

Calderdale Council



HEALTH AND SAFETY POLICY INCLUDING RESPONSIBILITIES AND ARRANGEMENTS

(A summary of this Policy is available to all staff in the Bite Size leaflet 'Health & Safety Policy CMBC' available from the Document Library on the CMBC Intranet. At the very minimum managers must ensure all staff receive the leaflet electronically or a paper copy.)

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HEALTH AND SAFETY POLICY STATEMENT	1	
1.0	General Statement of Commitment	1
1.1	Calderdale Council Health and Safety at Work Policy	2
	Statement (Approved by Cabinet).....	2
2 ORGANISATION – RESPONSIBILITY, MONITORING & REVIEW	5	
2.2	Directors	5
2.3	Heads of Service	6
2.4	Health and Safety Advisers: Competent Advice	7
2.5	Managers and Supervisors	8
2.6	Headteachers/Governors.....	9
2.7	Safety Co-ordinators	9
2.8	Children & Young People’s Services Health and Safety Adviser	9
2.9	Directorates' Health and Safety Advisers/Officers	10
2.10	All Employees	10
2.11	The Role of the Safety Compliance Group and Terms of Reference	11
3 OPERATIONAL ARRANGEMENTS & PROCEDURES.....	14	
3.1	Health & Safety Training.....	14
3.2	Information to Employees	14
3.3	Annual Safety Report.....	14
3.4	Accident, Ill Health and Incident Reporting (including Violence at Work)	15
3.4.1	General.....	15
3.5	Management procedures for closing a building or stopping an activity on health & safety grounds	17
3.6	First Aid.....	17
3.6.1	For reporting needle stick injuries & blood borne infections see guidance	18
3.6.2	Blood Borne Infections.....	19
3.7	Fire Prevention and Fire Safety	19
3.7.1	Regulatory Reform (Fire Safety) Order 2005	19
3.7.2	Premises and / or Service Manager responsibilities	19
3.7.3	Personal Emergency Egress Plan	20
3.7.4	Provision of fire fighting equipment and Nominated Persons.....	20
3.8	Bomb Threats	21
3.9	Security.....	22
3.9.1	Directorate Responsibilities	22
3.9.2	Contractor identity cards.....	22
3.9.3	Lone workers	22
3.9.4	Managers and supervisors.....	22
3.9.5	Risk assessments.....	23
3.9.6	Violence and Aggression	23
3.9.7	Site Visits	23
3.9.8	Managing site visits	24
3.9.9	Visitors and the Public	25

3.10	Electrical Safety	25
3.10.1	The Electricity at Work Regulations, 1989	25
3.10.2	Inspection and Testing.....	25
3.10.3	Managers and supervisors.....	25
3.10.4	Employees	26
3.11	Manual Handling	26
3.11.1	Managers and Supervisors	26
3.11.2	Employees	26
3.11.3	Managers and Supervisors	27
3.11.4	Risk of injury	27
3.12	Personal protective equipment (PPE)	27
3.12.1	Personal Protective Equipment At Work Regulations, 1992	27
3.12.2	Effective PPE	28
3.13	Display screen equipment (DSE).....	28
3.13.1	The Health and Safety (Display Screen) Regulations, 1992	28
3.13.2	Managers and Supervisors	28
3.13.3	Employees	29
3.13.4	Home-working.....	29
3.14	Management of Buildings (including Head Teachers)	29
3.14.1	Managing Contractors.....	30
3.15	Health and Safety Committees	31
3.16	Sensible and Proportionate Health & Safety Risk Management	31
3.17	Driving at Work Policy	31
3.17.1	Driving at Work	31
3.17.2	Drivers Handbook	31
3.17.3	Minibus Safety / Passenger Carrying Vehicles	32
3.18	Contractor Management including the CDM, (Construction,	
	Design and Management) Regulations 2007).....	32
3.18.1	Selection of Contractors.....	32
3.18.2	Construction (Design and Management) Regulations (CDM)	33
3.18.3	Risk Assessment and Methods of Work	34
3.18.4	Consulting the Workforce.....	35
3.18.5	Safeguarding Children - Co-ordination and Supervision of	
	Contractors	35
3.19	Water Safety	36
3.20	Noise at Work	36
3.21	Ladder Policy & Work at Height	36
3.22	Asbestos	37
3.22.1	The Control of Asbestos Regulations came into force on 13 November 2006 (Asbestos Regulations –SI2006/2739).	37
3.22.2	Remedial Work	37
3.23	Confined Spaces	38
3.24	Mobile Telephones and Radios	38
3.25	Play Equipment.....	38
3.26	Educational Visits and Organised Trips	38
3.27	Event Management.....	39
3.28	Vibration.....	39
3.29	Other general CMBC guidance, forms and safe systems	39

GENERAL HEALTH & SAFETY INFORMATION FOR EMPLOYEES	39
Risk Assessment	39
Risk Assessment – 5 Steps	40
Managers and / or Supervisors	41
Management of Health at Work Regulations 1999.....	41
Health and Safety (First Aid) Regulations 1981/ACOP 1997	41
Reporting of Injuries, Diseases & Dangerous Occurrences Regs 1995.....	41
Health & Safety (Safety, Signs and Signals) Regulations 1996	41
Working Time Regulations (note: see HR Policies)	42
Consultation with Employees	42
Health Hazards	42
Health and Safety (Display Screen Equipment) Regulations 1992	42
Control of Substances Hazardous to Health Regulations 2002	42
Control of Asbestos Regulations 2006.....	42
Control of Noise at Work Regulations 2005	43
Stress At Work (note: see HR Policy)	43
Alcohol Misuse (note: see HR Policy)	43
Safety Hazards	44
Provision and use of Work Equipment Regulations 1998	44
Personal Protective Equipment at Work Regulations 1992.....	44
Regulatory Reform (Fire Safety) Order 2005	44
Manual Handling Operations Regulations 1992(as amended 2002) and Lifting and Lifting Equipment Regulations 1998.	45
Smoking at Work.....	45
4.00 REVIEW OF ARRANGEMENTS	46

HEALTH AND SAFETY POLICY STATEMENT

1.0 General Statement of Commitment

The Leader and the Chief Executive of Calderdale Metropolitan Borough Council are committed to ensuring, as far as is reasonably practicable, the health, safety, security and welfare of all the Council employees and all other persons who may be affected by the Council's activities.

To achieve this, the Council will, so far as is reasonably practicable, provide:

- safe plant, equipment and healthy systems of work;
- safe and healthy methods of using, handling, storing and transporting articles and substances;
- a safe and healthy working environment, including access and egress from the workplace;
- effective information, instruction and supervision;
- adequate training to ensure staff are competent for the tasks required of them;
- good management of occupational road risk;
- access to occupational health facilities;
- adequate consultation with employees on matters affecting their health and safety;
- adequate security for all employees;
- emergency procedures for evacuation
- workplace inspections and safety audits to check the effectiveness of the Policy and the health and safety management systems;
- risk assessment of all significant risks.

We intend to drive health and safety in this Council by supporting sensible health & safety, promoting employee competence, leading on health & safety and ensuring well-structured management systems are in place to support this Policy.

Janet Battye
Leader of the Council

Signed



Date September 2010

Owen Williams
Chief Executive
Calderdale Metropolitan Borough Council

Signed



Date September 2010

1.1 Calderdale Council Health and Safety at Work Policy Statement (Approved by Cabinet)

Calderdale Council is committed to ensuring the health, safety, security and welfare of all its employees and other persons who may be affected by the Council's activities.

This Health and Safety Policy underpins the Council's current safety arrangements, policies and guidance and will be the basis for the development of all new health & safety related safe working arrangements, which will be approved by Senior Management Team. All health & safety related documents are available to employees on request, on the Intranet and all relevant health & safety policies and procedures are issued to staff directly.

The duties and obligations imposed upon the Council, both under the Health and Safety at Work etc. Act 1974 and this Policy will ensure so far as is reasonably practicable the health, safety, security and welfare of:

- All persons employed by the Council whilst they are at work
- Persons other than Council employees who may be exposed to risks arising out of or in connection with the activities of the Council.

To achieve this, the Council will provide, so far as reasonably practicable:

- Effective information, instruction, training and supervision and safe methods of work
- Risk Assessment of all significant risks
- Safe methods of using, handling, storing and transporting articles and substances
- Safe plant, equipment and systems of work
- A safe working environment, including access and egress from the workplace
- Procedures for evacuation in cases of emergency
- Access to Occupational Health facilities
- Adequate security for all staff
- Emergency procedures to manage any major peacetime disaster
- Effective management of fire safety precautions
- Health and Safety systems that integrate with Environmental Management
- Safety Audits and Workplace Inspections

As an underlying principle there will be common safety standards across the Council. Where sensible and reasonable procedures have been adopted in one Directorate area that standard can be used as a model in other Directorates.

The Corporate Health and Safety Team undertake the duties of the Health and Safety "Competent Persons" for the Council under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Responsibilities of all employees including managers and senior officers' are outlined below. Further detail on managers and senior officers' responsibilities are outlined in the Council's Health and Safety Arrangements and Objectives, which is reviewed annually by Senior Management Team.

Employees have their own statutory duties under health and safety legislation, to take care of their own safety and that of others who may be affected by their work activities. Employees have a duty to co-operate with the Council in order for the Council to comply with its statutory duties. Failure to comply with these duties or indulging in horseplay at work could result in disciplinary action and/or legal action.

Employees are required to inform their managers or supervisors of any work situation that they consider represents a serious or imminent danger to health and safety affecting themselves or others. In addition, any shortcomings in the protection arrangements of this Health & Safety at Work Policy or Directorate Safety Policy must be brought to the attention of management.

All employees are reminded that it is a criminal offence to intentionally or recklessly interfere with, or misuse, anything provided in the interest of health and safety. All employees will be issued with the Council's Health and Safety "Information Leaflet" which gives general information and covers all areas of work. (See below)

All employees will be required to co-operate fully in the measures the Council will be taking in implementing this policy in order to ensure that their work situations and those of their colleagues are as safe and healthy as possible.

The Corporate Manslaughter and Corporate Homicide Act 2007 places a duty on the Council to ensure standards of health and safety do not fall below what would be reasonably are expected. The Council will provide sufficient resources and funding to ensure the effectiveness of the Council's arrangements and objectives.

Members will appoint a "Health and Safety Champion" to assist colleagues, promote sensible safety management and ensure strategic decisions take account of health and safety matters.

Notwithstanding the role of the "Champion" all Members will take account of Health and Safety law to ensure reasonable standards are maintained.

Where the Principal Health and Safety Adviser has serious concerns about safety affecting employees or the public the agreed Council protocols will be implemented. Therefore, before closing any facility, Members will be properly consulted and informed.

The Council is committed to a "sensible and common sense approach" to all health and safety matters in line with HSE policy "Principles of Sensible Risk Management" (See extract from HSE website below). Managers in the

Council must co-operate and consult with the Principal Health and Safety Adviser to ensure this is achieved.

The strategy to implement this Policy will be monitored by the Principal Health and Safety Advisers and reviewed as and when necessary by Senior Management Team, but at intervals not exceeding 12 months. This will enable the Chief Executive to be satisfied that adequate arrangements exist to ensure compliance with this Policy. If any changes to the arrangements for dealing with Health and Safety have significant implications these will be reported to Cabinet

Risk Philosophy

Principles of sensible Risk Management in Health and Safety as recommended by the Health and Safety Executive

1. Sensible risk management **is** about:
 - Ensuring that workers and the public are properly protected
 - Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks – both those which arise more often and those with serious consequences
 - Enabling innovation and learning, not stifling them
 - Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action
 - Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

2. Sensible risk management **is not** about:
 - Creating a totally risk free society
 - Generating useless paperwork mountains
 - Scaring people by exaggerating or publicising trivial risks
 - Stopping important recreational and learning activities for individuals where the risks are managed
 - Reducing protection of people from risks that cause real harm and suffering

Approved by Cabinet: January 12th 2009.

2 ORGANISATION – RESPONSIBILITY, MONITORING & REVIEW

2.1 Chief Executive

Calderdale MBC has robust Health and Safety Policies and arrangements in place, which are regularly reviewed. The Chief Executive will endeavour to ensure:-

- Leading by example following the good practice and principles outlined by the Health & Safety Executive in (guidance ref: indg417) 'Leading Health and Safety at Work'
- That the Council's Health and Safety at Work Policy is achieved.
- An annual health and safety report is produced and its findings are acted upon.
- That all Council employees are made aware that health and safety is regarded as having equal ranking with other management responsibilities.
- The Health and Safety at Work arrangements and objectives are reviewed regularly and any changes are brought to the attention of the Directors and Heads of Service.
- The Council supports the establishment and maintenance of effective health and safety organisation and arrangements throughout the Council in order that it meets its obligations under the Management of Health and Safety at Work Regulations 1999.

2.2 Directors

The Directors are responsible for the corporate and strategic overview and implementation of the health and safety policy within their directorate.

Each Director will:

- Ensure s/he completes the internal annual on-line health & safety audit based on good practice from the Health & Safety Executive and Institute of Directors (guidance ref: indg417) 'Leading Health & Safety at Work'
- monitor performance against specific plans and targets agreed annually with the Health and Safety Section. These will be recorded in the Annual Safety Report;
- ensure that safety audits and/or reviews covering premises, workplaces and work activities are done throughout their Directorate at least once per year;
- support, consult and co-operate with the Health and Safety Section in nurturing, encouraging and developing a successful health and safety culture within their Directorate;
- work to achieve the Council's overall strategy on health and safety;
- ensure compliance with the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and

associated legislation aimed at the protection of employees, the public and others affected by the Council's activities.

- ensure the preparation, implementation, management and review of any of the Directorate's health and safety procedures and safe working practices;
- support the Council's Emergency Planning and Business Continuity function by development of suitable Directorate plans and co-operate with the Central Health and Safety Section on implementation of the plans;
- provide adequate resources to implement the above.

2.3 Heads of Service

Heads of Service are responsible for ensuring that:

- they complete the CMBC RA3 annual safety audit and ensure that any actions identified are addressed
- they complete the e-learning health & safety module ("An Introduction to Managing Health & Safety" 1 hour 30 minutes including test) every 5 years unless they have completed one of the internal managing health & safety courses in the same time period
- Service health and safety arrangements and safe working practices are formulated, implemented, managed, monitored and reviewed;
- action plans identified through assessments of risks arising from the activities of the Service are developed, implemented, monitored and reviewed;
- health and safety management systems are developed in the Service and performance monitored and reviewed (including major contractors employed by the service).
- there are sufficient Service-based trained persons available to deal with the assessment of significant risks arising out of the work activities of the Service;
- employees have sufficient health and safety training and instruction to ensure they are capable of carrying out their duties in a manner that is safe and healthy to themselves and others;
- individual, section and service level training and development plans which include for health and safety are developed and implemented;
- Service level health and safety training plans are evaluated;
- Service health and safety self audits are carried out and policies, procedures and systems are reviewed;
- the Health and Safety Section are furnished with plans and visits are arranged prior to the occupation of any new or refurbished building or office or the substantial completion of any major construction project as per Council Policy.
- the use of the Staff Incident Register to ensure inter service communication about potentially violent and abusive clients/customers is fully supported

- ensure any additional site specific safety procedures for their service are put in place and maintained

2.4 Health and Safety Advisers: Competent Advice

The Central Health and Safety Section will:

- fulfil the role of the Competent Persons appointed under the Management of Health and Safety at Work Regulations 1999 to assist the Council in complying with its statutory health and safety responsibilities;
- provide an advisory service to the Chief Executive, Directors, Heads of Service and all other employees to enable them to comply with their statutory responsibilities under the relevant health and safety legislation;
- monitor and audit Council workplaces, health and safety performance and compliance with statutory health and safety requirements and Council Policy;
- do all that is reasonably practical to improve the standards of health, safety, welfare and security for all employees of the Council;
- monitor the health and safety performance of contractors working on Council premises in conjunction with the Directorates;
- stop any work activity if it is of the opinion that serious injury, damage or prosecution could arise from the activity. In the event of a stoppage Council protocols (agreed at Senior Management Team) will be followed;
- provide a training service on health and safety related matters.
- Assist the Council's Emergency Planning Advisers and give support to the community of Calderdale to mitigate the effects of any major incident as directed by the Principal Emergency Planning Adviser

Also, the Principal Health and Safety Adviser will make sure that managers have acted on advice given. This will involve a follow up letter/memo after 3 months to managers, if a suitable response has not been received. If a response is still not received at this point the Health and Safety Advisers will raise the matter with the Head of Service (and Directors if appropriate).

The Principal Health & Safety Adviser will monitor health & safety e-learning training and regularly report details to Heads of Service.

The contact numbers for the Health & Safety Section are: -

Principal Health & Safety Adviser	393080
Senior Health & Safety Adviser	393112
Health & Safety Advisor	393067
Technical Admin Support Officer	393079

2.5 Managers and Supervisors

All staff who manage or supervise employees (Managers) are responsible for the implementation of this policy and, for bringing it to the attention of all employees in their area of responsibility. The policy puts responsibility on managers for operational safety arrangements. These duties are clear throughout the policy.

Managers will ensure the Health and Safety Section are consulted prior to any closure of premises, stopping an activity or withdrawing a service to the public, if the main reason for this action is deemed to be a Health and Safety reason; unless of course there is an imminent risk of serious injury where management must act quickly.

Managers must co-operate with the Principal Health & Safety Adviser regarding access to any area of CMBC property or activity in order that she/he can undertake his/her responsibilities.

Managers are also responsible for and must ensure that:

- Managers with building responsibility must ensure compliance with the Maintenance & Testing of Building Installations document and ensure all systems are fully and adequately maintained
- new or transferred employees receive suitable health and safety induction and suitable health and safety initial job instruction; (all office based staff must undertake the e-learning health and safety induction as a minimum requirement within the first month)
- employees have access to health and safety training and development opportunities in compliance with the Council's Performance and Appraisal Scheme [**PAS**] procedures;
- they work with employees to identify and plan health and safety training and development and that these needs are met effectively;
- individual and section level health and safety training plans are evaluated
- they ensure the provision of First Aid equipment
- they carry out all **risk assessments** using the Council's risk assessment documentation and ensure any remedial work arising from the risk assessment is carried out; and that the assessments are periodically reviewed
- they supervise the completion of the CMBC annual safety self audits, and/or reviews, for buildings, activities and Fire Safety and ensure that actions identified from the audits are addressed
- complete the e-learning health & safety module ("An Introduction to Managing Health & Safety" 1 hour 30 minutes including test) every 5 years unless they have completed one of the internal managing health & safety courses in the same time period

2.6 Headteachers/Governors

All requirements of managers in section 2.5 above are applicable to Headteachers

Headteachers and Governors of Community and Voluntary Controlled schools have certain statutory responsibilities in relation to the management of their premises and activities and will take all reasonable practicable steps to ensure the safety of their employees, pupils and visitors.

Headteachers and Governors of Community and Voluntary Controlled schools must follow Council Health and Safety Policies. With respect to safety guidance issued by the Council these should be followed or equivalent reasonable standards should be maintained.

2.7 Safety Co-ordinators

- All Directorates will appoint a Safety Co-ordinator
- Safety Co-ordinators will assist in the promotion of health and safety. Their function will be to co-ordinate health and safety training, disseminate safety information, co-ordinate the arrangements for self-auditing and the production of the annual safety report for their Service Directorate. See Appendix A

2.8 Children & Young People's Services Health and Safety Adviser

Will provide a service to all Children and Young People's Services personnel and in particular they:-

- Will do all that is reasonably practicable to improve the standards of health, safety, welfare, fire safety and security for Children and Young People's Services personnel and service users.
- Will provide an advisory service to all Children and Young People's Services personnel to enable them to comply with their statutory responsibilities with respect to health and safety.
- Will liaise with the Principal Health and Safety Adviser in relation to the production of corporate safety policies and working arrangements. (The production of Corporate Health and Safety documentation is the responsibility of the Principal Health & Safety Adviser.)
- Will produce an annual safety report for Children and Young People's Services.
- Will audit and monitor schools to ensure compliance with statutory health and safety requirements, Council policy and Children and Young People's Services health and safety policies.
- Will provide a training service on health and safety-related matters to Children and Young People's Services personnel.

- Will provide the primary support and specialist advice on educational visits and work experience.

2.9 Directorates' Health and Safety Advisers/Officers

Will provide a Service to their Directorate. In particular they:-

- Will do all that is reasonably practicable to improve the standards of health, safety, welfare, fire safety and security for their Directorate.
- Will provide an advisory service to their Directorate personnel to enable them to comply with their statutory responsibilities with respect to health and safety.
- Will liaise with the Principal Health and Safety Adviser in relation to the production of corporate safety policies and working arrangements. (The production of Corporate Health and Safety documentation is the responsibility of the Principal Health & Safety Adviser.)
- Will produce an annual safety report for their Directorate.
- Will audit and monitor premises to ensure compliance with statutory health and safety requirements, Council Health & Safety Policy and for their Directorate health and safety procedures.

2.10 All Employees

All Council employees are reminded of their own statutory duties under health and safety legislation to:

- Take responsibility for their own actions or failure to act and the effect that these actions may have upon their own safety or the safety of other persons;
- Take reasonable care of their own safety health and that of others who may be affected by their work activities, particularly with respect to manual handling, electrical safety, use of machinery, working with display screen equipment, and protective equipment & clothing (see policy guidance)
- Co-operate with managers and supervisors and each other on health and safety matters;
- Co-operate with all 'driving at work' arrangements;
- Not interfere with asbestos
- Not use mobile phones whilst driving
- Attend health & safety training courses when identified by manager
- Report to their manager or supervisor any health and safety concerns that they consider represent a serious or immediate danger to health and safety to themselves or others;
- Work in accordance with any health and safety training or instruction that has been given, use any equipment and apply any knowledge or skills gained from health and safety training to their work;

- Make proper use of and not interfere with anything provided to safeguard their health and safety;
- Not indulge in 'horseplay' or practical jokes

General duties – All Employees

All Council employees must consider the health and safety issues that may arise as a result of any work for which they are responsible i.e.

- design
- monitoring procurement and award of contracts
- supervision of contracts
- management or supervision of contractors
- management of any other person
- management of any premises
- management and supervision of any other work.

This Policy requires that adequate consideration be given to all areas relating to health and safety matters.

Note: Any Council employee failing to accept this Health & Safety Policy or act upon reasonable standards set to achieve the health and safety of themselves and others, or to protect the health and safety of the working environment, will be liable to disciplinary action.

2.11 The Role of the Safety Compliance Group and Terms of Reference

HEALTH & SAFETY CO-ORDINATORS - COMPLIANCE GROUP

Terms of Reference

Purpose of the Group:

- To provide opportunities for shared awareness and consistency between Directorates on health and safety issues across the Council.
- To reinforce and promote the importance of effective health and safety as part of the everyday work of employees.
- To ensure that there is a shared awareness and understanding throughout the Council of the nature and extent of risks it faces.
- To assist with the integration of health and safety into the culture of the Council.
- To anticipate and respond to changing social, environmental and legislative requirements.
- To provide information for the Corporate Health and Safety Section who will collate comments into an annual report to Corporate Management Team in accordance with Health & Safety Executive

requirements outlining the developments, concerns and successes in health and safety across the Council.

- To ensure all corporate health and safety plans and objectives are implemented by Services.
- To ensure that safety co-ordinators are briefed on new policies, procedures and legislation and ensure all updates to policy procedure or legislative change is relayed to all relevant managers and employees within their Service.
- To ensure that all health and safety risk assessments throughout the Council are up-to-date and well-managed.
- Group members will be able to make decisions on behalf of their Service or will have direct access to their Chief Officer on matters of importance.
- Group members will be responsible for updating and amending their Service's safety documentation in line with corporate policies.
- Group members will all be safety liaison officers for their own Service and be the point of contact for the Corporate Health and Safety Section.

Membership:

- Meetings will be chaired by one of the Corporate Health and Safety Advisers.
- The Group will have a representative from each Directorate, nominated by the Director; these will be the main representatives for health & safety management; they will monitor, develop and promote risk management in their directorates.
- Advisers (other officers or external experts) can be invited to attend meetings to facilitate the work of the Group.
- Secretarial support for the Group should be provided from the directorate providing the chair.

Frequency of Meetings:

- Meetings will take place at four-monthly intervals unless otherwise required and the dates of the meetings are to be established six months in advance.
- The agenda for each meeting should be set by the chair.
- Agendas and papers should be published five working days in advance of each meeting.

Feedback and Action:

- Minutes of meetings are taken and approved by the Group and published on the Intranet.
- Directorate representatives are responsible for reporting back to their Directorate Management Team (DMT). It is the responsibility of each Directorate representative to ensure that any agreed action that relates

to their directorate is carried out and that proper and appropriate responses are made.

- The Group will formally review its progress every six months.
- Safety Co-ordinators provide evidence to the Corporate Health and Safety Advisers of all risk assessment completed in their Service.
- To provide information in order that an annual report can be made to Corporate Management Team in accordance with HSE requirements outlining the developments concerns and successes in Health and Safety across the Council.

Training:

- Training days through in-house services and through external advisers.

Budget:

- The incidental costs (room bookings, refreshments etc) will be met by the Directorate that holds the chair.

Minutes of the Safety Compliance Group will be:

- Put on the Intranet for all employees.
- Sent to Directorate Safety Committees for consultation and possible action to their Directorate DMTs

3 OPERATIONAL ARRANGEMENTS & PROCEDURES

3.1 Health & Safety Training

Managers must be adequately trained on health and safety and staff must receive a health and safety induction. Competent managers and staff understanding their duties and responsibilities is the cornerstone for sound health and safety management.

All managers must complete a refresher on health & safety training every 5 years. This can be completed by the E-learning modules.

All Health and Safety training will be monitored by the Principal Health & Safety Adviser who will forward details to Heads of Service each quarter.

The section 'Information for Employees' contains a brief summary of what is required. In addition employees will receive a copy of the Council's Health & Safety Policy Leaflet, regular Health and Safety newsletters and, where applicable, updates from their Directorate Safety Co-ordinator and Corporate Health & Safety Section.

3.2 Information to Employees

All employees will be issued with the 'Bite Size' Health & Safety Policy Leaflet at the very minimum. However, a range of 'Bite Size' Health & Safety Leaflets are available to staff (listed in the appendix) and there is extensive information in section 4.28 of this Policy.

3.3 Annual Safety Report

Every year, in June, each Director will produce an annual safety report for their Directorate which will be submitted to the Council's Principal Health and Safety Adviser. The essential aspects of these reports and any subsequent recommendations will be submitted to Senior Management Team for consideration for any actions in September of the same year. These safety reports produced by Directors will include detail on their:

- Self-Auditing and Risk Assessment
- Action taken on Safety Advisers' Reports
- Health and Safety Training
- Accident Statistics
- Areas of Concern
- Investment in that year on safety-related issues
- Targets/actions for the following year

A report will also be prepared annually for Cabinet by the Principal Health and Safety Adviser on the Council's Health and Safety performance.

3.4 Accident, Ill Health and Incident Reporting (including Violence at Work)

3.4.1 General

The aim of the Accident, Ill Health and Incident Reporting and Recording procedure is to record:

- **accidents** causing injury and ill health to employees, contractors and the public at the workplace;
- **ill health** resulting from inadequate maintenance of a building, equipment, fixtures or working area or from an unhealthy system of work;
- **incidents** which have not caused harm but which have the potential to cause injury, ill health or serious property damage [including violence, verbal and/ or racial abuse].

All accidents, industrial diseases, and dangerous occurrences must be reported by the manager in accordance with **YELLOW INCIDENT REPORTING PROCEDURE (YC04)** that will be on display in all sites in the Council. Managers and supervisors **must** ensure that the accident book (BI 510) is filled in for any accident or injury in the workplace, however minor. In addition the 'Injury/ Illness' ACC04 Form must be completed electronically for work activities that cause: -

- 1) illness or injury resulting in a visit to hospital or doctor, or time off work.
- 2) Non employees taken to hospital (including pupils, clients, contractors, public etc.) **but not:** playground collisions; fainting, aged person collapsing due to infirmity or other similar incidents. Only report accidents that have occurred as "arising out of or in connection to work"
- 3) any major injury or illness reportable to the HSE
- 4) any assault causing an employee to be taken to hospital, doctor or resulting in time off work (in this case you must also complete form VA04) and if a **major injury** report to the HSE Incident Control Centre
- 5) work related stress

The 'Violent and Aggressive Behaviour Towards Staff' Form, VA04 must be completed in respect of **all** incidents of violent or aggressive behaviour and/or racist, sexist, intimidating or bullying behaviour. If the incident resulted in time off work or major injury the form ACC04 must also be completed. **The responsibility to report rests with the employee as it is their discretion where they feel they have been exposed to violence or threatening behaviour.**

The 'Hazard or Near Miss' Form, NM04' should be completed for all incidents or situations which may not have caused harm, but

which have the potential to do so if action is not taken. This form can be returned anonymously if preferred by any employee.

Accident books (BI 510) will be kept at each workplace and should be completed for all accidents in the workplace, however slight. Accident Books must be kept for 3 years after the last entry.

The ACC-04 and VA01 Forms must be completed by managers and e-mailed to:-
incident.reporting@calderdale.gov.uk ,

For more **serious accidents/incidents** as defined by the Yellow Incident Reporting Notice the **Council's Health and Safety Section and the Health and Safety Executive must be informed IMMEDIATELY BY TELEPHONE.**

IF IN ANY DOUBT PLEASE RING THE COUNCIL'S HEALTH & SAFETY SECTION ON 01422 393067

Statistical data arising out of accident and injury analysis will be prepared by the Health and Safety Section and presented to Directors and Heads of Service at periodic intervals. The Principal Health and Safety Adviser will provide an overview on the corporate statistical information on accidents and injuries to the Senior Management Team

Link to [Injury / Illness Report Form \(ACC04\)](#)
(in Incident Reporting)

Link to [Violent & Aggressive Behaviour Report Form VA04](#)
(In Incident Reporting)

Link to [Incident Reporting Procedure - Yellow Card](#)
(In Incident Reporting)

Link to [Needlestick Injuries - Procedure & Guidance](#)

Link to [Blood & Body Fluids Spillage](#)- Green Guidance Card

Link to [Guidance on Bloodborne Infections](#)

3.5 Management procedures for closing a building or stopping an activity on health & safety grounds

Corporate Health and Safety Section have a duty to investigate any health and safety issue where there may be a risk of damage, injury, or death involving a member of Calderdale staff, a contractor or private firm working on Calderdale premises or to a member of the public using the Council services and facilities.

Health and safety issues can be grouped into three main categories:-

- Critical - where there is immediate danger to staff or the public
- Significant - where there is risk of danger but it is not immediate
- Minor - where there is little or no risk of danger but work must be carried out to make sure the building is fit for purpose

Where the health and safety issue is critical the Principal Health & Safety Adviser can issue a prohibition notice. This may be the first step towards managing the risk. The issue of a prohibition notice would, however, be seen as a last resort. If the health and safety issue is critical and closure of the facility is the only option then the appropriate Director should consult with the Portfolio holder, Scrutiny Panel Chair, and Ward Members regarding their proposal to close the facility and prepare the appropriate press releases and arrangements for the redirection of members of the public to an alternative service facility.

Where a health and safety issue has been identified as significant and does not require immediate closure then the Principal Health and Safety adviser will notify the appropriate Director and building/service manager. It is essential that risk assessments are then carried out and the action plans arising from these risks assessments are advised to Ward Members and the appropriate Scrutiny Panel before any decision is made to close a facility or cease a service.

The building/service manager would therefore consult with the appropriate Services depending on the complexity of the issue to ensure that all options have been explored and submit a report to the appropriate Scrutiny Panel..

Where the issue is considered to be minor and there is little or no risk to users of the facility then the building/service manager will in consultation with the appropriate services arrange for work to be carried out and advise the Principal Health and Safety Adviser when such work is completed.

(Procedure agreed by Senior Management Team 2008)

3.6 First Aid

The Health and Safety (First Aid) Regulations, 1981 require that the Council provides facilities and equipment appropriate in the

circumstances for administering first aid. Premise managers/ managers in the Directorate must ensure the provision of appropriate and effective first aid arrangements. Where several organisations share the same workplace the controller of the premises, normally the premises manager, must co-ordinate first aid provision.

There should be a minimum of one first aid container/box/kit and one officer trained in first aid at all times at each site.

Recommended numbers of qualified staff to be available at all times: -

Residential	All staff to be trained in Emergency First Aid at Work
Day Centres	1 First Aider at Work (minimum)
Swimming pools	All lifeguards (Royal Life Saving Society) to have National Pool Lifeguard Qualification
Primary schools Children's Centres	1 First Aider at Work + 1 Emergency First Aider at Work minimum 2 First Aider at Work
Secondary schools - All sports staff	2 First Aiders at Work minimum All to be trained in Emergency First Aid at Work (minimum)
Libraries - small	1 Appointed Person (minimum)
Libraries - large	2 First Aid at Work (minimum)
Office - small (up to 50)	1 Emergency First Aider at Work (minimum)
Office - large (50+)	Minimum 1 First Aider at Work to every 50 employees
High Risk activities/work	1 First Aider at Work to every 5 employees (minimum 1 Emergency First Aider at Work to every 5)

First aid boxes and/ or kits should contain a sufficient quantity of suitable first aid materials **and nothing else. They must not contain any pills, potions or lotions.** The supplies are intended for use in an emergency. The boxes/kits should only contain those items which first aid trained officers have been trained to use. Sufficient quantities of each item should always be available in every first aid container.

See the links below:

3.6.1 For reporting needle stick injuries & blood borne infections see guidance

Needle stick injuries are not reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations [RIDDOR] 1995 but any resulting incapacity or infection may be.

If needles are encountered during normal work activities then the manager or supervisor must be informed immediately. The manager or supervisor must inform Environmental Health Services, Cleansing Section [01422 392030] to arrange for disposal. If the needle causes injury the Council's [ACC-04] electronic Incident Report form must then be filled in to report the incident and the completed form e-mailed to incident.reporting@calderdale.gov.uk

3.6.2 Blood Borne Infections

Blood Borne Infection Control Procedure explains that infection can only be transmitted if infected body fluids manage to enter the body. It is stressed that with good standards of personal hygiene the risks of infection are low.

The procedure covers the normal responsibilities of managers and supervisors to assess and control risk for employees and especially those that may be more at risk due to the nature of their work. It may be that there is an increased risk of contact from say, abandoned hypodermic needles at work, because of a need to enter unoccupied buildings.

The procedure reminds employees of their obligations to comply with any instruction given and equipment or system of work provided for their health and safety. Further specialist contacts and information sources are detailed.

Link to [First Aid Notice](#) – Document Library Click on ‘F’

Link to [First Aid Boxes & Kits](#) – Document Library Click on ‘F’

3.7 Fire Prevention and Fire Safety

3.7.1 Regulatory Reform (Fire Safety) Order 2005

To comply with the **Regulatory Reform (Fire Safety) Order 2005**, the premises manager / managers in each Directorate must, at least annually review the Council’s **Fire Safety Risk Assessment**. The building manager must provide written confirmation that it is signed and sent to his/her Directorate’s Health and Safety Coordinator, stating that the annual Fire Safety Risk Assessment has been satisfactorily completed. The risk assessment must be suitable and sufficient and must record the measures taken to improve non-compliant arrangements to eliminate or control any significant fire risk.

Completion of both the Fire Safety Risk Assessment and the Fire Register will enable the premises manager to demonstrate that fire precautions are being effectively managed, that employees are made aware of their duties and that the premises fire precautions are maintained to an appropriate standard that will ensure the safe and effective evacuation of the premises by all the occupants.

3.7.2 Premises and / or Service Manager responsibilities

The premises and / or service manager must ensure employees are aware and informed of:

- the means of raising the fire alarm;
- the identity of fire wardens in their work space;
- the premises evacuation procedure;

- all the emergency exits from building
- the need to assist visitors to evacuate;
- the location of the assembly point;
- the procedures for assisting people with disabilities to evacuate from the premises, including the use of refuge areas (where a person with a disability may wait accompanied, for a short time, whilst arrangements are made to assist them to leave the premises);
- The location of 'Fire Action Notices', which detail the fire evacuation procedure.

3.7.3 Personal Emergency Egress Plan

The manager or supervisor of an employee with a disability (for example, a mobility or hearing impairment) is responsible for developing a *Personal Emergency Egress Plan* with the individual to ensure their safe evacuation. This would normally entail agreeing procedures whereby (if necessary) colleagues are available to provide assistance for the individual to evacuate the building, whenever the person with disabilities is at work.

3.7.4 Provision of fire fighting equipment and Nominated Persons

The premises manager must ensure that each building, for which they are responsible, is provided with suitable and sufficient provision of fire fighting equipment. In addition, the premises manager must ensure that whilst the premises are in use, that a suitable number of members of staff are available, who are trained and competent to use fire fighting equipment. These members of staff must be nominated for their role, their names recorded in the premises Fire Register and they must be provided with regular appropriate training. Further advice is available in the Fire Safety document library.

Type of building	Number of Nominated Persons	Comments
Main offices [Town Hall, Northgate House, Westgate House etc]	2 people per floor	Generally low numbers of the public; Fire Wardens responsible for evacuation.
Other office premises	2 people per floor	Generally low numbers of public.
Pools and Leisure Centres	2 people per shift	High numbers of the public, with staff responsible for evacuation.
Main libraries	1 per floor	High numbers of the public, with staff responsible for evacuation.
Other libraries	1 person, trained	The emphasis must be on the safety of the public and evacuation.
Theatre	All stewards and back of house staff	Very high numbers of the public present
Museums	All staff	Members of the public present, [sometimes in high numbers] with only a small number of staff members

		available.
Public Halls	Duty staff	The emphasis must be on the safety of the public and evacuation.
Depots	2 people per building	Some premises only subject to partial occupancy, at the beginning and end of the day.
Schools	Non-teaching staff such as caretakers and technicians in science, engineering or workshop areas.	Large numbers of children present with proportionately small number of staff available, with responsibility for evacuation.
Care Homes & Day Care Facilities	2 people per shift	The emphasis must be on the safety of residents rather than fighting the fire.
Hot work [E.g. welding, braising, soldering, warming with blowlamps, grinding, or flame cutting].	Person/s undertaking the task	Within some premises, staff or contractors undertake 'hot work' with a consequential increased risk of accidental fire ignition. These people should be trained and equipped to use fire fighting equipment.
Vehicles	All CMBC vehicles including those leased or hired and used to transport clients or service users should have a suitable extinguisher and staff trained to use that extinguisher.	The training must however emphasise that the primary role of employees is to ensure the vehicle is evacuated in an emergency; the use of extinguishers should be a last resort to put out a fire in order to protect persons who may be trapped. Tackling vehicle fires should be left to the Fire Service. All minibus drivers and escorts should undertake the Minibus Emergency Evacuation Procedure (MEEP) this can be obtained from Transport Services.

Link to [Fire Safety - \(Document Library - 'F'\)](#)

Also contact the Health and Safety Section. Extension 3067.

3.8 Bomb Threats

The premises manager/manager will ensure that fire wardens are informed as to whether the evacuation is due to bomb threats or fire whenever possible. Where the fire alarm is used for both purposes and if there is any doubt or they are not informed otherwise, all employees must act as in the case of fire.

The procedure for bomb evacuation is different. Please ensure that you are given appropriate guidance for your building. See your building manager if in doubt.

Link to [Fire Safety - Creating an Evacuation Strategy \(Document Library - 'F'\)](#)

Link to [Bomb Alert](#)

3.9 Security

3.9.1 Directorate Responsibilities

Each Directorate will:

- minimise risks to employees who may be exposed to risk whilst at work;
- provide information, instruction, training and supervision for employees at risk;
- not tolerate verbal or physical harassment or assault upon the person or property of employees or their families;
- record and investigate all incidents and take any necessary remedial action.
- Ensure that employees are issued with **identification badges** that should be worn at all times and produced whenever requested at work.

3.9.2 Contractor identity cards

Contractors working in non-public areas of Council premises must wear company identity cards at all times. Alternatively visitor passes must be issued to contractors when booking in at reception. Refer to Contractor *Management Section*. (For safeguarding arrangements see Schools advice re contractor management)

3.9.3 Lone workers

Managers should follow Lone Workers guidance issued – see link below. Lone workers are those that work alone without close or direct supervision. They include employees such as those who:

- work outside normal hours such as maintenance workers.
- are mobile workers who work away from their fixed base such as drivers, civil enforcement officers, cleaning staff, engineers, architects, planners or inspectors.

Link to [Lone Working - A Guide to Risk Assessment](#)

3.9.4 Managers and supervisors

Managers and supervisors must carry out risk assessments for their employees who may work alone to: -

- identify significant hazards and consult employees to ensure all relevant hazards have been identified;
- assess the risks and evaluate existing control measures;
- put in place additional measures to avoid or control the risks if necessary and consult employees to ensure appropriate controls have been selected ;
- record the significant risk assessment findings;

- check that the control measures are being used and review the risk assessment to ensure it is still adequate ;
- revise it where necessary.

See *Section 4 of the Council's Security Policy*.

Link to [Security Policy](#)

3.9.5 Risk assessments

Risk assessments should identify foreseeable events including emergencies. Lone workers should be trained in emergency procedures and have access to first aid facilities. Mobile workers may [dependent on the risk] need to carry basic first aid kits. Some first aid training may be appropriate.

Premises managers, managers and supervisors must give Information about emergency procedures and danger areas to lone workers such as maintenance contractors visiting their workplace.

3.9.6 Violence and Aggression

Violence and Aggression is defined as any incident in which an employee is abused, threatened or assaulted in circumstances relating to their work. It includes intentional damage to personal property.

As stated above the Council's policy on avoidance of violence and aggression to staff is that **violence and aggression will not be tolerated**.

See the following Appendices :

Link to [Security Policy](#)

Link to [Violence and Aggression Policy](#)

Link to [Mobile Phones](#)

3.9.7 Site Visits

Logging In / Out

All employees required to work away from the office, on site or visit premises in the course of the working day must pay particular attention to the procedure of logging-in and out of their work base/office and a check of the Incident Register* database should be completed where required.

Where identified by risk assessment, employees must provide an estimated time for return (**ETR**), and advice the designated officer of any delayed return or if the employee does not intend to return to the office/base at the end of the day. Employees on site must also pay particular attention to fire precautions and

areas where the use of personal protective equipment is required.

*The Incident Register holds information about potentially violent persons in the community and is maintained by the Health & Safety Section

On Site

Each officer working on site should always be aware of risks to his/her person by the actions and processes being undertaken on site. This assessment should be based upon:-

A previous knowledge or history of the site or premises

The nature of the visit

Location of premises/site

An employee working or visiting on-site must comply, so far as reasonably practicable, with any rules in effect for the site employees

Employees on-site must have regard to entry into confined spaces, exposure to hazardous substances, oxygen deficient atmospheres, dusty environments, dangerous dogs or high noise levels.

Before making site visits or visiting premises the employee must ensure, as far as reasonably practicable, that he/she takes the necessary personal protective equipment provided. This may include, among other items, head, eye and foot protection.

If the employee has not got the appropriate personal protective equipment to undertake the visit in a safe manner, then he/she must request and be provided with the necessary equipment before proceeding with the visit.

3.9.8 Managing site visits

Managers must assess the risks to health not only to the employees but also to themselves from the processes, acts or omissions being undertaken on the site.

Managers should have in place procedures, depending on the nature of the services, to ensure that any employee who has logged out is accounted for within 30 minutes of any ETR. Also, that in any event, managers should ensure that their employees, (including cleaners and home care staff who may work late or week-ends) who have been on-site, are accounted for by 5pm*. (*NB Managers with other tracking systems may have different procedures)

3.9.9 Visitors and the Public

The Council recognises that it has a duty, as far as is reasonably practical, to ensure that members of the public are not endangered by work carried out by its employees or contractors, whether on Council's property or not. Risk assessments for any CMBC activity or process should always assess the risks to the public

Visitors to Council buildings should either be accompanied in areas where risks are known or are likely to exist, or should be made aware of such risks and the control measures currently in force

3.10 Electrical Safety

3.10.1 The Electricity at Work Regulations, 1989

The Regulations require that inspection and testing be carried out for all electrical wiring and systems and portable electrical appliances. Portable electrical appliances must in addition be visually inspected before use.

3.10.2 Inspection and Testing

Fixed wiring systems in buildings are to be inspected and tested every 5 years and a Certificate / Report produced. Portable Appliance Testing (PAT) is the testing of any electrical equipment that can be plugged into the mains supply by means of an electrical lead and plug, including extension leads and multi-way adaptors. All portable electrical equipment is to be recorded on a register and formally inspected and tested according to Institute of Electrical Engineers code of practice.

3.10.3 Managers and supervisors

Managers and supervisors are responsible for ensuring that:

- employees visually inspect all portable electrical equipment before use;
- all portable electrical equipment has an inspection label stating the expiry date of the current test period;
- new or transferred portable electrical equipment is registered.
- portable electrical equipment suspected of being defective is taken out of use and the *test* label is replaced by one saying *do not use*;
- defective portable electrical equipment is not re-used until it has been repaired, a new register entry made and a new *tested* label attached. [The best way to prevent accidental re-use is to cut the plug off].

3.10.4 Employees

Employees, in keeping with their statutory duty to safeguard themselves and others and to co-operate with managers and supervisors, have duties to:

- visually inspect all portable electrical equipment before use to ensure that flexible leads and plugs have no obvious sign of damage;
- report defective electrical equipment to their manager;
- not use the defective equipment again until it has a new tested label.

Employees are not authorised to use their own personal electrical equipment at work. If approval is given for personal equipment to be used for work then it must be inspected, tested, registered and labelled as *tested* before use.

Link to [Guidance on the Maintenance & Testing of Building Installations](#)

Link to [Portable Electrical Appliances used in Calderdale Buildings & Activities](#)

Refer also to:

- [INDG231 Electrical Safety and You](#)
- [INDG236 Maintaining Portable Electrical Equipment in Offices and Other Low Risk Environments](#)

3.11 Manual Handling

3.11.1 Managers and Supervisors

are responsible for assessing the general risks to the health and safety of employees under the Management Regulations.

If there are significant manual handling risks then **The Manual Handling Operations Regulations, 1992**, require that managers and supervisors:

- avoid the need for hazardous manual handling as far as reasonably possible;
- assess the risk of injury from any manual handling that cannot be avoided;
- reduce the risk of injury from the manual handling as far as reasonably practicable;
- review the assessment when there is any change or at least annually.

3.11.2 Employees

Employees have health and safety responsibilities to:

- follow safety systems
- make proper use of equipment provided
- co-operate with managers and supervisors

- inform managers and supervisors of any hazardous handling activities
- ensure that their activities do not put others at risk.

3.11.3 Managers and Supervisors

Managers and supervisors must initially appraise the manual handling activities that cannot be dismissed as trivial risk to determine if they can be avoided. This is done by asking the following three questions:

- is there a risk of injury?
- is it reasonably practicable to avoid moving the load?
- is it reasonably practicable to automate or mechanise the operation?

3.11.4 Risk of injury

Guidance on whether there is a risk may be obtained from simply observing the activity and employee for obvious clues, accident and ill health records relating to manual handling, consultation with employees or the graphical and numerical *general risk assessment guidelines* contained in the official HSE guidance.

Link to [Manual Handling Policy](#)

Link to [Manual Handling of Loads Assessment form](#)
– document library click on 'M'

Refer also to:

[INDG 143 Getting to Grips With Manual Handling](#)

[HSE Guidance - Backpain in the workplace](#)

3.12 Personal protective equipment (PPE)

3.12.1 Personal Protective Equipment At Work Regulations, 1992

The Regulations place duties on employers to provide, maintain and store PPE, and on employees to properly use, maintain and store the PPE provided. The Regulations are supplemented by other legislation such as the general duties of the Health and Safety at Work Act, the Noise At Work Regulations, 1989, the Construction (Head Protection) Regulations, 1989, Control of Asbestos At Work Regulations, 2006 and the Control Of Substances Hazardous To Health Regulations, 2002.

As required by the Health and Safety at Work Act the Council will pay for any PPE assessed to be necessary for carrying out work activities.

3.12.2 Effective PPE

In certain circumstances under the Management Regulations assessments will have identified risks that cannot be adequately controlled by any other means, managers and supervisors must then consider the following to ensure that PPE is effective:

- the nature of the hazard
- the performance data for the PPE
- the acceptable level of exposure to the hazard.

Before selecting PPE managers and supervisors must assess the following inter-related topics to ensure that the PPE is *suitable*:

- the workplace – what hazards remain, how big is the risk, what machinery, processes and people are involved?
- The work environment – physical constraints such as temperature, humidity, ventilation, space?
- the PPE wearer – training in use and maintenance, good fit and compatibility with other PPE items?
- European conformity – does it bear the *CE* mark?

Managers and supervisors must ensure that the PPE is used and that it is used properly. This means appropriate supervision and compliance with the manufacturer's instructions where available.

Failure to wear protective clothing and/or equipment is a disciplinary offence which could lead to dismissal

Link to [INDG 174 A Short Guide to the Personal Protective Equipment at Work Regulations 1992](#)

3.13 Display screen equipment (DSE)

3.13.1 The Health and Safety (Display Screen) Regulations, 1992

The Regulations apply to all display screen equipment. They set out duties for employers and minimum standards for the equipment itself. The Regulations complement the general obligations imposed by other legislation such as the Health and Safety at Work Act, the Management Regulations and the Workplace (Health, Safety and Welfare) Regulations, 1992.

3.13.2 Managers and Supervisors

Managers and supervisors must ensure compliance with the Council's Code of Practice for Display Screen Equipment (DSE) by: -

- advising all employees who use DSE to complete the DSE Workstation Self-Assessment Checklist when requested to, including the Home Working Self Assessment;
- assisting employees suspected of suffering from work related upper limb disorders [WRULD] in completing the Confidential

Health Report Form For Possible Muscular-skeletal Disorders [Appendix 4];

- ensuring employees are given sufficient information, instruction and training to enable them to plan their work and organise workstations;
- ensuring that employees carry out a review of the DSE workstation self-assessment checklist whenever there is some significant change to the hardware, software, environment, task or individual or at least annually.

3.13.3 Employees

All employees who use Display Screen Equipment at work or when Home Working are responsible for:

- carrying out their workstation assessment using the DSE Workstation Self-Assessment Checklist and the passing the completed assessment to their line manager
- reviewing the assessment whenever there is significant change or at least annually;
- organising tasks and workstations so that tiredness is kept to a minimum;

3.13.4 Home-working

Employees are required to complete an electronic Home-Worker DSE Health & Safety Self Assessment form before starting working from home. The assessment form is available on the H&S intranet site. This should be e-mailed to their manager for validation

Link to: [DSE Policy](#)

Refer also to:

[INDG 36 Working with VDU's Revision 3](#)

[INDG 171 Upper Limb Disorders in the Workplace.pdf](#)

[INDG 90 Understanding Ergonomics at Work](#)

3.14 Management of Buildings (including Head Teachers)

There are approximately 500 Council premises. It is essential that all managers with responsibility for buildings ensure that they are properly maintained. In particular that must ensure: -

- Annual Gas Service Certificate for main heating boilers
- Annual Boiler Plant Inspection Certificate (for main boilers)
- Annual Gas Safety Certificate for kitchen gas equipment. Domestic hot water boilers and other domestic appliance
- Bi-annual Service to thermostatic mixing valve
- Annual Service to fan convectors
- Annual Certificate for oil fired equipment
- Certificate for solid fuel fired equipment

- 5-year Electrical Test Certificate/ Report (please copy list of priority one's and two's and minor works certificate for completed priority one's and two's)
- Annual Fire Alarm Certificate/Report
- Quarterly Fire Alarm inspection/ testing report/certification
- Six-monthly emergency lighting certificate
- Twelve-monthly emergency lighting certificate
- Annual electrical tests for licensing performances (should cover entertainment area if applicable)
- Water Hygiene (Legionella) Risk Assessment (please scan/send executive summary recommendations)
- Water hygiene monitoring regime (please send recent completed form)
- Lifts and lifting equipment certificates (annual LG1 certificate)
- Lightning Protection (1 service visit 11-monthly and certificate required)
- Automatic Doors (2 x service visits required and copy of worksheets)
- Roller Shutter Doors (1 x yearly service visit and reports)
- PAT Testing (12 monthly)

All managers of Council occupied buildings (including Community and Voluntary Controlled schools) should make themselves familiar with the guidance document: Standards and Mandatory Health and Safety Requirements for the Maintenance and Testing of Electrical and Mechanical Installations.

It is essential that any manager who cannot understand the technical requirements of the guidance seeks competent advice from an appropriate person. This service can be provided by the Economy and Environment Directorate. Contact Design & Maintenance on Halifax 357257

Link to [Standards and Mandatory Health & Safety Requirements](#)

3.14.1 Managing Contractors

Normal operating procedures:-

When any contractor arrives on premises, they must sign the VC1 (visiting contractors book) and be advised of any risks presented by the building e.g. asbestos. Where appropriate, advice on asbestos must be given to the contractor.

It is strongly advised that no contractor is allowed on the roof or allowed to do hot work without the building manager's permission.

Checks must be made that the contractor has adequate safety procedures in place, risk assessments etc.

3.15 Health and Safety Committees

Where applicable The Heads of Service in each Directorate will ensure that each Service area nominates a representative for their Directorate Health and Safety Committee.

The Directorate Management Team will nominate an officer to represent the Directorate at the Corporate Safety Co-ordinator Group.

The Heads of Service or their representatives should consult with both the recognised trade unions and the employee Safety representatives on matters relating to significant health & safety changes in their working environment. Such consultation will take place, where practicable using existing procedures.

3.16 Sensible and Proportionate Health & Safety Risk Management

The Council is committed to a “sensible and common sense approach” to all health & safety matters in line with HSE policy “Principles of Sensible Risk Management”. Managers in the Council must co-operate and consult with the Principal Health and Safety Adviser to ensure that this is achieved.

Guidance on sensible solutions to risks to be managed is detailed in Table 2 of the Council’s guidance document ‘Sensible and Proportionate Health and Safety Risk Management’ available on the intranet.

Link to: [Sensible Health and Safety Risk Management](#)

3.17 Driving at Work Policy

3.17.1 Driving at Work

All employees who drive or cycle on business for CMBC are expected to make themselves familiar with the Driving at Work Policy and guidance. On induction, managers will provide their employees with an individual risk assessment form to complete which will determine if they will be driving at work, the extent of that driving, the likely risks to the individual and training requirements.

Link to: [Driving at Work policy](#)

3.17.2 Drivers Handbook

All employees driving on CMBC business must drive in a safe and competent manner in accordance with UK driving laws. Information on driving law and how to minimise the risks of

accidents when driving are detailed in the Drivers Handbook available from the CMBC Intranet.

Link to: [Drivers Handbook](#)

3.17.3 Minibus Safety / Passenger Carrying Vehicles

See Appendix: Policy & Guidelines on the Safe Operation of Minibuses and Safe Transportation of Children and Young People in Cars and Taxis.

Link to [Minibus Policy](#)

Link to [Safe Transportation of Children & Young People in Cars & Taxis](#)

3.18 Contractor Management including the CDM, (Construction, Design and Management) Regulations 2007).

The Key Health and Safety points.

Calderdale Council has a statutory duty to ensure we employ competent contractors whether they are employed for construction, waste collection or care provision. The requirements on the Council are all contained within HSE Guidance. Employers should: -

- Select a competent Contractor
- Assess risks
- Agree methods of work
- Co-ordinate and supervise work where applicable.
- Consult the workforce (this includes building managers)

3.18.1 Selection of Contractors

The Council is part of a national scheme for the Health & Safety Evaluation of Contractors and the Approved List of Contractors have all been vetted through this scheme. For further information see www.chas.gov.uk .

For construction contractors contact Building Design & Maintenance Support Administration Officer or the Principal Health & Safety Adviser in Central Health & Safety Section.

Managers should only be using Contractor Health and Safety Assessment Scheme approved contractors.

The following requirements apply to all Services (managers):-

Services (or managers) who run their own approved or preferred list of contractors must ensure contractors wishing to be placed on those lists have their health and safety

competence assessed at the pre-qualification stage 1 (CMBC utilise CHAS as above). However the possession of a CHAS accreditation cannot be taken on its own as a sufficient assessment of competence for a business to commence work.

CONSTRUCTION

All managers (have Client duties under the Construction Design and Maintenance Regulations (CDM) 2007 when organising construction work and) must ensure that before they engage an accredited business to carry out construction work that a further Stage 2 assessment is carried out. This should include establishing the contractors experience and track record to establish that they are capable of doing the tasks required, and then monitoring safety performance.

This Stage 2 assessment is the responsibility of the Service or manager (ie the Client under CDM). The assessment of the supplier should recognise their limitations and how these should be overcome and that they appreciate the risks from doing the work and how these should be controlled.

Those Services or managers (ie the Clients) without construction expertise should rely on the CDM co-ordinator's advice on how best to meet their duties of the Core Criteria of CDM. Most Services or managers (ie the client) on non-notifiable projects should be able to carry out these checks for themselves. Alternatively, you could seek advice from someone who has acted as a CDM co-ordinator for a notifiable project, but you are not required to appoint a CDM co-ordinator unless the project is notifiable.

All Services or managers (acting as Client) must meet the standards set out in the core criteria of the CDM Regulations within appendix 4 of the Regulations See link below. (L144 Column 3 gives some examples of how a company might demonstrate that it meets these standards). You do not have to produce all of the evidence listed in Column 3 to satisfy the standard this requires you to make a judgement as to whether the evidence provided meets the standard to be achieved. If your judgement is reasonable, and clearly based on the evidence you have asked for and been provided with, you will not be criticised if the company you appoint subsequently proves not to be competent when carrying out the work.

3.18.2 Construction (Design and Management) Regulations (CDM)

The new Construction (Design & Management) Regulations 2007(CDM 2007) came into force on 6 April 2007.

The Council as client has extensive duties under CDM and any employee involved in a construction project must follow the regulations. The Council approved Policy on CDM is:-

1. Directorates and Services will develop and implement appropriate, effective and documented systems to ensure that the CDM regulations are complied with.
2. All staff acting as client or on the client's behalf will be appropriately trained.
3. All staff fulfilling the duties and responsibilities of the CDM Coordinator will be appropriately trained.
4. All designers will be appropriately trained in respect of the new regulations.
5. All staff will be required to cooperate with and act upon guidance from officers appointed to oversee CDM compliance.

Link to [CDM Regs 2007 HSE Guidance](#)

Link to [CDM Regulations 2007 - CMBC Policy](#)
(Document Library C)

If in any doubt contact the CDM Coordinator in Business Support or the Principal Health & Safety adviser.

3.18.3 Risk Assessment and Methods of Work

For jobs where CDM applies the requirements for the completion of risk assessment, pre tender safety plans, construction phase safety plans are very specific.

Contact CMBC CDM Co-ordinator for further assistance on 07775 862528 / 2015

For all other non CDM jobs, supervisors of contracts must ensure the contractor supplies a Method Statement or Risk Assessment specific to the work requested. *(A comprehensive safety policy from a good contractor may tell you how significant risks will be managed and you may therefore not need to ask for Risk Assessments or Method Statements in such instances).*

In any Method Statement or Risk Assessment provided by a contractor you should pay particular attention to:

- a) Work at Height
Means of access to work area
Means to prevent falls of people and materials from exposed edges or through fragile roofs or roof lights.
- b) Safety of Public
Means of preventing access to (base of) work area
Warning notices
Materials/waste inside boundary of fence/barrier

- Safety of children
- c) Hot works
 - Provision of fire extinguishers at work sites e.g. tar boilers and on roof work. Permit to work systems must be used.
- d) Material Hazards
 - Fragile materials
 - Hazardous materials, lead, chemicals and paint.
- e) Excavations
 - Stability of sub-soil

Avoidance of and support for other services (pipes and cables)
 Possible land contamination (strange colours/smells)
 All method statements, risk assessments must be checked prior to the work starting. If in doubt the Health and Safety Section can give you advice on the adequacy of each assessment.

N.B. All demolition work comes under CDM.

All asbestos removal comes under Asbestos Regulations and the Council's Asbestos Policy must be followed.

Refer to Section 3.22 - Asbestos

3.18.4 Consulting the Workforce

Prior to any work starting on site the supervisor of the contractor must ensure that: -

- there has been consultation with the building manager to ensure there are no risks on site that the contractor should be aware of, e.g. fragile roof, asbestos, etc; the Visiting Contractors Form VC1/04 is completed
- there has been consultation to identify areas of the building which need to be unoccupied during the works;
- that staff occupying the building during the works are told about any nuisance, dust fumes etc;
- that, where appropriate, copies of risk assessment, method statements are provided.

Experience has indicated that when problems have occurred on site, it is usually because of a failure to communicate clearly e.g. the building manager was unaware of the extent of the works; the time the works were to take place or the manager was given insufficient information to pass on to staff to warn them of any hazards. Paint fumes may have an unpleasant smell; however, if the paints are water- based, it is not a hazard. Employees need to have the information in advance.

3.18.5 Safeguarding Children - Co-ordination and Supervision of Contractors

If you are a Building Manager follow guidance in Appendix [CMBC Guidance on Employment & Contactor Monitoring](#) and [Health & Safety Guidance for Building Managers](#)

The Safeguarding Vulnerable Groups Act 2006 introduced a new vetting and barring scheme (commenced October 2009) to strengthen the procedures for checking staff, volunteers, cleaners, caterers, administrators and contractors working on the school premises

It is important that steps are taken to prevent non registered contractors from close and prolonged unsupervised proximity to children or vulnerable adults in any Council premises.

Even if contractors have the appropriate ISA/CRB checks have been undertaken, measures should be in place so that contractors do not work alone where children are present. Toilets, showers and changing rooms must always be closed off when work is to be done in those areas.

Link to: [Bite size Safeguarding Children around Contractors](#)

3.19 Water Safety

All managers must risk assess all activities within CMBC sites and activities involving water e.g. swimming pools, paddling pools, ponds and lakes in parks, rivers and streams in parks in or adjacent to schools.

Further guidance on water margin safety is available to download from the ROSPA website.

(For swimming pool safety see HSE guidance HSG179)

Link to: www.rospace.co.uk

3.20 Noise at Work

The “Action Levels” – ‘Lower Exposure Action Value’ and ‘Upper Exposure Action Value’ defined in the Control of Noise at Work Regulations 2005 are the prescribed noise levels at which the employer must act to control noise.

As a rough guide, if you have to raise your voice to be heard by someone two metres away or if you have muffled hearing at the end of the day, then it is likely that the ‘Action Level/s’ have been exceeded.

The line manager must be informed.

Link to [INDG 362 \(Rev 1\) HSE leaflet Noise at Work](#)

See Appendix: Guidance Notes: Personal Protective Equipment in the Workplace – Section Hearing Protection.

Link to [Personal Protective Equipment Guidance](#)

3.21 Ladder Policy & Work at Height

Employees who have not received formal training on the safe use of ladders must not work from any ladder or stepladder unless it is footed or tied. Untrained staff must not work from ladders when their feet are at a height above 3 metres.

No employee must work on, or access, a flat roof without training in Work at Height and / or a detailed risk assessment being in place.

Link to [Ladder Policy including Guidance on Working at Height](#)

Link to [Work at Height Guidance & Information](#)

3.22 Asbestos

3.22.1 The Control of Asbestos Regulations came into force on 13 November 2006 (Asbestos Regulations –SI2006/2739).

These regulations bring together the three previous sets of Regulations covering the prohibition of asbestos, the control of asbestos and asbestos licensing.

The regulations require employers to prevent exposure of employees to asbestos.

In practice this means that a survey has been undertaken in all CMBC buildings, and there is a register for all Council premises. Any asbestos found must be adequately managed: i.e. identified and left as safe by position, sealed or removed. The Economy and Environment Directorate will review the register annually.

The 'Duty to Manage' has been introduced to ensure that asbestos in premises is located, recorded and managed so that those who may disturb it are informed of its location in order that they may take suitable precautions. This means that unless there is strong evidence to the contrary, asbestos must be presumed to be present, that steps must be taken to find out if any asbestos is in the premises and if it is not to be removed then suitable arrangements must be made to manage any asbestos found.

3.22.2 Remedial Work

The responsibility for the assessment of the level of exposure and for the preparation of a plan for any remedial work lies initially with the building manager. Support is supplied by the Council's Asbestos Asset Manager. The plan for any work will include: -

- a description of the work;
- the type, quantity and condition of the asbestos;
- the steps taken to prevent or reduce exposure to the lowest level reasonably practicable;
- the reasons for the chosen work methods and justification where, in exceptional circumstances, controlled stripping of asbestos techniques cannot be used;
- the steps taken to control the release of asbestos into the environment;
- details of expected exposure and the number of people affected;
- the procedures for the selection, provision, use and decontamination of personal protective equipment (PPE) ;
- procedures for the removal of waste;

- procedures for dealing with emergencies;
- any other information relevant to safe working.

Employees must not interfere with any material suspected of being asbestos or marked asbestos.

Managers of buildings must ensure that any contractor working on site is informed of any known asbestos materials. If in any doubt contact the Design and Maintenance Manager.

Link to [CMBC Managing Asbestos - Arrangements and Objectives \(Document Library A\)](#)

Link to [HSE Guidance Control of Asbestos Regulations 2006](#)

3.23 Confined Spaces

Any employee or contractor involved in work which includes entry into a confined space must first complete a risk assessment and prepare a safe system of work in accordance with the regulations. Full details describing confined spaces and guidance on the regulations can be found on the CMBC Intranet Document Library

Link to [Confined Spaces](#)

3.24 Mobile Telephones and Radios

All employees who are issued with mobile telephones must ensure that they are not used while driving.

To prevent theft mobile telephones should not be left in open view in motor vehicles.

Link to [Safe Use of Mobile Phones & Radios](#)

3.25 Play Equipment

All play equipment and impact absorbing playground surfacing on CMBC premises will be supplied and installed to BS EN 1176

Link to: [Play Equipment Guidance \(Document library – P\)](#)

3.26 Educational Visits and Organised Trips

When organising visits, holidays, excursion's for children, families or vulnerable adults the Minibus Policy, Driving at Work Guidance and Guidance from Children and Young People's Services on Educational Visits will be followed.

All trips involving residential UK, residential overseas and adventurous activities (includes any water and rock activities, canoeing, caving, fell walking and mountain biking, rock climbing, sailing, wild country

camping, improvised raft building) must be approved through the on-line 'EVOLVE' system.

3.27 Event Management

Any manager organising an event (e.g. fair, bonfire, firework display, carnival etc.) where the public is invited will ensure that risk assessments and management plans are completed. A copy of the management plan should be forwarded to the Principal Health & Safety Adviser at least 28 days prior to the event.

Link to [Bite size Events leaflet.PDF](#)

Link to [Safe & Successful Events guidance](#)

3.28 Vibration

Council policy is that all machinery and equipment is maintained to reduce vibration related disease. Machinery will be tested and marked accordingly with information on vibration magnitude and the length of time equipment can be used.

All staff will be trained on health risks and Occupational Health monitoring will be undertaken. Information will be provided in the form of leaflets (all this is already in place).

Further information is available from the HSE – see link

Link to hse.gov.uk/vibration

3.29 Other general CMBC guidance, forms and safe systems

The Council has many other guidance notes, forms, checklists and safe systems developed to help protect employees and others from harm. A selection of these are listed below for reference (the list is not exhaustive). Further details are available from the CMBC Document Library

- Home Working Self Assessment Checklist
- Hot Work Permit
- Hot Water Temperatures
- Schools Sleepover Risk Assessment
- Confined Space Permit

GENERAL HEALTH & SAFETY INFORMATION FOR EMPLOYEES

Risk Assessment

The Management of Health and Safety at Work Regulations, 1999 [the Management Regulations] make it a duty to assess risks and to record the results of all **significant** risks. This record of the significant

risks should be assessed to demonstrate compliance with the duty under the Health and Safety at Work Act, 1974 to provide a healthy and safe workplace.

Risk Assessment – 5 Steps

Step 1 – Look for Hazards. In a risk assessment the aim is to identify the hazards. A hazard is something that has the potential to cause harm. Hazards are associated with substances, machinery, equipment, tools, procedures, tasks and the physical aspects of the premises.

Step 2- Decide who might be harmed. Identify the classes of people who may be affected and how. They may include the public, visitors, maintenance engineers and cleaners in addition to employees.

Step 3 – Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done. The precautions already in place should be considered to decide whether they are sufficient to make the risk low enough to be insignificant. If so, all that is needed is for the relevant health and safety procedure, manufacturer's instruction or safe system of work to be referred to.

If significant risk still remains then additional controls must be employed, i.e. a hierarchy of risk control which lays down the measures to be taken to remove or reduce risk in preferential order:

- **hazard elimination** – a different process or an alternative design [note that designers must design out at source];
- **substitution** – (of say) solvent- based paint with water-based;
- **isolation/ segregation** – remove hazard from person by enclosing it or the person from the hazard by enclosing the person;
- **procedures** – safe systems of work or reduction of exposure time [note that the risk is the same regardless of the time];
- **human systems** –information, instruction, supervision, training, signs, notices, etc;
- **personal protective equipment** – only used as a last resort [i.e. only as a temporary measure pending a more effective solution where there is no immediately feasible way to control the risk].

Step 4- Record your findings.

Step 5- Review your assessment and revise it if necessary. Risk assessments must be monitored and reviewed to ensure their continuing validity. This can be done by inspections or, for example, by reference to accident records and health records. The assessments must be revised whenever there are changes to the activity, personnel, equipment and technology or reviewed at least once per year.

Managers and / or Supervisors

Managers and/ or supervisors are required to do an **Annual Audit and/or review**. The audit is in the format of a questionnaire and is intended to act as an aide-memoire to ensure that all significant risks have been considered for all work activities. Managers and / or supervisors will be allocated a password to access the audit database to complete the questionnaire on-line.

Premises managers are required to complete the **Council's Fire Safety Risk Assessment Form FF1 Part 2** pro forma on at least an annual basis. The fire safety pro forma records that suitable and sufficient risk assessments have been carried out in order to maintain or improve the existing arrangements to control any significant fire risk.

Managers are responsible for ensuring that the **Security Risk Assessment Form of the Council's Security Policy** is completed annually. The Form permits a comprehensive assessment of the various security risks to be carried out and priorities for control measures to be set for those areas where significant risk still remains.

Management of Health at Work Regulations 1999

All employees will be given instruction and Training: -

- on recruitment;
- on being exposed to new or increased risk; and,
- be provided with a competent person to carry out assessments.

Health and Safety (First Aid) Regulations 1981/ACOP 1997

The Council will provide equipment and facilities, which are adequate and appropriate in the circumstances, for employees if they are injured or become ill at work. All Heads of Service will ensure this by:-

- Informing employees of First Aid facilities available
- Arranging for a competent person to carry out assessments.

Reporting of Injuries, Diseases & Dangerous Occurrences Regs 1995

All accidents at work which result in death, major injury or incapacity for normal work for more than three days must be reported to the Health and Safety Executive (HSE).

Each employee will be given instruction and training on how an incident form should be completed. Calderdale Council's accident reporting procedure includes the reporting of all accidents at work.

For further detail see Section 4.1

Health & Safety (Safety, Signs and Signals) Regulations 1996

Employees will be given instructions and training on: -

- 1) the meaning of safety signs
- 2) measures to be taken in connection with safety signs, and

- 3) for a competent person to carry out assessments.

Working Time Regulations (note: see HR Policies)

All Services in each Directorate are committed to ensuring compliance with the Working Time Regulations and will in all circumstances follow the guidance provided by the Council's Head of HR.

Consultation with Employees

The Health & Safety (Consultation with Employees) Regulations 1996 and related current regulations require that all staff have instructions and, where applicable, specific training in general health and safety, health hazards and safety hazards.

Health Hazards

Health and Safety (Display Screen Equipment) Regulations 1992

All employees using display screen equipment will be given information and training where required on the use of that equipment and in carrying out workstation self-assessments using the CMBC DSE Workstation Self-Assessment Checklist. For 'home-working' staff need to complete the on-line e-learning DSE training module

See Section 4.10

Link to [DSE Policy](#)

Control of Substances Hazardous to Health Regulations 2002

Where appropriate all employees will be given instructions and training on the risks created by exposure to substance hazardous to health and the necessary precautions;

- 1) on the results of any required health surveillance;
- 2) on the results of any required exposure monitoring, and,
- 3) for a competent person to carry out assessments.

See Section 4.1 & 4.7

Link to [COSHH Guidance](#)

Control of Asbestos Regulations 2006

These Regulations bring together the three previous sets of Regulations covering the prohibition of asbestos, the control of asbestos at work and asbestos licensing

Instructions and training about the risks and precautions will be given: -

- 1) to employees liable to be exposed to asbestos;
- 2) to employees who carry out any work connected with duties under these regulations.

See Section 5.7

Link to [Managing Asbestos](#) (Document Library – A)

Control of Noise at Work Regulations 2005

Instructions and training will be given to all employees likely to be exposed to daily noise levels above the lower exposure action value of 80dB:-

- 1) by providing personal ear protectors
- 2) by taking appropriate action to minimise risk
- 3) by seeking medical advice on hearing loss
- 4) by providing a competent person to carry out assessments.

See Sections 5.4 and 5.5

Link to [INDG 362 \(Rev1\) HSE Leaflet Noise at Work](#)

Stress At Work (note: see HR Policy)

There is no specific regulation related to stress in the workplace, however, under the Management of Health and Safety at Work Regulations 1999, an employer is required to assess the risks to health in the workplace and ensure that proper control measures are put in place.

The 1995 Health & Safety Executive (HSE) Guidance Stress At Work states “Ill Health resulting from stress caused at work has to be treated the same as ill health due to other, physical causes present in the work place.”

Instructions and training will be given to managers, as per the Council’s Guidance and HR Procedures, which gives advice on the avoidance and management of stress.

Link to [Guidelines for Managers on How to Identify and Deal With Stress in the Workplace](#) and [Individual Stress Risk management form](#)

Alcohol Misuse (note: see HR Policy)

The Council has a policy for dealing with alcohol misuse – misuse which results in a physical condition or in behaviour that is inappropriate having regard to all the circumstances. Misuse may arise both in the workplace and outside work where the reputation, integrity or good standing of the Council is or could be adversely affected.

All employees of the Council have a duty under the provisions of the Health & Safety at Work Act 1974 to take reasonable care of both themselves and others who may be affected by their acts or omissions at work. This policy and procedure is aimed at protecting the best interests of both the employee and the council.

Link to [Misuse of Alcohol Policy](#)

Safety Hazards

Provision and use of Work Equipment Regulations 1998

All employees who use work equipment (including hand tools or mechanical lifting equipment) and those who manage or supervise the use of work equipment will receive health and safety instruction and training: -

- 1) in methods and procedures that must be used;
- 2) in a working knowledge of the manufacturer's recommendations;
- 3) in any risks arising from use and any precautions; and,
- 4) in providing a competent person to carry out assessments.

Link to [Workplace Equipment Guidance](#)

Personal Protective Equipment at Work Regulations 1992

All employees must be provided with appropriate personal protective equipment and will be provided with instructions and training: -

- 1) on the risk or risks which the personal protective equipment will avoid or limit;
- 2) on the purpose of the personal protective equipment and the way it should be used.
- 3) In how to keep the equipment in good working order.

See Section 4.9

Link to [Personal Protective Equipment Guidance](#)

Regulatory Reform (Fire Safety) Order 2005

The building manager (or building custodian) is the 'responsible person' who is responsible for fire safety in or about the premises, including avoiding incidences of fire and preventing injury, death or destruction, by completing a fire safety risk assessment, (annually or following changes in circumstances), also ensuring that the premises fire precautions are maintained and working by completing regular tests or checks, which are recorded within the premises fire register. An essential element is to ensure that all the occupants can evacuate from the premises safely, effectively and with dignity, including providing staff training regarding fire safety and the action to take during a fire emergency.

All employees will be given instruction and training about fire risks and precautions:

- In the event of an emergency, the action plan for the site in which they are working and also for any other site which they may have to work in;
- Details of any personal emergency egress plan for employees who need assistance to evacuate from the premises;

- Information regarding the premises manual alarm system together with the audio or visual fire warnings and details of any fire automatic fire detection.
- Information regarding the safe use of fire fighting equipment by nominated people.
- In large or complex buildings, or those premises visited by service users, there are advantages in the 'Responsible Person' establishing the use of Fire Wardens to assist people to evacuate the premises and ensure that the premises are empty, following an emergency evacuation.

See Section 4.3

Link to [Policy - Fire Related](#) (Document Library – 'F')

For further information on any aspect of fire safety contact the Health and Safety Section CMBC.

Manual Handling Operations Regulations 1992(as amended 2002) and Lifting and Lifting Equipment Regulations 1998.

All employees will be given instructions and training where appropriate about the risks and precautions: -

- 1) relating to lifting or lowering operations and the safe use of work equipment for lifting or lowering loads, including attachments used for anchoring, fixing or supporting them;
- 2) for a competent person to carry out assessments.

See Section 4.8

Link to [Manual Handling Policy](#)

Smoking at Work (note: see HR Policy) From 1st July 2007, all public places (this includes all Council-owned buildings, schools, premises, grounds and vehicles) and workplaces became smoke-free in England, with the exception of a limited number of exemptions under the Smoke-free (Premises and Enforcement) Regulations 2006.

Link to [Smoking Policy](#)

Further comprehensive information available to employees

Link to [Central Health & Safety Intranet Pages](#)

Link to [Economy & Environment Health & Safety Folder](#)

Link to Safer & [Stronger](#) Communities Health & Safety

Link to [Adults, Health and Social Care](#)

Link to [Children & Young People's Services Intranet](#)

Links to other useful Health & Safety Web Pages:-

- www.rospa.co.uk
- www.hse.gov.uk/ (free leaflets, etc)

4.00 REVIEW OF ARRANGEMENTS

These arrangements and objectives shall be periodically reviewed and amended accordingly at intervals not exceeding 12 months.

APPENDICES

COUNCIL POLICIES, PROCEDURES AND GUIDANCE

Note: The following documents are available to view and download from the intranet Health & Safety Section [Document Library](#) and the schools intranet site [Schools intranet site](#)

HSE Documents are referenced with the prefix **INDG** and are available in full text via the HSE website at [HSE Homepage](#)

Contact CMBC Health & Safety Section for further information.

General Health & Safety

- CMBC: Health and Safety at Work Policy Statement – 2010
- CMBC: Health and Safety Leaflet
- CMBC: Misuse of Alcohol Policy -1997
- CMBC: Smoking Policy - 2007
- CMBC: Workplace Temperatures Policy Guidelines
- CMBC: Managing Stress in the Workplace Policy - 2000
- CMBC: New and Expectant Mothers Guidance - 2005
- CMBC: Young Workers/Work Experience Guidance
- HSE: Managing Health & Safety – Five Steps to Success INDG275

Accident, Ill Health and Incident Reporting, Recording And Investigation:

- CMBC: Safety Guideline – Reporting of Injuries, Diseases And Dangerous Occurrences
- CMBC: Injury / Illness Report Form [ACC04) - 2010
- Violent & Aggressive Behaviour Towards Staff Report Form (VA04) - 2006
- Hazard or Near Miss Report Form (NMO4) - 2004
- CMBC: Incident Reporting Procedure – (Yellow Guidance Poster – YC04) - 2004

First Aid:

- CMBC: First Aid Information Notice [DOC]
- CMBC: First Aid Boxes & Kits - [Contents Information Sheet]

Fire Prevention & Fire Safety : Bomb Scares

- CMBC: Fire Action Notice (Available from Printing)
- CMBC: Fire Precautions in the Workplace Policy (FF1 Part 1) and Assessment Documentation (FF2 Part 2) Revised 2010
- CMBC: Guidance & Recommendations on Fire Fighting Equipment & Nominated Persons
- CMBC: Practising a Fire Drill
- CMBC: Personal Emergency Egress Plans - 2008
- CMBC: Operating Procedure:-Bomb Alerts & Incidents Involving Unidentified Substances

Security:

- CMBC: Security Policy - 2000
- CMBC: Lone Working – A Guide to Risk Assessment – 2004
- CMBC: Avoidance of Violence and Aggression to Staff -Policy - 2001
- CMBC: Mobile Phone & Radios Policy Rev 1 – 2006
- CMBC: School Security Policy

Electrical Safety:

- CMBC: Inspection, Maintenance & Testing of Electrical & Mechanical Installations - 2006
- CMBC: Portable Electrical Appliances - 2006
- CMBC: Plugs & Fuses

Contractors:

- CMBC: Contractor Management - 2001
- CMBC: Construction (Design & Management) Regulations 2007
- INDG368 Use of Contractors

Manual Handling:

- CMBC: Manual Handling – Policy - 2001
- CMBC: Manual Handling – Risk Assessment Form
- CMBC: Manual Handling of Loads Assessment Form
- CMBC: Adults, Health & Social Care Manual Handling Policy

Personal Protective Equipment:

- CMBC: Guidance Notes: Personal Protective Equipment in the Work Place
- CMBC: PPE Risk Survey Table
- CMBC: Hard Hats guidance

Display Screen Equipment:

- CMBC: Policy for the Use of Display Screen Equipment (Including DSE Risk Assessment Form)

Dangerous Substances

- CMBC: Managing Asbestos - 2006
- CMBC: COSHH Preliminary Assessment Form
- CMBC: COSHH Assessment Form
- HSE: COSHH – A Brief Guide to the Regulations INDG136

Ladders

- CMBC: Ladder Policy Including Guidance on The Work at Height Regulations – 2005

Blood Borne Infections:

- CMBC: Blood Borne Infections incl. Hepatitis & HIV - 1997
- CMBC: Spillage of Blood & Body Fluids
- CMBC: Needle Stick Injuries Policy

Risk Assessment

- CMBC: General Risk Assessment Sheet
- CMBC: Manual Handling Assessment Form
- CMBC: COSHH Preliminary Assessment – Risk Assessment Form
- HSE A Guide to Risk Assessment Requirements INDG218
- HSE: Five Steps to Risk Assessment INDG163

Transport

- CMBC: Transport Services Minibus Policy – 2004
- CMBC: Safe Transportation of Children & Young People in Cars and Taxis

Miscellaneous

- CMBC: Trimming Solid Fuel Bunkers Policy
- CMBC: Health and Safety Guidance for Building Managers
- CMBC: Christmas Decorations in the Workplace.
- CMBC: Confined Spaces Guidance
- CMBC: Safe & Successful Events Guidance
- CMBC: Prevention of Slips & Trips Guidance
- CMBC: Drug & Medicine Policy
- CMBC: Adults, Health & Social Care Kitchen Hygiene
- CMBC: Adults, Health & Social Care Guidance on Client Owned equipment
- CMBC: Hot Water Temperatures
- CMBC: Skin Cancer Prevention Policy

Bite Size Leaflets

A range of 2-sided leaflets are also available under a Bite Size button on the Health & Safety intranet page. These leaflets have been developed to give short bullet point summaries of CMBC guidance and policies for all staff.

- CMBC: Bite Size Accident & Incident Reporting
- CMBC: Bite Size Asbestos
- CMBC: Bite Size Avoidance of Violence & Aggression
- CMBC: Bite Size Blood Borne Infections and Needlestick injuries
- CMBC: Bite Size COSHH Guidance
- CMBC: Bite Size Contractor Management Guidance
- CMBC: Bite Size CDM Guidance
- CMBC: Bite Size Driving at Work Guidance
- CMBC: Bite Size DSE Guidance
- CMBC: Bite Size Fire Safety
- CMBC: Bite Size First Aid Guidance
- CMBC: Bite Size Health & Safety Information
- CMBC: Bite Size Information for Staff about Weapons and Knife Crime
- CMBC: Bite Size Ladder & Work at Height Safety
- CMBC: Bite Size Manual Handling

CMBC	Bite Size Maintenance & Testing of Electrical & Mechanical Installations
CMBC:	Bite Size Safe Events Guidance
CMBC:	Bite Size Safeguarding Children around Contractors
CMBC:	Bite Size Security
CMBC:	Bite Size Slips & Trips Guidance

Checklists

There are a number of checklists available from the document library on the Health & Safety intranet page.

These can be viewed by selecting 'Checklist' from the drop-down box under Type of Document.

A selection of the checklists available is listed below: -

- Cemetery – Monthly checklist
- Children's Home Risk Assessment and Monthly checklist
- Countryside – Monthly checklist
- Driver Documentation checklist
- Fire Safety – Monthly checklist
- Ground Maintenance – Monthly checklist
- Leisure Centres/ Pools checklist
- Library – Monthly checklist
- Museum checklist
- Social Services Aged Homes – Monthly checklist
- Technician – Monthly checklist
- Theatres/Halls checklist