team.

A copy of sections 1 & 2 of the risk assessment manual is maintained on the health & safety page of the council's intranet. Hard copies of the manual including section 3 the service / site specific risk assessments are held within each service. In addition Business Managers or the member of Management Team will input, manage and maintain their service specific risk assessments on the council's covalent database.

Risk assessments will be reviewed in



accordance with step 9 of the management risk assessment procedure detailed within the manual.

First aid

Qualified first aiders and/or appointed persons are provided to cover the offices and areas of work activity of the council. Names of first aiders and the location of suitably stocked first aid boxes are displayed on notices on the health and safety notice boards. Portable first aid kits will be provided within council vehicles as determined by the relevant Business Manager or member of Management Team.

In the case of an injury requiring first aid and the absence of qualified first aiders, first aid should not be administered although the contents of the first aid box may be offered to the injured person, pending appropriate treatment. First aid treatment should not be offered unless trained to do so and only offered to the appropriate level of training.

Accident & Incident Reports

All accidents, incidents and near misses which have any implications with respect to health,

safety and welfare must be recorded and reported in accordance with the council's Accident & Incident Guide. Every service has access to an Accident & Incident Book within their service area. All employees should make themselves familiar with the Accident & Incident Book and its location within their area of work. All accidents, incidents and near misses investigated thoroughly by the supervisor/line manager in order to identify measures required to prevent a re-occurrence. Where necessary an accident investigation team may need to be set up this will be co-ordinated by the Business Manager or member of Management Team in conjunction with the Corporate H&S Team.

It is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report certain specified accidents and work-related ill health. Detail is provided within the Accident & Incident Guide and Book and also through the H&S Team. A RIDDOR notification should NOT be

made until this has been discussed and agreed with the H&S Team.

Fire & Evacuation Procedure

All employees are responsible for ensuring that they are fully aware of the fire and emergency procedures for their place of work. Trained Fire Check Staff are available within all services/sites and tasked with duties which include carrying out fire safety audits and co-ordinating evacuation in the event of an emergency. Detailed information will be set out in the council's Fire Safety Protocol and Procedure. All employees are required to complete the e-learning on line fire safety training. Bomb Threat and Suspect Package/Letter Procedure – A Guide for Employees is available and issued to all staff. Employees should ensure that they are aware of this guidance and the action to be taken in the event of an emergency.

Housekeeping

Everyone has a vital part to play in ensuring good standards of housekeeping. It is essential to conform to the arrangements for:

- proper storage of clothing, tools, materials and equipment
- articles not in immediate use to be placed in proper storage, to keep floor/ground area clear
- storage and disposal of waste
- correct positioning of furniture, equipment and storage facilities.
- maintaining corridors, access, egress and emergency escape routes free from obstruction at all times
- fire doors marked as such should be kept closed at all times as directed by the door signage

Slips and Trips

Slip and trip accidents are the most common cause of major accidents at work and can happen for a number of reasons. In order to prevent slips and trips the council and where appropriate employees will ensure that:

- flooring is suitable for the type of work activity and is also cleaned and fitted correctly and maintained in good order
- stairs have high

visibility, non slip square nosed edgings to steps, suitable hand rails and steps of equal height and width

- contamination caused by anything that ends up on the floor for example, water, oil, dust is cleaned effectively and quickly
- there are effective levels of housekeeping in order to avoid obstacles, to include, suitable walkways through the workplace, no trailing cables nor obstructions, and suitable storage space
- there is an effective cleaning regime which incorporates good communication, training and supervision, with the correct cleaning products and equipment
- there is a positive 'See it, sort it!' attitude and consideration is given to how movement is carried out throughout the work areas
- consideration is given to environmental issues such as lighting (natural or otherwise), the weather, humidity, condensation etc
- suitable footwear/ gloves for the work

activity is worn and where appropriate provided by the council as determined by a risk assessment

Smoking Policy

The council is committed to fully complying with the smoke free legislation. The council operates a Smoking Policy which establishes a set of standards for ensuring a smoke free working environment. In addition Business Managers Guidance is provided in order to ensure employees and visitors to the council adhere to the legislation and council policy. This guidance and policy also applies to council vehicles.

Work Equipment

Any work equipment which is used by an employee at work is covered by the Provision and Use of Work Equipment Regulations (PUWER). Service Managers or member of Management Team will ensure that equipment provided for use at work is:

1. Suitable for the intended use
2. Suitably controlled through a risk assessment which clearly identifies

control measures to be implemented

3. Safe for use, maintained in safe condition and where appropriate inspected to ensure this remains the case. Records will be kept to this effect.
4. Used only by people who have received adequate information, instruction and training, which is recorded for the individual.
5. Accompanied by suitable safety measures eg. Protective devices, markings, warnings.

Display Screen Equipment (DSE)

In order to comply with the Health and Safety (Display

Screen Equipment) Regulations Business Managers or member of Management Team will ensure:

1. That all of their staff carry out the online DSE self assessment including the training programme.
2. Where issues are raised by staff these are dealt with accordingly through their line management or where appropriate referred for specialist advice through the Corporate H&S Adviser.
3. Eye and eyesight tests are made available to DSE users. Employees will be advised of this arrangement through the DSE online self assessment process.

Eye examination fees and any contribution towards the provision of spectacles or their adaptations where this is necessary for work purposes is coordinated through People and Organisational Development.

Driving and Workplace Transport

- **Drivers.** All employees where driving is part of their work should be competent, trained and fit and healthy so as not to put themselves or others at risk. Details responsibilities for drivers of vehicles acting on behalf of the council are set out in a Driver Guidance



Document. This includes checks of licences, MOT, penalty points, business use, insurance and overseen by the relevant Business Manager or member of Management Team. Employees should satisfy the eyesight requirements set out in the Highway Code. No employee should drive or operate vehicles if they have taken alcohol or illicit drugs or have reason to believe that they may be under the effect of alcohol or illicit drugs. Employees should inform their line manager where they are taking any medication, whether prescribed or bought

over-the-counter, which may effect their ability to drive safely.

It is illegal to use a mobile phone whilst driving and as such drivers could face legal action through the Police and additional disciplinary action by the council. Hands free facilities may be available within vehicles or to drivers, however, the use of hands free devices should be monitored as there is still the risk that drivers may be distracted by calls taken whilst driving. In the absence of a hands free facility, mobile phones should be set to answer phone and calls should only be

taken when it is safe and legal to do so.

Young drivers and those with limited experience will be offered support and coaching and their progress will be monitored through the relevant Business Manager or member of Management Team.

Safe driver training is available through People & Organisational Development. Any additional training/testing necessary for the vehicle is the responsibility of the relevant Business Manager or member of Management Team.



- **Vehicles.** Where vehicles are provided by the council these will be fit for purpose and maintained in road worthy order. Planned and preventative maintenance of council vehicles will be carried out in accordance with manufacturers' recommendations. Any additional basic safety checks will be carried out by drivers as directed by the council

The council will maintain appropriate levels of vehicle insurance. Where employees use their own vehicle for work they should maintain the vehicle in satisfactory road worthy condition and ensure that they have an appropriate level of vehicle insurance to include business use at all times, in accordance with SKDC's Driver Guidance

- **Workplace.** The council will ensure that traffic routes and surfaces under its control are suitable for purpose and not uneven, potholed, sloped or slippery

Suitable and sufficient lighting will be maintained and where necessary signs, signals and markings will be provided. Those employees responsible for the receipt of deliveries should ensure that arrangements are in place so these are carried out in a safe manner with minimal risk to pedestrians, in particular where the reversing of vehicles cannot be avoided

Contractors & Sub-Contractors

Business Managers or member of Management Team will ensure that contractors and sub-contractors employed by or on behalf of the council or any other individuals or organisations acting on behalf of the council have the ability and resources for effectively managing health and safety, thus protecting all who may be affected.

In order to determine competency of contractors prior to being offered and commencing work either the Health & Safety Competency Assessment of Contractors or the

Health & safety Contractor Checklist must be completed in accordance with the Health & safety for Contractors Guidance to Managers.

The responsible client officer must ensure that every contract awarded contains a provision that safe methods of work will be employed and full compliance with the health and safety legislation is expected. In addition they should also ensure safety matters are monitored in order to ensure compliance with safe working methods and health and safety legislation. Where the contractor fails to meet the health and safety standards suitable penalties may be instigated.

Hazardous Substances

Business Managers or member of Management Team will identify all substances which require an assessment under the Control of Substances Hazardous to Health Regulations (COSHH). An assessment using the COSHH assessment form contained within Section 2 of the Risk Assessment Manual will be completed. All control measures detailed within

the assessment will be implemented and brought to the attention of those employees who may be affected. The completed COSHH assessment form will be retained within Section 3 of the Service/ Site Risk Assessment Manual.

Asbestos

Asbestos was extensively used as a building material in the UK from the 1950s through to the mid 1980s. It was used for a variety of purposes and was ideal for fireproofing and insulation. Asbestos materials in good condition are safe unless fibres become airborne. The three main diseases caused by asbestos are mesothelioma, lung cancer and asbestosis. These

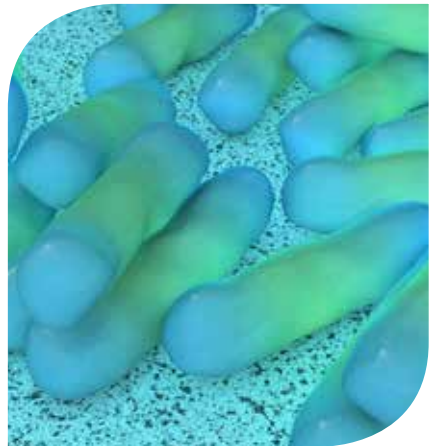
diseases do not cause an illness immediately but become evident in years to come.

The Control of Asbestos Regulations cover the prohibition of asbestos, the control of asbestos at work and asbestos licensing. In order to comply with this legislation the council operates an Asbestos Management Policy and associated risk assessment procedure. In addition the council carries out surveys of council owned domestic and non-domestic premises respectively in order to demonstrate the “duty to manage” requirements of the legislation.

Legionella

Legionella bacteria is commonly encountered in environmental water sources and may eventually colonise within poorly maintained and vulnerable water systems such as cooling towers, hot and cold water systems and other plant which may use or store water. When colonization occurs in significant numbers within a system capable of producing a water mist, spray or droplets the bacteria can become airborne and be subsequently inhaled by an individual.

In order to minimize the risk from legionella the council has in place a Legionella Management Protocol which clearly



states arrangements that must be in place for all council buildings to include:

- water Hygiene Management Plan
- water hygiene risk assessments
- written scheme of control
- testing and monitoring
- training
- emergency procedures and actions.

Personal Protective Equipment (PPE)

PPE will be issued to employees where a risk or COSHH assessment details this requirement. The Business Manager or member of Management Team in conjunction with the employee will ensure that PPE is:

- appropriate for the risk(s) involved
 - capable of fitting the wearer correctly
 - not affecting the state of health of the wearer.
- All employees should wear safety equipment for their work where provided and notify their line manager if this becomes damaged, defective or lost. The Business Manager or member of Management Team should retain records in relation to the provision of PPE to include the date of issue, nature of equipment, training given in use and any date for replacement.

Manual Handling

The Manual Handling Operations Regulations apply to a wide range

of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either inanimate - such as a box or a trolley, or animate - a person or an animal. Work related musculoskeletal disorders (MSDs) include problems such as low back pain, joint injuries and repetitive strain injuries of various sorts and are often associated with manual handling operations.

The Manual Handling

Operations Regulations set no specific requirements such as weight limits although they do establish the following:

- avoid hazardous manual handling operations so far as is



reasonably practicable, for example by redesigning the task to avoid moving the load or by automating or mechanizing the process

- make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.
- reduce the risk of injury from those operations so far as is reasonably practicable, for example the provision of mechanical assistance such as a sack trolley or hoist

All manual handling tasks with a significant risk of injury will be suitably risk assessed and control measures implemented,

where required and reasonably practicable and in accordance with the Manual Handling Operations Regulations and the council's generic risk assessment.

Where the need for an assessment is identified this will be carried out by the Business Manager or member of Management Team and where necessary advice will be sought through the Corporate H&S Team. The assessment will cover the task, individual capability, the load, the working environment, and other factors such as PPE. Consideration will be given during any such assessment to the Health & Safety Executive's (HSE) manual handling assessment chart (MAC).

The MAC tool will assist in identifying high-risk manual handling operations and the completion of the risk assessment.

The assessment will identify where specific information and training on manual handling operations, injury risks and prevention is needed for employees. Completed assessments will be recorded within section 3 of the Service/Site Risk Assessment manual.

Unacceptable Behaviour

The council will take all practical measures available to reduce the incidence of unacceptable behaviour directed towards employees and those acting on it's behalf



during or as a result of the work activity. People may act out of character in times of trouble or distress particularly following upsetting or distressing circumstances. The council do not view behaviour as unacceptable just because a person is forceful or determined. However, the actions of a person who is angry, demanding and/or persistent may result in unreasonable demands on the council or unacceptable behaviour towards employees. Unacceptable behaviours include:

- aggressive or abusive behaviour which is not restricted to acts of aggression that may result in physical harm
- unreasonable demands

which will depend on the circumstances surrounding the behaviour and the seriousness of the issues raised

- unreasonable persistence where for example these are taking up an unreasonable amount of time and resources.

The council operates an Unacceptable Behaviour Policy and procedure. The procedure clearly states the way in which a report made by an employee will be addressed by all those with responsibility. Staff guidance notes and training is available. Training available includes customer care and quality, dealing with difficult customers and coping with

aggression and violence within the workplace and is available to employees and elected members upon request or when the need is identified through a risk assessment.

Business Managers or member of Management Team is responsible for ensuring that employees are aware of the policy and procedure and provide appropriate support and investigation following a report of unacceptable behaviour.

As part of the Unacceptable Behaviour Policy and procedure the council operates an "exercise with caution list" which contains details of persons who have carried out acts of unacceptable behaviour



Foot protection must be worn

towards council employees and others acting on its behalf. The list also details persons provided through agreed third parties such as the police, probation service, social services, and health authority. Business Managers and members of Management Team are provided with a copy of the "exercise with caution" list for them to raise to relevant front line employees and others acting on behalf of the council.

Lone Working

Lone workers face particular risks when carrying out work activities outside the security of council premises. Business Managers or member or Management Team will,

at minimum, ensure the implementation of the control measures detailed within the council's Lone Working Operational Procedure. Further training, instruction and guidance notes will be provided through the Business Manager or member of Management Team, particularly where employees are involved in cash handling or contentious matters. Arrangements will also be put in place by Business Managers and members of Management Team in order to ensure the protection of employees working within council owned premises out of normal hours of opening.

Work-Related Stress

Well designed, organised and managed work helps to maintain and promote individual health and well-being. Where there has been insufficient attention to job design, work organisation and management the benefits associated with "good work" could be lost. One common result is work-related stress. Work-related stress means the process which arises where work demands of various types and combinations exceed an employee's capacity and capability to cope. The Health & Safety Executive's (HSE) definition of work-related stress is: "The adverse reaction people have to excessive pressures or other types of



Eye protection
must be worn
in this area

demand placed on them at work.”

Stress is not an illness it is a state and a natural reaction to too much pressure.

If stress becomes too excessive and prolonged, mental and physical illness may develop. Signs of stress in individuals include emotional symptoms, mental symptoms and changes in behaviour. Everyone has a part to play, at every level of the council in recognising changes in behaviour, being aware that something is wrong with an individual or group and taking prompt action in dealing with work-related stress.

Why should action be taken?

- benefits to individuals, teams and the organisation
- legal requirements
- corporate social responsibility (CSR)

Policy and arrangements for dealing with stress are co-ordinated by People and Organisational Development. The Employee Assistance Programme (EAP) is available to all employees in order to provide confidential guidance or advice on either

personal or work related issues as requested. In addition the council operates an Attendance Management Policy with full management and employee participation.

Working Time

The council will comply with the relevant working time requirements. Advice can be obtained from the Corporate Health and Safety Team. Procedures are in place to cover home visits, absentee contact, monitoring arrangements and where necessary support and return to work arrangements.

Health, Work & Wellbeing

The council through this Health & Safety Policy will contribute towards the Government’s Health, Work and Wellbeing Programme which aims to prevent people becoming injured or ill, keep them healthy in work and provide accessible support to enable them to remain or return to work more quickly.

Wellbeing for an organisation needs:

- Effective leadership
- positive environment
- focus on health

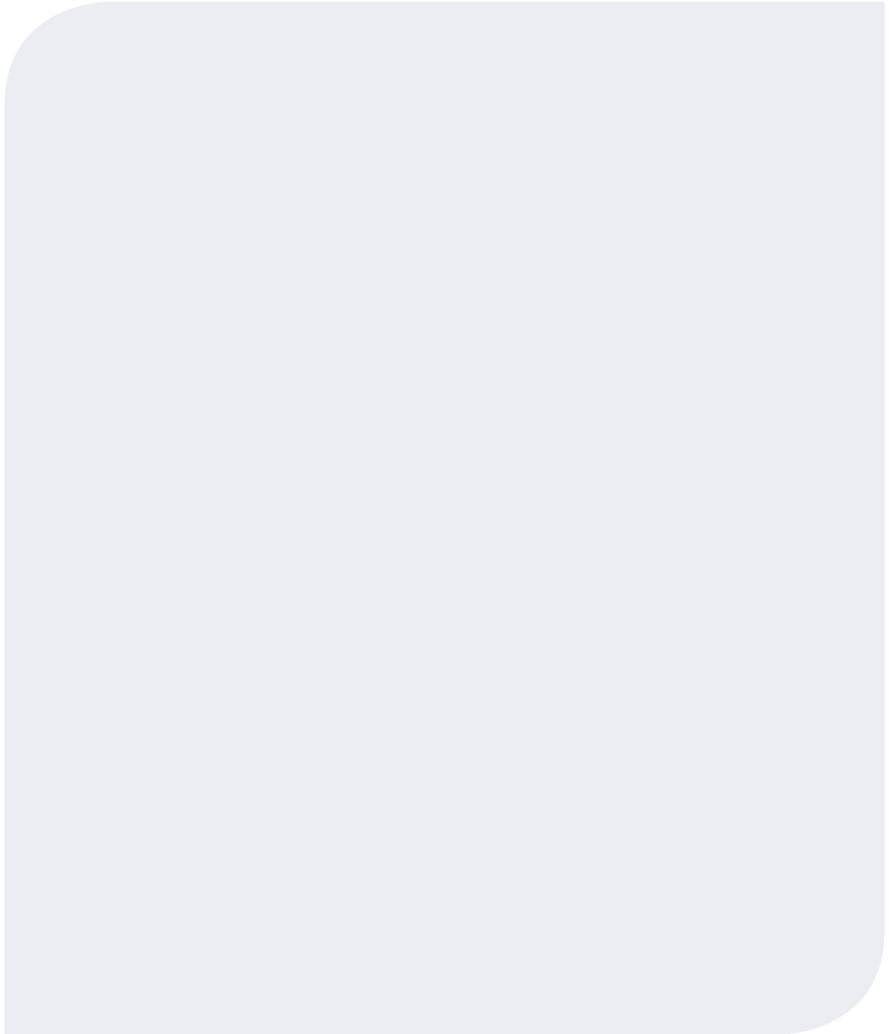
- optimum work/home balance

The challenge for the council is keeping employees healthy, at work and where they are absent from work supporting them in their return.



Employee Acknowledgement

I acknowledge that I have read and understood the council's Health & Safety Policy booklet. I have been made aware of my responsibilities and the arrangements in place in ensure my health & safety whilst at work. I have raised the following health & safety matters with my line manager which they will address as appropriate:



Induction checklist completed:

Health & Safety for employees or equivalent attended:

Employee Name:

Signature:

Line Manager Name:

Signature:

Business:

Business Manager/Management Team Name:

Date:

00000RT_4.15



**South Kesteven District Council
Council Offices, St. Peter's Hill
Grantham, Lincolnshire
NG31 6PZ**

t: 01476 40 60 80

e: k.rowe@southkesteven.gov.uk w: <http://skdcintranet/chs> Waste and Recycling

We want to ensure all staff of South Kesteven have access to our information materials. This booklet is available in various languages and formats including large print, braille, online and on computer disk. To request a document in a specific format, you can ring us on 01476 40 60 80 or email pr@southkesteven.gov.uk