

Cabinet
5 September 2017

CORPORATE HEALTH AND SAFETY POLICY / STRATEGY
Councillor Sir Beville Stanier
Cabinet Member for Environment and Waste

1 Purpose

1.1 To advise Members of the work undertaken to update the Council's Corporate Health and Safety Policy and to recommend Council adopt the revised document and the accompanying strategy/action plan for its implementation.

1.2 The Policy is a 'Policy Framework' issue as defined in the Council's Constitution and will therefore require formal approval by full Council.

2 Recommendations

That Council be recommended to:

- Approve the updated Health and Safety Policy and Strategy for its implementation and;
- Authorise the Assistant Director Business Support and Enablement, after consultation as necessary with the Corporate Health and Safety Board and/or Cabinet Member for Environment and Waste to make any changes to reflect:
 - Changes in legislation and Statutory Requirements
 - Changes in British Standards
 - The introduction of 'new machinery or technology'
 - Changes in nominated responsible persons
 - Changes in the responsibilities of nominated persons
 - Changes in Management Policy and/or procedures

3 Supporting Information

3.1 The Policy

(Attached as Appendix A)

3.2 The Policy will apply to all staff employed by the Council, either directly or indirectly and to any other person or organisation that uses Council services or premises for any purpose. The existing Policy has not been subject of a comprehensive refresh since 2014. The Policy will also apply to temporary staff, young workers, staff working from home and contractors working on Council business.

The principles of the Policy will apply to all Council work activities, regardless of who has or is supplying or providing them.

3.3 The aims of the policy are to:

- Outline the requirements of Health and Safety Regulations
- Outline Health and Safety Guidance and Approved Codes of Practice that apply to the Council
- Inform Managers, Supervisors and Staff as to their roles and responsibilities in relation to health and safety
- Demonstrate the Council's commitment to reducing accidents and incidents causing ill-health, as well as other environmental hazards and risks in the workplace
- Set out clearly and unambiguously the organisation's arrangements for health and safety in accordance with the Health and Safety Executive's (HSE) Guidance – HSG65, Managing for Health and Safety
- Set out the organisation's training requirements for health and safety

3.4 The Policy identifies the roles and responsibilities of Directors, Assistant Directors, Managers, Supervisors and Staff and reflects legislative changes that have occurred since it was last reviewed.

3.5 The Policy should result in the following outcomes;

- To ensure that there is a standardised approach to the Council's health and safety management system
- To prevent foreseeable accidents or incidents so far as is reasonably practicable by undertaking suitable and sufficient risk assessments
- To demonstrate how the Council complies with its statutory health and safety compliance against Legislation, Regulations, Approved Codes of Practice (ACOP's), best practice etc.
- The prevention of reoccurrence of adverse events so far as is reasonably practicable

3.6 The Council has a Corporate Health and Safety Board and in accordance with HSG65 – Managing for Health and Safety, the Board will review the policy and performance against the Policy annually.

3.7 The Strategy

(Attached as Appendix B)

3.8 The Strategy sets out the Council's approach to managing a positive health and safety culture. It will put in place a defined and coordinated process for health and safety performance. The Strategy was last reviewed in 2015.

3.9 A corporate health and safety action plan will be prepared to support the Strategy. This will be monitored by the Corporate Health and Safety Manager and the Corporate Health and Safety Board. The targets will be reviewed and updated annually by the Corporate Health and Safety Board.

3.10 The aims and objectives of the Strategy are to:

- Ensure that there is a standardised approach to the Council's health and safety management system
- Regularly measure and monitor the Council's health and safety performance

- Use accident, incident and near miss software for the Council to record and consolidate accurate reports and data
- Ensure that there is an appropriate level of health and safety risk control throughout the Council
- Ensure that all Managers, Supervisors and Staff are engaged actively in the positive management of health and safety
- Ensure that there is a standardised approach for Event Safety Planning and Resilience

3.11 The following outcomes will be delivered:

- Necessary key performance indicators will promote a positive health and safety culture within the Council
- Appropriate means of cooperation and communication between Sectors and roles will be secured
- The Council will automatically audit, monitor and review all health and safety policies, guidance notes, safe systems of work and risk assessments.
- Health and Safety Management will be embedded as an integral part of the management approach to achievement of objectives
- Staff will be involved in health and safety performance within the Council

3.12 This report has also been submitted to the Finance and Services Scrutiny Committee and any views from that Committee will be reported orally at the Cabinet Meeting.

4 Reasons for Recommendation

4.1 It is essential for the Council to have a comprehensive approach to health and safety and that this is properly embedded within the organisation. The existing documents have not been reviewed for a while and that the latest refresh takes account of changes in legislation and the extensive transformational changes within the organisation.

5 Alternative Options

Not to undertake a refresh but this would be an abrogation of the Council's statutory responsibilities.

6 Resource Implications

The Policy and Strategy will be managed through existing budgetary provisions.

Contact Officer: Joanne Crosby, Corporate Health and Safety Manager (01296) 585194
Background Documents: None



HEALTH AND SAFETY POLICY

Version:	1.0
Authorisation Committee:	Environment and Waste, Customer Fulfilment
Date of authorisation:	September 2017
Job title of originator/author:	AVDC Corporate Health and Safety Manager
Date issued:	August 2017
Review date:	August 2018
Target audience:	All AVDC Staff
Main areas affected:	Whole Organisation
Consultation:	Corporate Health and Safety Board, Corporate Health and Safety Committee, Assistant Director (Customer Fulfilment)
Changes to Policy:	Complete review due to organisational restructure in 2017

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1. Introduction

This document defines and establishes the Health and Safety Policy and Procedures for Aylesbury Vale District Council (AVDC). The document is designed to facilitate the management of health and safety within The Council and to control all areas of risk arising from The Council's activities that may affect employees, tenants, contractors or members of the public.

This Policy document includes:

- The Council's written statement of intent to ensure the health, safety and welfare of employees and others who might reasonably be affected by The Council's activities.
- The organisation within The Council for ensuring that health and safety standards are met on site.
- The arrangements in place for ensuring that health and safety standards are met on site, including safe working procedures and a system of record keeping and monitoring.

Health and Safety at all Council managed premises will be proactively monitored and an audit of the system will be carried out at least annually to ensure that all necessary steps are being taken to ensure a safe and healthy working environment.

This Policy document is produced in accordance with the Health and Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 1999.

Amendments and Updating

Amendments and updating of the manual may be required under the following circumstances:

- a) Changes in legislation and statutory requirements
- b) Changes in British Standards
- c) Substantial changes to The Council's undertaking
- d) The introduction of new machinery or technology
- e) Changes in nominated responsible persons
- f) Changes in the responsibilities of nominated responsible persons
- g) Changes in Management Policy and Procedures.

These updates enable the Health and Safety Policy to become a "Controlled Document".

Any amendments made must be recorded on the individual revision / amendment table within this Policy. A description of the update will be entered, dated and signed with a section to be approved by The Council, in order that the document may be controlled.

Delegated authority is given to the Health and Safety Board to make any of the named changes. Where there is any material change the Portfolio Holder may approve such changes.

1.1. General Statement

The Council recognises and accepts its responsibilities and duties to all its employees and others that may be affected by its work activities (both under its control and elsewhere) in respect of the Health and Safety at Work etc. Act 1974.

The Council will, so far as is reasonably practicable:

- a) Provide and maintain “safe and healthy” working environment,
- b) Identify the hazards of its work activities and assess the resulting risks to the health and safety of employees and non-employees,
- c) Introduce preventative and protective measures to control the above risks and record the management action taken to achieve this,
- d) Make arrangements for controlling the risk to health and safety in connection with the use, handling, storage and transport of articles and substance,
- e) Ensure all employees are competent to do their tasks through suitable and sufficient provision of information, instruction and training,
- f) Seek to prevent accidents and cases of work-related ill health and thoroughly investigate them when they occur,
- g) Take action against unsafe or negligent behaviour,
- h) Only use competent and approved contractors,
- i) Take timely action to address reported defects,
- j) Adopt a positive culture of working safely.

The Council consults with its employees on matters affecting health and safety and co-operates fully in the appointment of those from recognised trade unions and staff representatives. The Council also supports and participates with a Health and Safety Board and Committee.

The Council discharges its responsibilities in matters of health, safety and welfare through the normal system of management and supervision within the various Sectors and through approved systems of work.

The Council reminds all its employees, whatever their status, of their duties under the Health and Safety at Work etc. Act 1974 to take care of “their own safety and that of others” safety. They should also co-operate with management to enable them to carry out their responsibilities successfully.

This Policy will be reviewed annually to ensure that it remains relevant in the light of changes in statutory requirements and/or best practice.

Andrew Grant

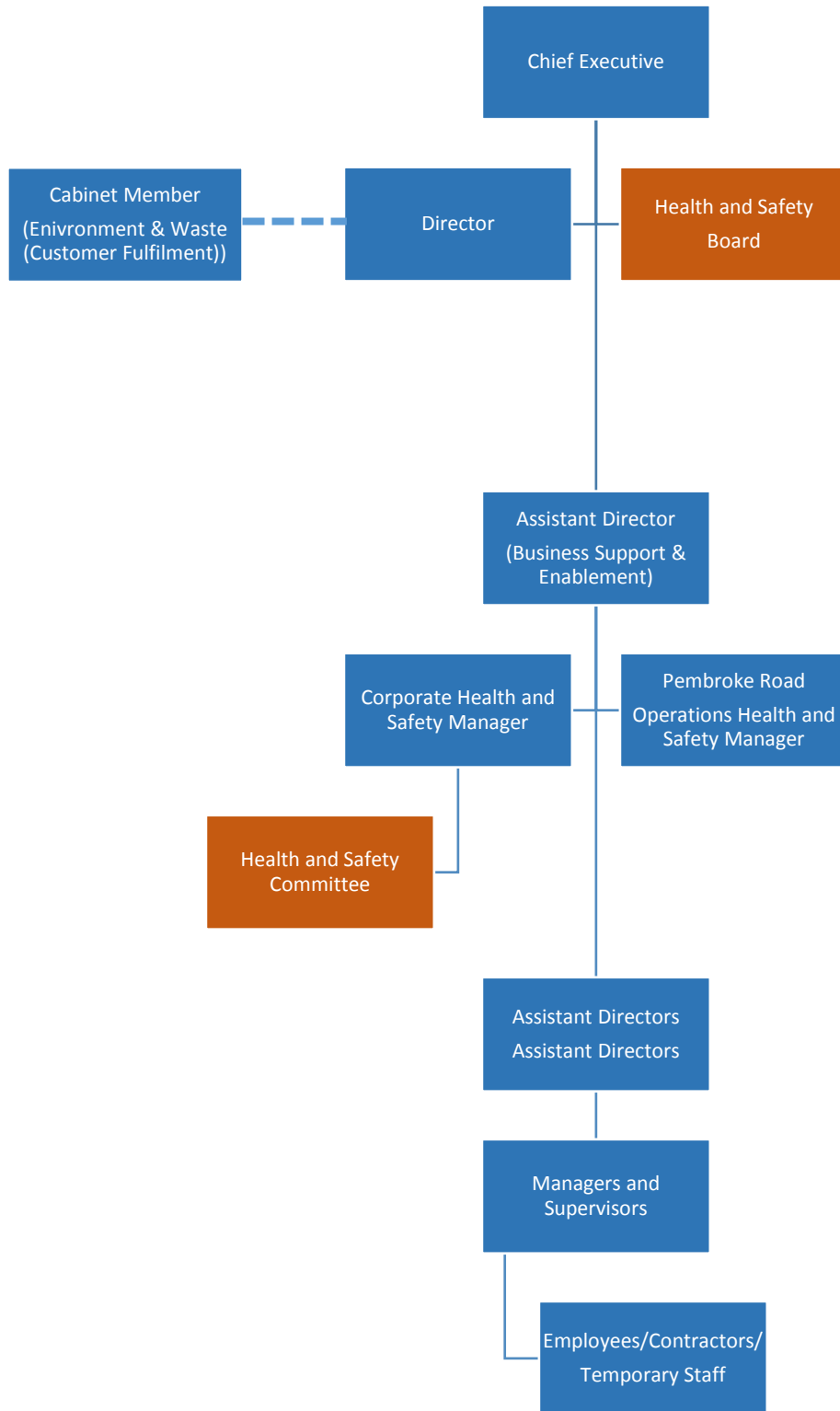
**Chief Executive,
Aylesbury Vale District Council**

Dated:

2. Responsibilities

2.1. Health and Safety Management Structure

The structure below outlines the management structure with respect to Health and Safety within Aylesbury Vale District Council:



2.2. The Chief Executive

Overall and final responsibility for health and safety within The Council is that of The Council (Corporate Body), who have appointed a Chief Executive to ensure systems are in place to fully implement the requirements of the Health and Safety Policy at all levels.

The Chief Executive will:

- Hold overall accountability for the health and safety of staff and others affected by the work activities of The Council.
- Ensure that sufficient funds and resources are provided to meet health and safety needs.
- Appoint a Director with overall responsibility, and others to be responsible for implementing, monitoring and supervising this Policy.
- Ensure that all members and staff within The Council co-operate in meeting the aims of this Policy and to oversee any disciplinary procedures in relation to Health and Safety matters.

2.3. Director Responsible for Health & Safety

The Director responsible for health & safety, will ensure the policy is implemented at a strategic level, with the necessary competence, resources and support to ensure that systems are in place to implement the requirements of the Health and Safety Policy.

The Director responsible for health & safety will:

- Chair the Board
- Ensure that funds, within The Council's budget, are reviewed and the necessary funds allocated to meet Health and Safety requirements.
- Ensure appropriate and adequate resources are made available for the implementation of the Health and Safety Policy.
- Ensure that adequate insurance cover for both statutory and The Council's needs.

2.4. The Cabinet Member

The Cabinet Member for Environment and Health has responsibility for ensuring that health and safety matters are dealt with in accordance with The Council's policies in this field.

2.5. The Assistant Director (Business Support and Enablement) responsible for health and safety

The Assistant Director will:

- Chair the Health and Safety Committee
- Ensure appropriate and adequate resources are made available for the implementation of the Health and Safety Policy.
- Strive to maintain objectives and targets by ensuring continual improvement in health, safety and welfare performance by adopting best practice and providing a safe working environment.
- Report to the Executive Board, health and safety performance.
- Be responsible for overseeing the implementation of The Council's Health and Safety Policy and strategy.
- Ensure that arrangements are in place for long term Health and Safety plans.
- Monitor and review standards that are designed to achieve these plans.
- Ensure effective planning through elimination and control of risks and hazards throughout The Council.
- Review and approve any minor amendments or changes to Corporate Health and Safety Policy and Strategy.

2.6. Corporate Health and Safety Manager

The Corporate Health and Safety Manager will act principally, as the competent person to provide advice and assistance on health, safety and welfare matters, for The Council to enable employees to meet their statutory obligations and ensure consistent application of The Council's safety policy.

The Corporate Health and Safety Manager will:

- Report to the Assistant Director Responsible for Health & Safety to ensure a regular and effective review of the Health and Safety Strategy, ensuring it remains up to date with business direction, legislative and regulatory need.
- Build effective, proactive working relationships with all Sectors, such that all elements of the H&S Strategy are understood and effectively communicated.
- Maintain, amend and distribution of the Safety Policy Document.
- Provide and/or procure education, training, and coaching in conjunction with the Learning and Development Team as appropriate to ensure local competence in delivery of H&S.
- Integrate Health and Safety requirements into the appropriate procedures, ensuring document control and recording of H&S related training.

- Work closely with Assistant Directors, Managers and Supervisors, to ensure compliance requirements are being controlled, documented and maintained in accordance with the appropriate regulations / guidelines (e.g statutory Inspections, Legionella, Asbestos, and Fire) and the Health and Safety Strategy.
- Meet regularly and formally with Sectors Leads, Managers and Supervisors providing the level of support necessary for local empowerment and action completion by the appropriate actionee(s) to the agreed timescales.
- Overseeing the audit program for all premises, work areas and sections at each facility, to ensure effective audit and feedback to the Sector Lead regarding (a) Action prioritisation and completion, (b) Use of Health and Safety systems / processes and (c) workplace practices.
- Overseeing the risk assessment program for all premises, work areas and Sectors at each facility, to ensure effective assessment and control is identified by the Sector Lead regarding (a) Action prioritisation and completion, (b) Use of Health and Safety systems / processes and (c) workplace practices.
- Carry out follow-up investigations of accidents or dangerous occurrences where necessary and report/record these incidents where required to the Health and Safety Executive.
- Provide six monthly summary reports for The Council, detailing accident statistics, trends, compliance with KPIs, action completion rates, audit outcomes, and areas for improvement.
- Provide a Quarterly summary report for inclusion within the H&S Committee Report.
- Establish a structure of active Health and Safety Representatives across all areas of the business, encouraging cross-site sharing of information, and engagement / ownership of Health and Safety topics at all levels.
- Promote engagement, full use and optimisation of existing processes.
- Remain up to date with developments and best practice within the industry such that they can be suitably understood, assessed, and acted upon.
- Advise on and assist with The Councils contractor selection process.
- Ensure The Council remains fully up to date and conversant with any changes to legislation, guidance, or best practice where relevant and ensuring the appropriate updates to procedures.
- Provide technical and regulatory support and advice in conjunction with external health & safety support to all members of the management team when required.
- Act as a liaison for any regulatory inspection or enforcement agency notification.

2.7. Operations Health and Safety Manager (Pembroke Road)

The Operations Health and Safety Manager will:

- Report directly to the Operations and Waste Manager.
- Cooperate with the Corporate Health and Safety Manager by providing regular accident statistics, audit reports, workplace inspections and any other required site specific health and safety information.
- Report any significant findings following any risk assessment or procedural matters that give serious rise to concern at site level to the Corporate Health and Safety Manager.
- Ensure AVDC's Health and Safety Strategy and Policy is being implemented at site level.
- Ensure corporate health and safety procedures are being followed and monitored at site level.
- Build effective, proactive working relationships with all staff, such that all elements of the H&S policy are understood and effectively communicated.
- Carry out investigations of accidents or dangerous occurrences where necessary and report/record these incidents where required to the Health and Safety Executive.
- Ensure that employees receive adequate health and safety information, instruction and training in specific tasks and processes.
- Ensure a systematic approach towards risk assessments is carried out on site to control and identify hazards, and those at risk from hazards. This will include identification of all activities, the hazards and risks associated with them, and a review of the method by which they are controlled.
- Provide technical and regulatory support and advice in conjunction with external health and safety support to all members of the management team when required.
- Ensure suitable protective clothing or safety equipment is provided and that employees wear or use it and necessary arrangements are in place to store, issue and maintain it and that records are kept of its issue.
- Act as a liaison for any regulatory inspection or enforcement agency notification.
- Attend Health and Safety Committee and Board Meetings.
- Remain up to date with developments and best practice within the industry such that they can be suitably understood, assessed, and acted upon.

2.8. Assistant Directors

Assistant Directors will:

- Ensure appropriate and adequate resources are made available for the implementation of the Health and Safety Policy within their Sector.
- Strive to maintain objectives and targets by ensuring continual improvement in health, safety and welfare performance by adopting best practice and providing a safe working environment.
- Ensure AVDC's Health and Safety Strategy and Policy is being implemented within their Sector.
- Ensure corporate Health and Safety procedures are being followed and monitored within their Sector.
- Ensure staff within their Sector receive information, instruction and training regarding health and safety and that any necessary training is attended.
- Regularly attend Health and Safety Board Meetings.

2.9. Management and Supervisory Staff

Responsibility for health and safety within The Council is that of Management and Supervisory Staff who report to the Assistant Directors. Management and Supervisory Staff will ensure that systems and procedures are in place to implement the requirements of the Health and Safety Policy at an operational level.

Management and Supervisory Staff will:

- Assist in the implementation of The Council's Health and Safety Policy within The Council.
- Ensure that all employees and contractors are aware of and understand the Council's Health and Safety Policy statement.
- Ensure that effective communication channels are maintained in order that all health and safety matters may be resolved.
- Provide a forum for the discussion of health and safety issues within area of control.
- Ensure that safe systems of work are complied with.
- Ensure safety checks are carried out in the area of control and attend safety meetings as required.
- Ensure that an adequate fault reporting system is in operation in order that fault may be reported quickly and effectively by both employees and contractors. Any faults reported must be rectified as soon as possible.
- Ensure that suitable risk assessments are carried out on the premises for which they are responsible, as required by the Management of Health and Safety at Work Regulations 1999.
- Ensure that both themselves and staff under control know the fire and first aid arrangements in the premises.

- Ensure that all accidents and dangerous occurrences are logged and reported using the Council's accident reporting system.
- Institute accident investigations, where necessary, and take prompt action in reporting and appropriate action to avoid a recurrence.
- Ensure that all facilities are maintained in a safe working condition, all welfare facilities monitored and access and egress maintained clear at all times.

2.10. All Employees / Contractors

All employees/contractors must: -

- Comply with The Council's Health and Safety Policy and ensure they comply with their duty of care towards themselves, their colleagues, visitors and members of the public.
- Co-operate with other occupiers of the site to enable The Council to comply with any legal duties or requirements.
- Report any safety hazard within their work area or malfunction of any item or plant and equipment to their immediate Supervisor.
- Inform your Supervisor of any possible breaches in health and safety legislation noted or any possible improvements in safety that can foreseeably be achieved.
- Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Dress sensibly and safely for their particular working environment or occupation.
- Conduct themselves in a responsible manner in the work place and take reasonable care for the health and safety of themselves and others.
- Use all safety equipment and/or protective clothing as may be provided.
- Avoid any improvisations of any form that could create an unnecessary risk to their personal safety and to the safety of others.
- Maintain all equipment in good condition and report any defects to Management when they occur.
- Use only those items of equipment or machinery they have been trained and authorised to use and use in accordance with the manufacturer's instructions.
- Report all accidents to their Supervisor whether injury is sustained or not.
- Attend as requested any training course designed to further the needs of health and safety.
- Observe all laid down procedures concerning processes, procedures and substances used.
- Familiarise themselves with the fire evacuation procedure and the position of all fire equipment and exit routes.
- Familiarise themselves with the names and locations of first aid personnel and appointed persons as well as the position of first aid kits.
- Not interfere with or misuse anything provided in the interests of health, safety or welfare.

3. Management

3.1. Communication & Consultation

Scope

To ensure effective communication and consultation is in place alongside procedures for keeping staff up to date on issues affecting their health and safety at work.

References

The Management of Health and Safety at Work Regulations 1999

Responsibilities

The Chief Executive assisted by the Director Responsible for Health & Safety are responsible for ensuring measures are in place to ensure effective channels of communication and consultation within The Council at all levels.

Assistant Directors, Managers and Supervisors are responsible for ensuring that staff within their areas of responsibility are kept up to date on issues affecting their health and safety at work through communication and consultation.

Procedure

1. Information will be received via communication and consultation through:
 - The Health and Safety Board
 - The Health and Safety Committee
 - Staff meetings
 - Connect
 - Internal publications
 - Guidance & external publications
2. Staff will be informed of any changes or information, which could affect their work activities and if necessary a formal consultation will be carried out and documented.
3. The following information is made available or displayed throughout The Council:
 - A Health and Safety Law Poster / Leaflet
 - A copy of the Employers' Liability Insurance
 - A copy of the Health and Safety Policy Statement - this will be made available to all staff, as well as any other interested parties.
4. Managers and Supervisors will ensure that all staff are consulted should there be any changes to their working arrangements, equipment etc. that may affect their health and safety at work.

3.2. Health and Safety Risk Assessments

Scope

To ensure that Risk Assessments are carried out in respect of Council premises and all activities carried out by The Council such that steps can be taken to reduce the risks identified.

References

The Management of Health and Safety at Work Regulations 1999

Responsibilities

Assistant Directors, Managers, Supervisors are responsible for ensuring that Risk Assessments are carried out in respect of all activities carried out by staff on site and that the action plan identified is implemented.

Procedure

1. Risk assessments will be carried out in respect of all activities carried out by The Council at their premises and activities. These assessments will be reviewed and updated under the following circumstances:
 - the purchase of a new equipment
 - changes to equipment or processes on site
 - changes in legislation
 - annually
2. The *AVDC General Risk Assessment Format* and *Risk Matrix* shall be used for all general risk assessments.
3. Assistant Directors, Managers and Supervisors will ensure that risk assessments are carried out within buildings under their control. Where works are required to be carried out to comply with current legislation or safe systems of work, it be will ensured that such works are carried out within the time period specified in within the Risk Assessment Action Plan.
4. Where the works are to be carried out by a contractor they must be carried out by a one that is on the Council's Approved List of Contractors.
5. On completion of the works required a reassessment will be carried out and recorded.
6. The significant findings of the risk assessment will be brought to the attention of those affected.
7. All assessments will be reviewed on a regular basis and at least once in every 12 month period.

	Appendices Reference:
6.1	General Risk Assessment Format
6.2	Risk Assessment Matrix

3.3. Fire Safety Risk Assessments

Scope

To ensure that Fire Safety Risk Assessments are carried out in respect of The Council and reviewed on a regular basis.

References

The Regulatory Reform (Fire Safety) Order 2005

The Management of Health and Safety at Work Regulations 1999

Responsibilities

The Estates and Property Services Operations Manager and The Health and Safety Manager are responsible for ensuring that a Fire Safety Risk Assessment is carried out at Council managed premises and reviewed as necessary.

Procedure

1. A Fire Safety Risk Assessment will be carried out on site and will be reviewed and updated under the following circumstances:
 - Changes to equipment or procedures on site
 - Changes in legislation
 - Annually
2. It shall be ensured that competent persons are appointed and instructed to carry out the Council's Fire Safety Risk Assessments.
3. Tenants monitoring will be carried out as part of the risk assessment process and copies of tenants' fire safety risk assessments will be requested in order to cooperate and communicate fire safety issues effectively.
4. Where works are required to be carried out to comply with current legislation or best practice, such works shall be carried out within the time period specified within the Risk Assessment Action Plan.
5. Where the works are to be carried out by a contractor they must be carried out by a contractor who has undergone the approval system and is on the "The Council Approved List of Contractors".
6. On completion of the works required a re-assessment will be carried out and recorded.
7. The Fire Safety Risk Assessments will be reviewed as necessary and at least once in every 12-month period.

3.4. Staff Training

Scope

To ensure that all employees of The Council are appropriately trained to carry out their duties in respect of Health and Safety, First Aid, Fire Safety and associated areas relevant to their work activities.

References

The Management of Health and Safety at Work Regulations 1999

The Regulatory Reform (Fire Safety) Order 2005

The Health and Safety (First Aid) Regulations 1981

The Health and Safety at Work etc. Act 1974

Responsibilities

The Director Responsible for Health and Safety will ensure that a system is in place to identify and assess training needs at all levels within The Council.

Assistant Directors, Managers and Supervisors are responsible for identifying and assessing training needs and ensuring all staff have the necessary training in order to carry out their duties in a safe manner.

Procedure

1. Upon the recruitment of new members of staff it shall be ensured that induction training is carried out in accordance with *AVDC's Learning and Development Policy*. Assistant Directors, Managers and Supervisors, guided by the *Health and Safety Training Matrix* will also ensure that a training needs assessment is carried out for all staff. This will determine when the following training will be required to be carried out:
 - Basic Health and Safety
 - Fire Safety and Emergency Procedures
 - First Aid/Emergency Aid Training
 - Job specific health and safety issues
2. The training needs assessment will take account of Council requirements as well as individual requirements.
3. Additional training will be provided as required.
4. Refresher and update training will also be provided periodically.
5. Training records will be stored via The Council's Human Resources Department.

	Appendices Reference:
6.3.	Health and Safety Training Matrix

3.5. First Aid Assessments

Scope

To ensure that First Aid Assessments are carried out in respect of premises and activities throughout The Councils portfolio and activities to ensure that adequate first aid arrangements are in place.

References

The Management of Health and Safety at Work Regulations 1999

The Health and Safety (First Aid) Regulations 1981

Responsibilities

The Health and Safety Manager will ensure that adequate First Aid arrangements are in place on site, adequate personnel are suitably trained to administer first aid and that the contents of all first aid kits are maintained up to date.

First aiders will be responsible for administering first aid treatment, maintaining first aid kits and facilities, summoning medical assistance and maintaining first aid records.

Appointed Persons will not administer first aid but will take charge of an emergency situation, summon medical assistance etc., in the absence of a first aider.

Procedure

1. Managers and Supervisors will ensure that a First Aid Assessment is carried out and reviewed on an annual basis. The assessment will cover The Council sites and activities. First aid cover will also be provided for members of the public and contractors within Council premises.
2. It shall be ensured that an adequate number of personnel are trained to administer first aid and emergency aid in accordance with the First Aid Risk Assessment.
3. First aid boxes will be made of suitable materials, capable of protecting the contents from damp and dust and must be clearly identified; the marking used should be a white cross on a green background in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.
4. First-aid boxes shall contain only those items, which the first-aider has been trained to use.
5. Contents of kits shall be based on a risk assessment, but a suggested list is issued by the HSE in The Health and Safety (First-Aid) Regulations 1981 (L74 Third Edition Published 2013).
6. First aiders will check the contents of the first aid kits on a weekly basis and replenish as necessary.
7. First aid arrangements shall be reviewed at least annually.

3.6. Accident Reporting

Purpose

To describe when to record and report accidents and incidents that occur within The Council's premises and when carrying out work on behalf of The Council away from Council premises.

Scope

To ensure that all accidents, incidents and near misses are recorded and reported and appropriate steps taken to prevent recurrence.

References

The Management of Health and Safety at Work Regulations 1999

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Responsibilities

The Health and Safety Manager will oversee that all reportable accidents incidents and near misses are reported in accordance with RIDDOR and investigated. They also will ensure that central records are kept, incidents are investigated thoroughly and that corporate accident statistics are collated and communicated at Board Level.

Procedure

1. Managers, Supervisors or First Aiders will ensure that all accidents that occur on site, or when working on behalf of The Council but away from Council premises that result in an injury, are recorded on The Council's Accident Reporting System.

These include any accident to a member of public, employees, contractors or visitors if occurring within The Council premises. Tenants are responsible for recording any accidents / incidents occurring within their own demised areas.
2. All accidents and incidents will be reported on The Council's Accident Reporting System. The Manager or Supervisor of the injured person (where an employee) shall be immediately notified. The Manager or Supervisor shall then carry out an accident investigation and take remedial action where deemed necessary.
3. The Health and Safety Manager will ensure that central records are kept and that accident statistics are collated.
4. Managers, Supervisors and/or First Aiders will ensure that the site of the incident (where serious) is made safe and remains undisturbed until completion of an investigation (if performed). Photographs will be taken, if necessary. The name(s) of witness (es) and those present at the scene should be collected and witness statements taken as necessary.
5. The Health and Safety Manager and the relevant sector Assistant Director (where no relevant sector director is available the H&S Assistant Director will be called upon) they will be responsible for notifying the Enforcing Authority (The Health and Safety Executive, HSE) of any reportable incidents that occur within Council premises or as a result of work being carried out away from Council premises (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 known as RIDDOR).

Accidents which must be reported under RIDDOR include:

- deaths
 - fractures, other than to fingers, thumbs and toes
 - amputations
 - any injury likely to lead to permanent loss of sight or reduction in sight
 - any crush injury to the head or torso causing damage to the brain or internal organs
 - serious burns (including scalding) which covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
 - any scalping requiring hospital treatment
 - any loss of consciousness caused by head injury or asphyxia
 - any other injury arising from working in an enclosed space
6. Accidents to members of the public if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury must be reported, as soon as possible.
7. The Health and Safety Manager of The Council and HSE must be contacted in the event of a Dangerous Occurrence.

A dangerous occurrence is:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Plant or equipment coming into contact with overhead power lines.
- The accidental release of any substance which could cause injury to any person.
- The failure of any closed pressure system/vessel or of any associated pipework forming part of a pressure system where that failure could cause the death of any person.
- Any explosion or fire caused by an electrical short circuit or overload.
- explosion or ignition of explosives.
- Any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.
- The complete or partial collapse of scaffold.
- The unintentional collapse or partial collapse of any structure, which involves a fall of more than 5 tonnes of material.

	Appendices Reference:
6.5	Pembroke Road Accident Reporting Flow Chart

3.7. Permits to Work

Purpose

To describe the procedure for issuing Permits to Work for high risk activities undertaken by Contractors on Council premises.

Scope

To ensure that all appointed Contractors carrying out high risk activities are issued with a suitable Permit to Work at The Council premises.

References

The Management of Health and Safety at Work Regulations 1999

Responsibilities

The Estates and Property Services Operations Manager and/or The Operations Health and Safety Manager (Pembroke Road) is responsible for ensuring that persons authorised to issue Permits to work have received adequate training and instruction.

The Estates and Property Services Supervisor is responsible for supervising the issue and use of a permit to work system in respect of all contractors carrying out high risk activities on site and carrying out spot checks and for supervising the activities of contractors.

Procedure

1. All contractors involved in such work must be registered on The Council's Approved List of Contractors.
2. All persons involved in the use of the permit-to-work system shall be instructed in its purpose and application. This includes any contractors who may be engaged to carry out specific tasks operate and conform to the permit-to-work system in operation.
3. All contractors as part of The Council Contractor approval scheme are requested to provide copies of permits to work in respect of any high risk activities they have selected in their application.
4. Any Contractors engaged to carry out work involving any high risk / dangerous activities for The Council as listed below, shall be issued with and operate under a Permit to Work system:

Examples of such works include:

- Hot work (e.g. welding, flame cutting, grinding)
- Work that may generate sparks or other source of ignition
- Entry into any confined space
- Specified work on electrical equipment
- Specified work on machinery
- Other specified conditions through Risk Assessment

5. Permit-to-Work Forms must be completed in duplicate or copied immediately before the work begins and signed by the appropriate persons. One copy is to be retained by the Contractor and the other is to be retained on site.
6. On completion of the work the permit must be cancelled after all personnel and materials have been withdrawn. The Cancellation Section of both copies of the Permit-to-Work Form must also be signed and a finish time inserted after all personnel and materials have been withdrawn and all systems have been re-instated.
7. At least one copy of the cancelled Permit and one copy of the Permit-to-Work Form must be retained by the issuer.

	Appendices Reference:
6.6	Permit to Work – Confined Spaces
6.7	Permit to Work - Hot Work
6.8	Permit To Work – Electrical
6.9	Permit to Work – General

3.8. Workplace Audits and Monitoring

Purpose

The Council will adopt the principle of HSE's, *HS(G)65 Successful Health and Safety Management* in the delivery of its auditing and monitoring arrangements. This will provide an objective assessment to the Council's Health and Safety Committee and Board of the adequacy and effectiveness of the internal systems of control.

Scope

To ensure that workplace audits and monitoring are carried out on a regular basis and that all defects identified are recorded and remedied as soon as possible.

References

The Management of Health and Safety at Work Regulations 1999

The Workplace (Health, Safety and Welfare) Regulations 1992

The Health and Safety at Work etc. Act 1974

Responsibilities

The Estates and Property Services Operations Manager, The Health and Safety Manager and The Operations Health and Safety Manager (Pembroke Road) will ensure that workplace audits are carried out on a regular basis and that all defects identified are recorded, reported and remedied forthwith.

Managers and Supervisors will ensure that any unsafe / defective equipment or areas are reported to The Estates and Property Services Team, cordoned off and taken out of use, and ensure that appropriate repairs/replacement to be carried out. They will also carry out and record regular workplace inspection, for areas under their control.

Procedure

1. The auditing of health and safety systems within the Council will be arranged and carried out by Managers, Supervisors and the Health & Safety Manager in line with a programme agreed by the Council's Health and Safety Committee.
2. The timing and frequency of the audits will take into account departmental risk profiles and the standard of health and safety management currently (i.e accident reports) in place.
3. Where an audit identifies significant problems it may be appropriate to repeat the audit outside the normal frequency to assess and verify progress.
4. Regular monitoring shall involve requests for Managers and Supervisors to provide workplace inspection reports, training records and any other relevant information and records for review.
5. Regular meetings shall be held with Managers, Supervisors and various other employees to qualify the health and safety management systems that are in place.
6. Workplace inspections shall be carried out regularly by Managers, Supervisors and The Health and Safety Manager.

3.9. Fire & Emergency Procedures

Purpose

To eliminate or minimise so far as is reasonably practicable, the risk of injury to all Council employees and non-employees of the Council, including the general public, visitors to Council premises, and any other person who may be affected by the activities or undertakings of the Council.

References

The Management of Health and Safety at Work Regulations 1999
The Control of Substances Hazardous to Health Regulations 2002
The Regulatory Reform (Fire Safety Order) 2005

Responsibilities

The Estates and Property Services Operations Manager and The Health and Safety Manager are responsible for ensuring that appropriate emergency procedures are in place on site and coordinated with tenants and contractors.

Procedure

1. Fire risk assessments shall be conducted by a competent assessor and kept under regular annual review
2. Identified remedial measures are implemented in accordance with risk assessment recommendations
3. All means of escape are clearly marked and kept free from obstruction.
4. Robust evacuation and emergency procedures are developed
5. Appropriate training and instruction is provided to staff, visitors , service users, and contractors
6. Drills/practices are arranged to a set schedule
7. Personal Emergency Evacuation Plans are developed and implemented
8. Appropriate fire alarm, fire fighting, and fire detection equipment is installed in all workplaces and regularly inspected, tested and maintained.
9. A separate *AVDC Fire Safety Management Policy and Procedures* shall be held and referred to.

3.10. Home Working

Purpose

To describe the process for identifying home workers and ensuring risk assessments are carried out as appropriate.

Scope

To ensure that home workers are identified as those who have been designated as home workers and subject to a contractual arrangement. Risk assessments will be carried out as appropriate.

References

The Management of Health and Safety at Work Regulations 1999

Responsibilities

Managers and Supervisors are responsible for ensuring that home workers have been identified and suitable and sufficient risk assessments on the home workers are carried out, as appropriate.

Procedure

1. HR shall be notified as soon as a home worker has been identified.
2. Individuals will be issued with a self-assessment form for Display Screen Equipment usage.
3. The Council are only responsible for work equipment used at home supplied by The Council.
4. If a home worker is required to carry out work at home other than computer work or administration activities, then a home visit will be undertaken and a risk assessment undertaken.
5. A separate assessment shall be undertaken for new and expectant mothers.

3.11. Event Safety Planning

Purpose

To describe the process for producing an effective Event Safety Plan and risk assessment for AVDC organised public events (those with an anticipated footfall of 2,000 persons or more).

Scope

This policy applies to organised events which occur anywhere owned or otherwise under the direct control of the Council. Duty holders are required to carry out specific duties in respect of events, as set out below. Each duty can be delegated, but the responsibility for achieving them cannot be delegated and remains assigned to the relevant duty holder.

References

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Health and Safety (First Aid) Regulations 1981

Responsibilities (Duty Holders)

The Aylesbury Vale Safety Advisory Group (SAG):

- The SAG is a non-statutory group of multi-agency representatives formed to promote safety at public events. The role of the SAG is to enable event organisers to share information with public health and safety agencies regarding the particular event, specifically the risks and the intended management arrangements to ensure public and employee safety. The public health and safety agencies making up the SAG.

Event Organiser(s) / Manager(s) shall:

- Ensure that an Event Safety Plan (*using the provided template held within the AVDC Policy Hub*) and a suitable and sufficient risk assessment has been created, with suitable control measures in place.
- Organise and liaise pre-event planning meetings with any other Sectors, Services and other interested parties who are in any way involved in, or are impacted upon, by the event.
- Ensure that appropriate people are aware of the Event Safety Plan, risk assessments and control measures and that health and safety training, and necessary notifications and briefings required take place before the event.
- Select suitable Contractors and where possible approved suppliers/contractors.
- Ensure that risk assessments, method statements, employers/public liability insurance certificates and any other documentation is obtained from Contractors
- Ensure a clear chain of command is identified and agreed for the event and where possible personally attend the event.

- Where deemed necessary by the event risk assessment, carry out a post-event review/debrief, in order to share lessons learned and ensure relevant staff are aware of any health and safety arising out of the event.
- Evidence that organisers have taken appropriate steps to protect the health and safety of the public

The Corporate Health and Safety Manager

- Support all those with responsibilities and duties in connection with this policy.
- Offer advice, guidance training and support to Event Organisers / Managers managing events, e.g. scrutinise event safety plans, risk assessments etc..
- Shall sign off the Event Safety Plan and Risk Assessments
- Consult with the Emergency Planning Team where necessary, in relation to the event
- Share information on health and safety issues raised by Event Organisers and Managers. Particularly those others involved in event management.

Procedure

Before an event goes ahead, The Health and Safety Manager and SAG shall ensure that:

1. Any necessary approval, or any required permissions have been provided in writing to the relevant Event Organiser / Manager, and that;
2. Risk assessments are suitable and sufficient
3. The Event Safety Plan is suitable and sufficient
4. Any necessary licenses have been applied for and are in date
5. If external contractors are used, that the required safety documents have been checked and are satisfactory, e.g. proof of competence, risk assessments, method statements etc. and inductions have been undertaken. (Records must be maintained in the event safety file).

4. Operations

4.1. Control of Legionella

Purpose

To recognise the Council's duties under the *HSE L8 Approved Code of Practice*, The Control of Legionella Bacteria in Water Systems extending to risks from legionella bacteria which may arise from work activities.

Scope

To ensure that a Legionella Risk Assessment is carried out in respect of the hot and cold water services within Council managed premises and that appropriate water hygiene regimes are implemented in accordance with the requirements of the risk assessment.

References

The Control of Substances Hazardous to Health Regulations 2002 (as amended)

Approved Code of Practice L8 - Legionnaires' disease: The control of legionella bacteria in water systems

Responsibilities

The Estates and Property Services Operations Manager is responsible for ensuring that a Legionella Risk Assessment is carried out in respect of the hot and cold water services installed at Council managed premises and a suitable water hygiene regime is implemented.

Procedure

1. The Estates and Property Services Operations Manager and The Estates and Property Services Supervisor will ensure a legionella risk assessment is carried out by a competent person and a report issued.
2. Upon receipt of the report The Estates and Property Services Supervisor will ensure all works that are identified as necessary are carried out and an appropriate water hygiene regime implemented in accordance with the risk assessment and current Code of Practice. Records of which must be obtained and made readily available for inspection by the enforcing authority.
3. Where the works are to be carried out by a contractor they must be carried out by a contractor who has undergone the approval system and is on the "The Council Approved List of Contractors".
4. A reassessment of the system will be carried out regularly, or following a significant change in the water system or use of the building which may affect the water system i.e. becomes vacant or part tenanted etc.
5. A copy of the assessment must be made readily available for inspection by the enforcing authority. Copies of all records in respect of the water hygiene regime must also be held and made available for inspection.

4.2. Control of Asbestos

Purpose

To recognise the Council's duties under The Control of Asbestos Regulations 2012 extending to risks from asbestos which may arise from work activities.

Scope

To ensure that an Asbestos Survey is carried out at Council premises and any asbestos containing materials are effectively managed and that a suitable and sufficient assessment is carried out.

References

The Control of Asbestos Regulations 2012.

Responsibilities

The Estates and Property Services Operations Manager is responsible for ensuring that Asbestos Surveys are carried out, as above, at Council premises and any asbestos containing materials are effectively managed.

Procedure

1. An asbestos management survey shall be carried out on all areas of Council Premises, including tenanted areas.
2. Where refurbishment works or dilapidations are carried out a refurbishment / demolition survey will be carried out prior to the commencement of work and any asbestos containing materials removed by a licensed contractor.
3. A Building Asbestos Register will be compiled and an Asbestos Management Plan will be drafted as part of the survey.
4. The Management Plan prepared will recommend the following action in respect of any asbestos containing materials identified:
 - Asbestos containing materials considered to be in poor condition to be removed by licensed contractors.
 - Remaining asbestos containing materials, considered to be a manageable risk, are labelled and / or sealed/encapsulated where practical.
 - Asbestos containing materials being managed in situ will be monitored in accordance with the risk rating determined by the Asbestos Survey, and removed when appropriate i.e. on refurbishment or when noted to be deteriorating unacceptably.
5. A copy of the report and register is held on site and made readily available to tenants, contractors and brought to the attention of any other relevant parties.
6. Maintenance contractors will be required to consult the Building Asbestos Register prior to the commencement of work on site. Any asbestos containing materials must not be disturbed.
7. In particular Asbestos surveys do not normally include the internal workings of electrical switchgear or the lift shaft and lift car. Contractors working with these appliances **must** adequately assess the risks of working with asbestos as part of their method statements.

8. Should contractors, tenants or staff disturb any asbestos containing materials or suspected asbestos containing materials they should follow the following procedure:

Procedure for discovery of Asbestos/Uncontrolled Fiber Release

- Stop work to the area immediately
- The area should be immediately evacuated and steps taken to secure the affected area from re-entry of unauthorised persons.
- Inform the person in charge as soon as possible.
- The Estates and Property Services Operations Manager will arrange for Specialist contractors to undertake microscopic examination / air sampling to determine the type of asbestos fibres - if any and the fibre in air levels.
- If examination and sampling is positive specialist contractors will be instructed to thoroughly clean all visible debris and dust.
- On completion, air sampling will again be carried out and if satisfactory a clearance certificate will be issued.
- A health records for the affected persons will be recorded. Such records must be kept for at least 40 years by the employer.

4.3. Contractor Approval and Management

Purpose

To describe the procedure for the Approval of Contractors working for The Council.

Scope

To ensure that all appointed Contractors have undergone the Approval procedure prior to the commencement of work for The Council.

References

The Management of Health and Safety at Work Regulations 1999

Responsibilities

Assistant Directors, Managers and Supervisors are responsible for ensuring that only contractors on the Council's Approved List of Contractors are permitted to work for The Council.

They shall also ensure that an exchange of health and safety information has been carried out with all contractors that carry out work for The Council and that all contractors are competent, in terms of health and safety, to carry out the work required.

Procedure

1. Prior to the appointment of a contractor to undertake work for The Council the contractor must be "Approved" by Estates and Property Services Team.
2. The contractor will be required to complete a questionnaire and submit health and safety documents for approval.
3. The contractor is required to complete the questionnaire and forward all relevant information for approval. Such information includes:
 - Health and Safety Policy
 - Risk Assessments
 - Method statements
 - Accident statistics / data
 - Copy of insurance documents
 - Copies of training certification / licences
 - Copy of CIS accreditation
 - Other documentation, as appropriate.
4. The information received will be reviewed by a competent person (someone with suitable knowledge, experience and training) within the Estates and Property Services Team.
5. Once all information has been reviewed and approved the Contractor will be placed on The Council Approved List of Contractors data base. The Contractor may then be used to carry out work for The Council.
6. The Council will use only approved contractors off The Council Approved List of Contractors database system.

7. The Manager or Supervisor will carry out regular checks on contractors working on site.
8. It will also be ensured that appropriate appointments, notifications and resources are made for works that fall under the Construction (Design and Management) Regulations (CDM) 2015.

4.4. Electrical Safety

Purpose

To describe when to carry out testing of the mains electrical installation at Council premises and the procedures to ensure all electrical equipment and installations are in a safe condition at all times as to prevent danger.

Scope

To ensure that The Council complies with the requirements of the Electricity at Work Regulations and ensure that action is taken on discovering of defects, systems are in place for the inspection and repair of electrical installations and equipment and the testing of Council Mains Electrical Installations is carried out on a regular basis.

References

The Electricity at Work Regulations 1989

The IEE Wiring Regulations (BS 7671:2008 Requirements for Electrical Installations)

Responsibilities

The Estates and Property Services Operations Manager is responsible for ensuring the electrical installation and fixed wiring is subject to a five-year Electrical Installation Conditioning Report in accordance with IEE regulations BS 7671:2008.

The Electrical Installation Conditioning Report must be carried out by an NICEIC (National Inspection Council for Electrical Contracting) or a member of the ECA (Electrical Contractors Association).

Procedure

1. Thorough Test and Examination of the Main Electrical Installation on all Council managed sites shall be carried out by a competent person at least once in every five-year period or as stated in the Electrical Installation Conditioning Report.
2. Where such a test is due, it will be ensured that arrangements are made for the test to be carried out by a competent electrical contractor who is a member of NICEIC (National Inspection Council for Electrical Contracting) or a member of the ECA (Electrical Contractors Association). The contractor must have undergone The Council Contractor Approval system and be on the List of Approved Contractors.
3. Where the test indicates that remedial work is required such work must be carried out by a competent contractor.
4. On completion of the test and associated remedial work a Certificate of Test and Examination must be obtained from the electrical contractor. The Certificate will indicate when the next test should be carried out. The maximum period for retesting is five yearly although a shorter time period may be recommended, particularly in an aging system.
5. A copy of the Certificate must be held on site for inspection by the enforcing authority and a copy of the full report will be retained by the Estates and Property Services Supervisor.
6. The thorough Test and Examination of the Mains Electrical Installation will be repeated at the interval determined on the Test Certificate by the competent person carrying out the test.

7. All portable electrical appliances issued for use at Council premises or by use by Council staff will be regularly inspected and where required, PAT tested.
8. Testing of portable electrical appliances shall be carried out by a suitable trained qualified member of staff or a Contractor on The Council Approved List of Contractors.
9. The current test date will be displayed on each portable electrical appliance.
10. Privately owned electrical appliances will not be permitted to be used on the premise unless specifically approved and confirmed as electrically safe.
11. Contractors are to provide written evidence on request that their portable appliances are PAT tested.
12. Contractors are required to supply their own rubber matting when working on electrical appliances and installations.
13. Contractors are responsible for carrying out risk assessments and method statements prior to carrying out work on electrical installations.
14. All Employees are responsible for carrying out a visual inspection of electrical equipment that they use and reporting any defects to their Manager or Supervisor.

4.5. Work Equipment Safety

Purpose

To describe when to carry out assessment and maintenance of work equipment provided to staff working for The Council and ensure that all work is maintained in good working order and safe working condition.

Scope

Examples of work equipment include ladders, power tools, forklift trucks, a shredder etc.

References

The Provision and Use of Work Equipment Regulations 1998

Responsibilities

Managers and Supervisors are responsible for ensuring that all work equipment used on site is maintained in a safe working condition and used in accordance with identified safe systems of work

Procedure

1. Suitable and sufficient risk assessments shall be carried out on all identified work equipment and appropriate control measures implemented.
2. All persons involved with the use of work equipment shall receive suitable information, instruction and training.
3. An inventory of work equipment shall be compiled for work equipment in all areas
4. Checks of all work equipment shall be carried out as per the manufactures requirements and records kept.
5. All work equipment used shall be suitable for the task and in good working order. Equipment will bear the CE mark where appropriate.
6. Contractors working on site will be responsible for checking their own tools and equipment and ensuring that any defective tools or equipment are repaired or replaced as and when required.
7. Specialist equipment may require a formal check or test by a competent person. Where such testing is to be carried out by a contractor the contractor must be on The Council Approved List of Contractors.
8. Where the check indicates that the equipment requires repair or replacement this must be carried out prior to use.
9. A record of the check must be kept on site for inspection by the enforcing authority and will be held with the Health and Safety Records.
10. The inventory of equipment and record of checks must be kept up to date. New equipment will be added to the inventory as and when purchased.

4.6. Lifting Equipment

Purpose

The Council recognises its duties under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and in discharging its duties will ensure that lifting operations are properly controlled and that lifting equipment provided for use at work is fit for purpose and safe in use.

Scope

Lifting equipment includes any equipment used within The Council for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. The Regulations cover a wide range of equipment including, cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists.

References

The Lifting Operations and Lifting Equipment Regulations 1998
The Health and Safety at Work etc. Act 1974

Responsibilities

Managers and Supervisors are responsible for ensuring that all lifting equipment used on site is maintained in a safe working condition and used in accordance with identified safe systems of work.

Procedure

1. Suitable and sufficient risk assessments shall be carried out on all identified lifting equipment and appropriate control measures implemented.
2. All persons involved with the use of lifting equipment shall receive suitable information, instruction and training.
3. Lifting equipment shall be sufficiently strong, stable and suitable for the proposed use.
4. The load and anything attached (e.g. timber pallets, lifting points) shall be suitably positioned or installed to prevent the risk of injury from the equipment or the Load falling or striking people.
5. Lifting equipment shall be visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads.
6. Accessories, e.g. slings, clamps etc., shall be similarly marked.
7. Lifting operations shall be planned, supervised and carried out in a safe manner by people who are competent.
8. Where appropriate, before lifting equipment (including accessories) is used for the first time, it is thoroughly examined.
9. Six-monthly inspections for accessories and equipment used for lifting people shall be carried out
10. All other lifting equipment shall be inspected annually, or at intervals laid down in an examination scheme drawn up by a competent person.
11. All examination work shall be performed by a competent person

4.7. Lone Working

Purpose

To set out The Council policy on lone working.

Scope

To describe the procedure to be followed by staff carrying out lone work to ensure their health and safety.

References

The Management of Health and Safety at Work Regulations 1999
The Health and Safety at Work etc. Act 1974

Responsibilities

Managers and Supervisors will ensure that;

- All employees of The Council follow the agreed lone working procedure whilst working for The Council
- All staff are trained and familiar with the lone working procedure
- Provide Lone Working devices where appropriate
- That where contractors are working within The Council premises that they are familiar with the emergency procedures for the site and that procedures are in place for regular checks to be made whilst lone contractors are on site to ensure their safety.

Employees and any other persons working for the Council shall;

- Ensure that another member of staff is informed of where they are working and how long they expect to be.
- Take a mobile phone, in order that they can be contacted, and they can contact others.
- Consider the risks and their own personal safety and if necessary, restrict access to a work area to authorised persons only.
- Ensure that they know how to raise the alarm in the event of a situation occurring.
- To raise any concerns about any aspect of lone working report this to their Manager or Supervisor.
- Never carry out any work, which could place them at risk of injury. Such work could include: lifting heavy items, using ladders using any machinery or chemicals for which they are not suitably trained etc.

Procedure

1. Employees shall be involved when considering potential risks and measures to control them
2. Steps are taken to ensure risks are removed where possible;
3. Or control measures are put in place, eg carefully selecting work equipment to ensure the worker is able to perform the required tasks in safety
4. Suitable instruction, training and supervision shall be provided to all employees identified as lone workers
5. Risk assessments shall be reviewed periodically or when there has been a significant change in working practice.

4.8. Working at Height

Purpose

For the Council to ensure that all Working at Height activities are conducted in a safe manner and do not expose employees, contractors and members of the public to unnecessary risks to their health and safety.

Scope

Working at Height is work in any place, including;

- A place at, above or below ground level (including means of access and egress to a place of work) such as onto roof;
- Fall through a fragile surface;
- Fall into an opening in a floor or a hole in the ground.

References

The Management of Health and Safety at Work Regulations 1999

The Working at Height Regulations 2005

Responsibilities

Managers and Supervisors will, so far as is reasonably practicable avoid working at height. Where this is not possible, they are responsible for ensuring that all work at height carried out at height for The Council is suitable planned and the control hierarchy in the Working at Height Regulations 2005 is applied.

Procedure

1. All Working at Height shall be avoided, where reasonably practicable.
2. Where Working at Height cannot be avoided, a suitable and sufficient risk assessment shall be undertaken by a competent person to identify significant risks.
3. All Work at Height shall be properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable. The planning must include consideration of emergency situations, rescues and weather conditions.
4. Adequate control measures shall be implemented to reduce the risks associated with identified hazards.
5. All control measures shall be communicated to the relevant persons, implemented and monitored by management.
6. Suitable information, instruction and training shall be provided for employees who are expected to Work at Height, as identified by the risk assessment and that supervision will be provided by a competent person.
7. Only competent contractors will be used by the Council to carry out Work at Height on its behalf.

4.9. Personal Protective Equipment (PPE)

Purpose

To describe when to provide personal protective equipment and how to select the most appropriate equipment for the task.

Scope

To ensure that the most appropriate personal protective equipment is selected where the risks to the health of employees cannot be reduced at source or by engineering controls.

References

The Management of Health and Safety at Work Regulations 1999

The Personal Protective Equipment Regulations 1992

Responsibilities

Managers and Supervisors are responsible for ensuring that the most appropriate personal protective equipment is selected where the risks to the health of employees cannot be reduced at source or by engineering controls.

All staff have a legal duty to co-operate with their employer and to wear any PPE provided as instructed.

All employees must:

- Wear or use the PPE provided as instructed.
- Look after the PPE issued to them, either individually or collectively.
- Check for any defects or damage to PPE.
- Report any defects or damage to the Building Manager, who will record in the defects log.
- Use the storage provided when not in use.
- Do not misuse PPE.

Procedure

1. It will be ensured that the risk assessment process is carried out to ensure that all risks to the health and safety of employees is reduced as far as possible. This may be by elimination of the hazard, substitution, engineering controls etc.
2. Where the risk cannot be eliminated the issue of personal protective equipment (PPE) will be considered as a last resort.
3. Appropriate PPE will be selected, the specification of which will be dependent upon the risk to which employees are exposed. Where a variety of styles are available trials may be carried out on site to determine the most suitable/comfortable design.
4. All PPE will meet the relevant British or European Standards or HSE Approvals and are CE marked.
5. All staff will be trained in the correct use and care of all PPE.

6. PPE must be checked by users before use and annually and any maintenance carried out arising from these checks or in accordance with manufacturer's instructions.
7. All PPE will be replaced as and when required, in accordance with necessary requirements.
8. The PPE assessment will be reviewed on a regular basis to ensure that the PPE provided is the most appropriate for the task.
9. Contractors are responsible for the provision, maintenance and use of their own PPE in relation to their work activities.

5. Occupational Health

5.1. Violence Policy

Purpose

To describe the procedure for managing violent incidents within Council premises or whilst working for The Council.

Scope

To ensure that employees are protected from the risks of violence and assaults at within The Council, and measures to reduce the risks of violence are in place.

References

The Management of Health and Safety at Work Regulations 1999

The Health and Safety at Work etc. Act 1974

Responsibilities

Managers and Supervisors will maintain detailed records of all incidents and near misses in order that any problems can be identified and dealt with. They will also ensure the incident is investigated and measures put in place to prevent a reoccurrence.

Procedure

1. Any violent incidents or near misses shall be recorded using the AVDC Hornbill Reporting System.
2. Where appropriate, incidents must be reported to the enforcing authority .
3. Following an incident, investigation shall take place and consideration given to additional measures as required in order to prevent a reoccurrence.
4. All Incidents involving physical violence or threat of physical violence by a member of the public shall be reported to the Police.
5. All employees are responsible for informing their Manager or Supervisor of all Incidents involving physical violence or threat of physical violence.
6. Anyone who is a victim of violent attack will be given the full support of The Council.
7. All relevant employees shall be notified of the Council's Incident Reporting Procedure.
8. Individuals who are likely to be exposed to potentially violent situations shall receive appropriate training in how to react/handle confrontational situations.
9. Human Resources Department shall recording details of any training carried out.

5.2. Smoking Policy

Purpose

To set out The Council's smoke free policy, in order to ensure the health and safety of all staff and others.

Scope

To ensure The Council's smoke free policy is implemented at all workplaces, for which they are in control. This policy applies to all employees, contractors, tenants, consultants and visitors.

References

The Health Act 2006

Responsibilities

Managers and Supervisors will ensure that The Council smoking policy is enforced within Council premises and within Council vehicles.

Procedure

1. Council employees must refrain from smoking at all times within Council vehicles and Council Premises.
2. Prescribed 'No Smoking Signage' shall be displayed at Council premises.
3. All building users shall be made aware of The Council's smoke free policy.
4. Smoking on Council premises is only permitted within designated out door smoking areas.
5. Any staff member that suspects people are smoking either in Council premises or Council vehicles should report the incident to their Manager or Supervisor.
6. Disciplinary procedures will be followed if a member of staff does not comply with The Council's Smoke Free Policy.

5.3. Display Screen Equipment

Purpose

Establish a procedure for the use Display Screen Equipment within the Council.

Scope

The Council recognises that Display Screen Equipment (DSE) is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional display screens and those used in emerging technologies such as laptops, touch-screens and other similar devices.

References

The Management of Health and Safety at Work Regulations 1999
The Health and Safety (Display Screen Equipment) Regulations 1992

Responsibilities

Managers and Supervisors are responsible for ensuring that Display Screen Equipment Assessments are carried out in respect of Display Screen equipment used by staff within The Council.

Procedure

1. Display Screen Equipment Assessments shall be carried out in respect of all workstations provided for use by employees of The Council. This will include any temporary staff or agency staff under the direct control of The Council.
2. Any measures identified as necessary to reduce risks shall be implemented within a timely manner.
3. A record will be kept of the assessment by the Human Resources Department and any measures taken.
4. Human Resources Department will ensure that eye and eyesight tests are made available to all operators free of charge and documented. Where corrective appliances are required specifically for use with display screen equipment an employer's contribution will be made.
5. Daily routine of users should be of such that they are able to take regular breaks from display screen work.
6. A copy of the display screen assessment will be made available to all operators.
7. Appropriate training will be provided to all operators and will include the use of display screen equipment, workstation set up, posture, breaks etc.
8. All workstations shall be reassessed on an annual basis and that records are kept.
9. All employees are required to complete the on line assessment of their work station at least annually, or more frequently if there are any significant changes.
10. Issues arising as a result of the on line assessment will be investigated by an employee who has received specialist training as a workstation assessor.

11. In the event of the issue not being able to be resolved by the workstation assessor, Human Resources Department must be notified. Human Resources Department will then contact an appropriate health professional for further guidance.

5.4. Occupational Road Risk

Purpose

Establishes procedures for Council car drivers and staff driving on Council business.

Scope

Procedures apply to all staff issued with a Council vehicle or those driving on Council business, as well as staff travelling to and from work.

References

The Management of Health and Safety at Work Regulations 1999

Responsibilities

All Council car users and staff driving on Council business should adopt the following procedures and advice to ensure personal safety when driving.

Procedure

1. Suitable and sufficient Risk Assessments shall be carried out, where appropriate, kept up to date, and the results communicated to the employee.
2. Staff shall be made aware of the arrangements for safe driving, accident reporting, use of mobile phones and 'out of office' contact /personal safety issues.
3. All employees are advised to plan their journey by checking the vehicle, weather reports and traffic information. Where possible, avoid travel during severe weather or traffic warnings.
4. All employees must ensure the vehicle is serviced and maintained up to date with an in date MOT certificate and Insurance.
5. All employees are advised on a long journey to take regular breaks to help you relax and to reduce tiredness. Staff are advised to take a break at least every two hours of driving.
6. In the event of breakdown staff are advised to pull over to the hard shoulder, or an alternative safe location and call the breakdown recovery organisation.
7. Staff are advised to set up a reflective triangle (if safe to do so), switch on the vehicle hazard lights and wear a hi - visibility jacket. In the event of breaking down on the motorway hard shoulder, staff are advised to exit their vehicle and stand behind the protective barriers, in accordance with current guidance.

5.5. New and Expectant Mothers

Purpose

To describe the procedure for new and expectant mothers, including those who are breastfeeding.

Scope

To identify those employees who are new and expectant mothers and ensure that a risk assessment of their work activities is undertaken.

References

The Management of Health and Safety at Work Regulations 1999

The Workplace (Health, Safety and Welfare) Regulations 1992

The Equality Act 2010

Responsibilities

Managers and Supervisors are responsible for ensuring that all new and expectant mothers identified, have a risk assessment carried out of their work activities and to ensure that suitable arrangements are in place to protect the health, safety and welfare of such individuals.

Procedure

1. Once notified of an employee who is a new or expectant mother, their Manager or Supervisor shall notify Human Resources who will arrange a specific risk assessment for the employee.
2. The risk assessment must be carried out with the specific employee and take account of any medical advice that has been provided by her doctor.
3. Once the risk assessment is complete any required actions/recommendations should be fully considered by the Service Manager or Supervisor.
4. The risk assessment shall be reviewed on a regular basis as the employee's condition changes. Any change to the risk assessment must be fully documented and communicated to the employee.

5.6. Young & Inexperienced Workers

Purpose

To describe when to carry out and record a young and inexperienced worker risk assessment.

Scope

To ensure that young and inexperienced workers are identified before any activities take place and to ensure that any such activities are appropriate and suitable arrangements are in place to protect the health, safety and welfare of such individuals.

References

The Management of Health and Safety at Work Regulations 1999

The Provision and Use of Work Equipment Regulations 1998

Workplace (Health, Safety and Welfare) Regulations 1992

Responsibilities

Managers and Supervisors will ensure that any young and inexperienced worker (a young person is anyone under eighteen years of age) will be supervised by a competent person and will not be allowed to undertake any restricted task, work with any restricted machinery and materials or work in restricted areas.

They will ensure that a risk assessment has been carried out and all reasonable practical controls implemented in accordance with the Management of Health & Safety at Work Regulations.

Procedure

1. Prior to employing any young person, a risk assessment shall be carried out and all reasonable practical controls implemented in accordance with the Management of Health & Safety at Work Regulations.
2. Advice on the selection and initial recruitment and of young persons shall be sought from the Human Resources Department.
3. All work placements (i.e. from local schools) must be organised through the Human Resources Department.
4. The consent of each of the key partners in the work experience arrangement, the parent/guardian/carer, the placement provider and the young person shall be obtained.
5. All those under the age of 18 shall be given details and explanation to ensure the understanding of any applicable Safe Systems of Work and Guidance Notes. Additional copies should be given to the parents/guardians of any young person.
6. All young persons must go through a health and safety induction relevant to their place of work.
7. Young persons shall be provided with appropriate information, instruction and training, taking into consideration they are very likely to need more supervision than adults.

5.7. Manual Handling

Purpose

To ensure the provisions of the Manual Handling Operations Regulations 1992 are complied with as far as is reasonably practicable and the need for the Council's employees to undertake any manual handling operations at work which involve risk of their being injured, is avoided where reasonably practicable.

Scope

The Council recognises that "Manual handling operations" means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force.

References

The Manual Handling Operations Regulations 1992
The Management of Health and Safety at Work Regulations 1999

Responsibilities

Managers and Supervisors will ensure that Manual Handling Assessments are carried out in respect of the movement of all substances, goods and equipment used by employees of The Council.

Procedure

1. An assessment shall be carried out in respect of all manual handling operations carried out by Council employees. The assessment will include consideration of the task, the load to be handled, the working environment and the individual's capability to carry out the task.
2. All employees identified at risk, shall complete appropriate Manual Handling awareness/training courses and a record of the training is kept.
3. Steps shall be taken to ensure that the risk of injury is reduced as far as is possible. This will be achieved by removing the need to handle loads, the provision of mechanical lifting aids and reducing the size and weight of the object to be handled, etc.
4. Where manual handling cannot be avoided, steps will be taken to ensure that a safe system of work is carried out at all times.
5. Appropriate PPE (personal protective equipment) for the safe handling of all objects is where the risks cannot be reduced by other means shall be provided.
6. All employees are responsible for the correct use of the appropriate (Personal Protective Equipment) PPE when provided for manual handling tasks.

5.8. Hazardous Substances

Purpose

To ensure the provisions of The Control of Substances Hazardous to Health Regulations 2002 are complied with so far as reasonably practicable to prevent, or where that is not possible, to minimise the risk of harm or adverse effects from hazardous substances and to set appropriate standards for the control of the residual risk

Scope

The Council recognises that substances hazardous to health are defined under COSHH as those that are: 'Very Toxic, Toxic, Corrosive, Harmful or Irritant.' They include all substances such as dust and certain biological agents connected with work.

References

The Control of Substances Hazardous to Health Regulations 2002 COSHH (as amended)
The Management of Health and Safety at Work Regulations 1999

Responsibilities

Managers and Supervisors are responsible for ensuring that COSHH Assessments are carried out in respect of all substances used by employees of The Council that fall within the scope of the Regulations.

Procedure

1. Material Safety Data Sheets in respect of all hazardous substances used on site shall be obtained from the manufacturer or supplier.
2. A risk assessment of all chemicals in use shall be carried out in accordance with the Control of Substances Hazardous to Health Regulations 2002 (as amended). This assessment takes account persons exposed to the chemical and/or waste product, the use of the chemical and the precautions taken during use, etc.
3. Steps shall be taken to ensure that the risks to employees from such substances are minimized, as far as is reasonably practicable.
4. Appropriate PPE for the safe handling of all hazardous substances shall be provided where the risks cannot be reduced by other means.
5. All employees are responsible for the correct use of PPE when provided.
6. Procedures shall be in place for the clearing of any spillages of hazardous substances.
7. All employees shall receive, where necessary information, instruction and training in the procedures and precautions to be taken.

5.9. Noise

Purpose

To ensure the provisions of The Noise at Work Regulations 2005 are complied with so far as reasonably practicable to prevent, or where that is not possible, to minimise the risk of harm from exposure to noise or adverse effects and to set appropriate standards for the control of the residual risk.

Scope

To ensure that foreseeable working activities where individuals have the potential to come into contact with significant noise levels are identified and suitable and sufficient risk assessments are in place along with suitable control measures.

References

The Noise at Work Regulations 2005

The Management of Health and Safety at Work Regulations 1999

Responsibilities

Managers and Supervisors are responsible for ensuring that a Noise Risk Assessment will be carried out on all employees of The Council who may come into contact with activities which may expose them to noise levels above the second action level as defined in the Noise at Work Regulations 2005.

Procedure

1. Where necessary noise surveys shall be carried out to identify any area where levels may adversely affect persons' health and safety.
2. Any noise survey that is undertaken will, Identify which areas are affected, who is affected, the frequency of the noise, engineering controls that could be implemented to reduce the noise levels and where necessary establish ear protection zones. Where reasonably practicable, engineering controls to eliminate, or reduce the effect of noise will be implemented by The Service Manager or Supervisor.
3. Where noise levels cannot be reduced below the second action level, ear protection zones will be defined and marked.
4. All persons entering an ear protection zone will be required to wear suitable ear protection.

5.10. Vibration

Purpose

To ensure the provisions of The Control of Vibration at Work Regulations 2005 are complied with so far as reasonably practicable to prevent, or where that is not possible, to minimise the risk of harm from exposure to vibration or adverse effects and to set appropriate standards for the control of the residual risk

Scope

To ensure that foreseeable working activities where individuals have the potential to come into contact with work equipment that may create a risk of hand arm vibration (HAV) or whole body vibration (WBV) are identified and suitable and sufficient risk assessments are in place along with suitable control measures.

References

The Control of Vibration at Work Regulations 2005.
The Provision and Use of Work Equipment Regulations 1998.
The Management of Health and Safety at Work Regulations 1999

Responsibilities

Managers and Supervisors are responsible for identify equipment that may create a risk of hand arm vibration (HAV) or whole body vibration (WBV) and suitable and sufficient risk assessments are in place along with suitable control measures.

Procedure

1. Injury and ill health shall be avoided to employees by establishing, monitoring (including health surveillance) and managing the risks and level of exposure of employees to vibration.
2. A list of equipment shall be established to identify equipment that may create a risk of HAV/WBV and the level of risk to employees together with their vibration ratings.
3. Any work equipment purchased by The Council shall be suitable and appropriate for the required task and that vibration levels have been identified and assessed prior to purchase.
4. All work equipment shall be maintained to reduce vibration levels to a minimum.
5. All employees required to operate work equipment shall be suitably trained in the safe use/risks associated with the equipment.

5.11. Workplace infections

Purpose

To describe the arrangements for the control of workplace infections for employees at risk from diseases such as Hepatitis A, Hepatitis B, Hepatitis C, Tetanus, Leptospirosis, Toxocariasis and HIV.

Scope

To ensure that foreseeable working activities where individuals have the potential to come into contact with workplace infections that may put employees at risk from diseases such as Hepatitis A, Hepatitis B, Hepatitis C, Tetanus, Weil's Disease, Toxocariasis and HIV are identified and suitable and sufficient risk assessments are in place along with suitable control measures.

References

The Control of Substances Hazardous to Health Regulations (COSHH) 2002
The Management of Health and Safety at Work Regulations 1999

Responsibilities

Managers and Supervisors are responsible for identifying working activities where individuals have the potential to come into contact with workplace infections that may put employees at risk from diseases and that suitable and sufficient risk assessments are in place along with suitable control measures.

Procedure

1. A suitable and sufficient risk assessment shall be carried out on tasks/activities where there is an identified risk of workplace infections
2. Staff at risk from workplace infections whilst carrying out work activities will receive suitable information, instruction and training
3. The Human Resources Department will establish arrangements for vaccination against workplace infection for employees at risk of diseases such as Hepatitis A, Hepatitis B, Hepatitis C, Tetanus, Leptospirosis, Toxaemias and HIV.
4. Control measures and procedures for the reduction of risk of infection to employees such as the correct type and use of PPE and suitable methods of work shall be implemented.
5. In all cases of needle stick injury emphasis will be placed on the employee for the need to seek urgent medical attention.
6. The Human Resources Department will hold records of employees' immunisations and will issue reminders for boosters as and when required.

5.12. Stress at Work

Purpose

To ensure the provisions of The Management of Health and Safety at Work Regulations 1999 are complied with so far as reasonably practicable to prevent, or where that is not possible, to minimise the risk of harm from stress or adverse effects and to set appropriate standards for the control of the residual risk

Scope

The formal definition of work related stress is: "The adverse reaction people have to excessive pressures or other types of demand placed on them at work." It shall be ensured that this policy will apply to everyone in the Council.

References

The Management of Health and Safety at Work Regulations 1999

Responsibilities

Assistant Directors, Managers and Supervisors shall:

- Reflect the policy's principles and approaches within their own management practice.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure that staff are provided with clear and realistic objectives and that performance is managed effectively and fairly.
- Conduct and implement recommendations of risk assessments/health needs analysis within their areas and provide modification of work where it is known employees are stressed.
- Ensure that bullying and harassment is not tolerated within the workplace.
- Monitor working hours and overtime to ensure that staff are not overworking.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Follow the Council's procedures and use appropriate support where necessary.

Human Recourses shall:

- Give information, instruction and training to Managers and Supervisors on Managing Stress within the Workplace.
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics.

Employees shall:

- Support the Council's Health and Safety Policy and procedures for Managing Stress.
- Raise issues of concern in relation to Stress, to their Manager, Supervisor, Safety Representative or The Health and Safety Manager.

Procedure

1. The Council accepts its duty of care towards employees encompasses any such individual who suffers from stress at work and who asks for assistance.
2. The Council will ensure, so far as is reasonably practicable, that jobs will be designed in such a manner that:
 - The responsibility and tasks are clarified and communicated to the employee
 - The demands of the job or task and the requirements of the organisation are made clear to the employee
 - The job or task is achievable
 - There is a close link will be maintained between individual targets and organisational goals
 - That employees are not placed within a job or given a task for which they do not have the ability
 - Early training and instruction with regard to the job or task, the working environment and any specific pressures is given to the employee

6. Appendices Table

Appendices Ref:	
6.1	General Risk Assessment Format
6.2	Risk Assessment Matrix
6.3	Staff Training Matrix
6.4	Staff Training Matrix – Pembroke Road
6.5	Accident Report Flow Chart – Pembroke Road
6.6	Permit to Work – Confined Spaces
6.7	Permit to Work – Hot Work
6.8	Permit to Work - Electrical
6.9	Permit to Work – General

AVDC - RISK ASSESSMENT

Part Two

In accordance with:

- The Management of Health and Safety at Work Regulations 1999



RECOMMENDATIONS / ACTIONS SUMMARY

Action	Due date	Responsible person/persons

DECLARATION

I have seen this risk assessment and been involved in the process of it's production.

Name	Signature
Position	Date

Name	Signature
Position	Date

Name	Signature
Position	Date

Name	Signature
Position	Date

Name	Signature
Position	Date

6.2. Risk Assessment Matrix

Risk Evaluation Matrix

	1 - Minor injury	2 - First Aid	3 - Major injury, lost time or chronic ill health	4 - Fatality
4 - Highly likely	Tolerable Risk	Moderate Risk	Substantial Risk	Intolerable Risk
3 - Probable	Tolerable Risk	Moderate Risk	Substantial Risk	Substantial Risk
2 - Possible	Tolerable Risk	Tolerable Risk	Moderate Risk	Moderate Risk
1 - Improbable <small>Substantial Risk</small>	Trivial Risk	Trivial Risk	Tolerable Risk	Tolerable Risk

Intolerable Risk	Activity should be suspended immediately until action is taken to reduce the risk
Substantial Risk	Significantly high risk that where reasonably practical activity should be suspended until significant action has been taken to reduce the risk. Where this is not reasonably practicable, strict deadlines should be agreed for further action to reduce the risk.
Moderate Risk	Significant action should be planned in accordance with overall risk management programme to reduce the risk.
Tolerable Risk	Risk level is acceptable as long as all reasonably practicable controls are in place.
Trivial Risk	Risk level is low; no significant action required.

6.3. Training Matrix

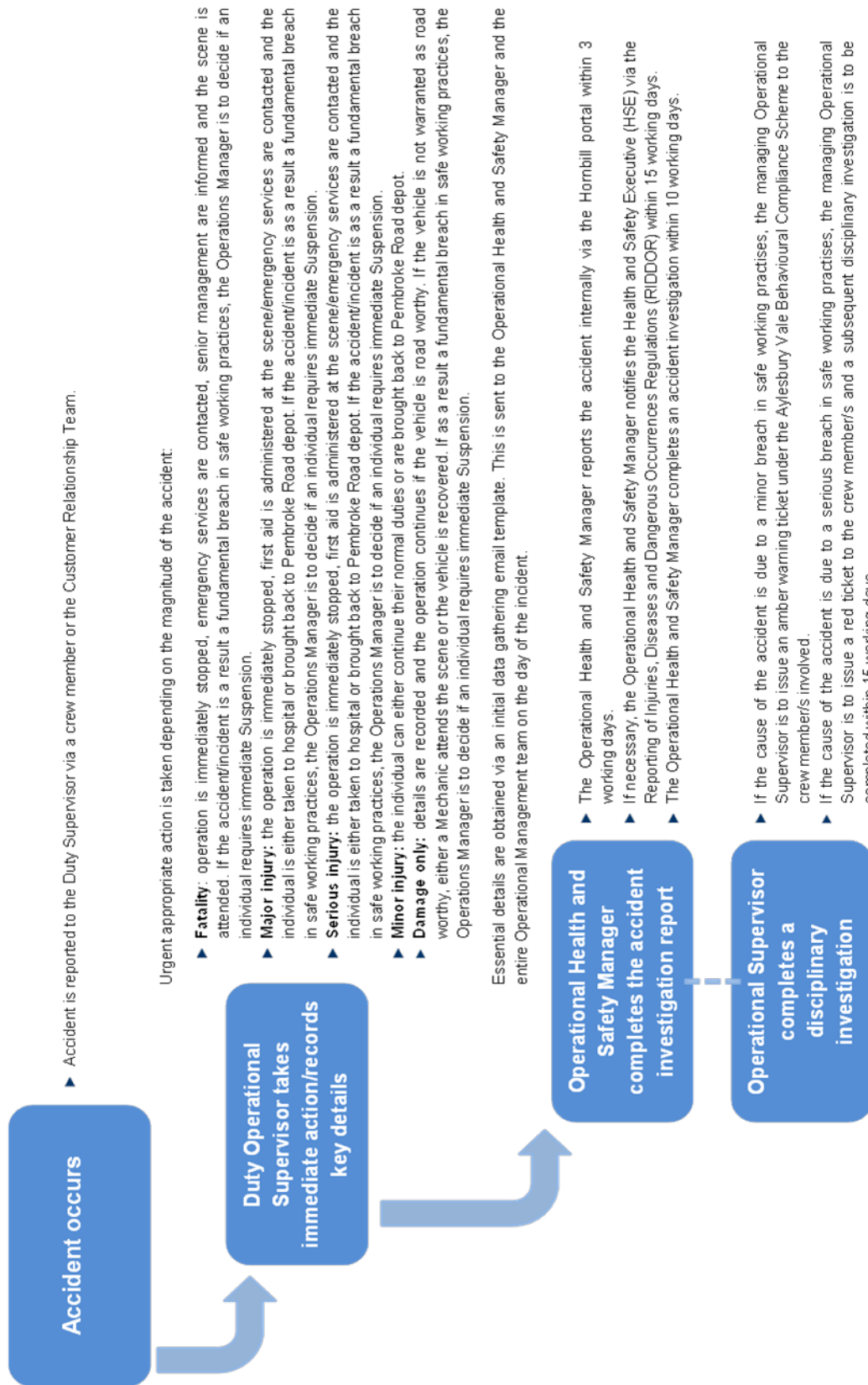
AVDC HEALTH AND SAFETY TRAINING MATRIX						
	Elearning	All Staff	Sector Leads/A.D.'s	Supervisors	Perapetatic Staff	Facilities Staff
Asbestos						
Competent Persons						
Construction, Design Management						
Display Screen Equipment Use						
Fire Safety						
First Aid						
Fork Lift Truck						
Hazardous Substances						
Health & Safety Induction						
Legionella						
Lone Working						
Managing Health and Safety						
Manual Handling						
Risk Assessment						
Stress Awareness						
Violence and Aggression						
Working at Height						

6.4. Training Matrix – Pembroke Road

OPERATIONS HEALTH AND SAFETY TRAINING MATRIX										
	Elearming	All Staff	Supervisors	Drivers	Loaders	Chargehands	Office Staff	Workshop		
Induction (including Health and Safety)										
Display Screen Equipment Use										
Fire Safety										
First Aid										
Fork Lift Truck										
Telehandler										
Roll on-off/Hooklift Skips										
Manual Handling										
Reverse Procedure										
Risk Assessment										
EfW Site induction										
Stress Awareness										
Working at Height										
Waste Transfer Station site induction										

6.5. Accident Reporting Flow Chart – Pembroke Road

Recycling & Waste Operations Accident Reporting Procedure

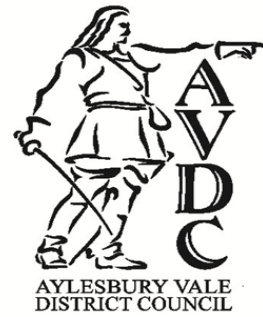


6.6. Permit to Work – Confined Spaces

AVDC – PERMIT TO WORK (CONFINED SPACES)

VAILD FOR ONE SHIFT ONLY

Part One



1. PREPARATION

Plant / Area to be worked on:			
Commencing at (time):		Hours on:	

Work to be completed:

The above plant has been withdrawn from service at:		Hours on:	
--	--	------------------	--

The Above Plant has been isolated from:	Ingress of dangerous fumes	YES/NO		
	Sources of electrical power	YES/NO		
	Gar or liquids under pressure	YES/NO		
	Stream or heat	YES/NO		
	At:		Hours on	

Number of workers authorised to work under this permit:	
--	--

2. ATMOSPHERIC TESTS

Atmosphere has been tested for:	
The atmosphere has been found to be satisfactory for work to be carried out with/without the use of breathing apparatus.	YES /NO

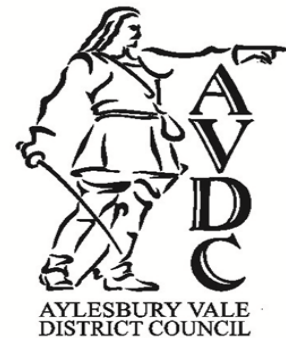
The atmosphere will be retested at:		Hrs on:	
<i>continuously whilst work is in progress.</i>			

Name of competent person undertaking atmospheric test:			
Signature	Time	Date	Company

--	--	--	--

AVDC – PERMIT TO WORK (CONFINED SPACES)

Part Two



3. SAFETY PRECAUTIONS

In addition to isolation procedures listed in Part One above the following safety precautions have been taken:

Breathing apparatus	YES/NO
Lifeline and rope outside on confined spaces	YES/NO
Eye protection	YES/NO
Protective clothing	YES/NO
Dust respirator	YES/NO
Non-sparking approved tools	YES/NO
Exhaust fan	YES/NO
others	YES/NO

Signature of authorised persons responsible for the work:	
Date	Time

4. AUTHORISATION

The precautions specified in Part 1, 2 and 3 have now been taken and it is now safe to enter the confined space.

The permit is valid until:	Date		Time	
Signature of authorised person responsible for the work				

5. ACCEPTANCE OF PERMIT

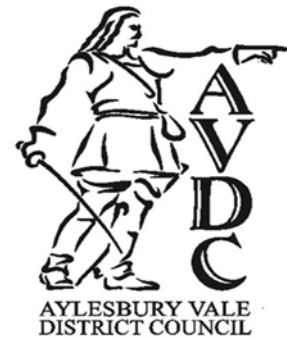
I have read and understood this permit and will undertake to work in accordance with the conditions set out hereon.

Name of person in charge of work:			
Signature	Time	Date	Company

--	--	--	--

AVDC – PERMIT TO WORK (CONFINED SPACES)

Part Three



6. COMPLETION OF WORK

This work has/has not been completed and all personnel under my supervision withdrawn.	
All materials and equipment have/have not been withdrawn.	
Signature of person in charge of work:	

7. CANCELLATION

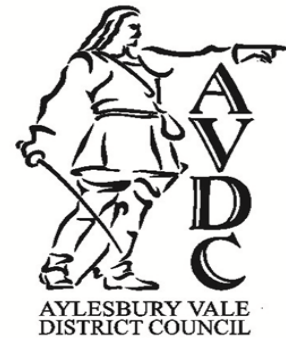
The work has been completed and all personnel, materials and equipment have been withdrawn.	
The work has not been completed but all personnel have been withdrawn.	
This permit is now cancelled. A new permit will be required to continue work.	

Signature of authorised person responsible for work	
---	--

Date	Time

6.7. Permit to Work – Hot Works

AVDC – PERMIT TO WORK (HOT WORKS)



Part One

1.

Reference No:		Duration of Permit:	
----------------------	--	----------------------------	--

Location of Work:

Is this work to be carried out when plant, equipment or systems are in operation?	YES/NO
---	--------

Description of work (Specific Hazards)

Precautions:	(Tick as appropriate)
Inspect nearby areas	
Ensure hot work equipment is suitable for use and in good order	
Check location and means of raising alarm	
Ensure location of extinguishers / hose reels	
Remove and combustibile materials from work area (either full or empty)	
Provide suitable and adequate protection against sparks and hot particles	

Follow Up Inspections		Hours and		Minutes later
		Hours and		Minutes later

Extra precautions to be taken if plant, equipment or systems are in operation:

AUTHORISATION		
Name of authorised person issuing permit		
Signature	Time	date

RECEIPT

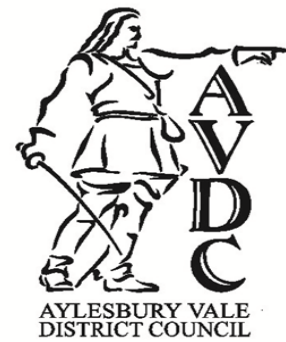
I hereby declare that no work other than that stated above will be carried out, and that all precautionary measures will be adhered to

Name of competent person undertaking the work

Signature

Company

AVDC – PERMIT TO WORK (HOT WORKS)



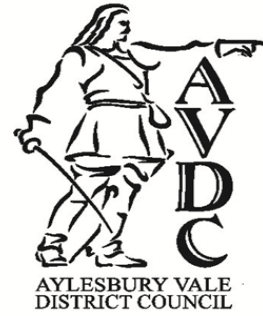
Part Two

CLEARANCE	
I hereby declare that the work stated in Section one has / has not been completed.	
Details if not completed:	
Signature of Competent Person	Company
Date	Time

CANCELLATION (Tick)		
All copies of this permit to work are hereby cancelled.		
Signature of authorised person	Date	Time

6.8. Permit to Work – Electrical

AVDC – PERMIT TO WORK (ELECTRICAL)



Part One

Reference No:		Duration of Permit:	
----------------------	--	----------------------------	--

Location of Work:

<i>I certify that the following apparatus has been made dead, electrically isolated, earthed if necessary and that all other relevant measures have been taken to ensure that the work and/or tests specified below can be performed in a safe manner.</i>	YES/NO
--	--------

Plant / Equipment / System
Work / Tests to be completed

Location of:	Isolation	
	Locks	
	Notices	
	Earthing	

Other Precautions:

Diagram Attached (If required)	YES/NO
---------------------------------------	--------

Any other permits that are in use, state the reference number:	

AUTHORISATION		
Name of authorised person issuing permit		
Signature	Time	date

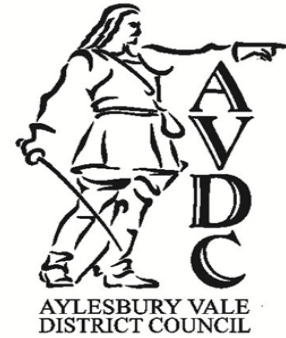
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RECEIPT

I hereby declare that no work other than that stated above will be carried out, and that all precautionary measures will be adhered to

Name of competent person undertaking the work			
Signature		Company	

AVDC – PERMIT TO WORK (ELECTRICAL)



Part Two

CLEARANCE

I certify that the work certified on this permit has been completed/stopped, that all personnel, tools and equipment within my control has been removed from the work area and that safety measures may/may not be removed.

Details if not completed:

Signature of Competent Person	Company
Date	Time

CANCELLATION

(Tick)

All copies of this permit to work are hereby cancelled.

Signature of authorised person	Date	Time

6.9. Permit to Work – General

AVDC PERMIT TO WORK (GENERAL)

Part One



Reference No:		Duration of Permit:	
---------------	--	---------------------	--

Location of Work:

Description of work (detailing hazards):

Is work to be carried out when plant, equipment or systems are in operation?	Yes/No
--	--------

Are any additional permits necessary, cross-reference numbers:			
Type	Reference No.	Type	Reference No.
Hot Work		Electrical	
Confined Space		Other (detail)	

AUTHORISATION		
Name of Authorised person issuing permit:		
Signature	Time	Date

RECIPT	
I hereby declare that no work other than that stated above will be carried out, and that all precautionary measures will be adhered to.	
Name of the competent person undertaking the work:	
Signature	Company

--	--

AVDC PERMIT TO WORK (GENERAL)

Part Two



CLEARANCE	
I hereby declare that the work stated in Section one has / has not been completed.	
Details if not completed:	
Signature of Competent Person	Company

CANCELLATION		(Tick)
All copies of this permit to work are hereby cancelled.		
Signature of authorised person	Date	Time

AVDC CORPORATE OCCUPATIONAL HEALTH AND SAFETY STRATEGY 2017

Introduction

AVDC is committed fully to ensuring that as an exemplar authority for health and safety practice and as an employer, provider of services and visitors to the District, will ensure that it will take reasonable steps to manage risks from its activities.

This strategy defines and coordinates AVDC's approach to managing occupational health and safety.

This document sets out the aims and objectives for AVDC including how we will carry out this work and how health and safety performance will be measured.

A Corporate Health and Safety Action Plan will be prepared to support this strategy and the Health and Safety Policy. The Corporate Health and Safety Manager and the Corporate Health and Safety Committee will monitor this action Plan. The targets will be reviewed and updated annually by the Corporate Health and Safety Board.

Current State

Barrier/Weakness	Consequence
Unclear expectations across the organisation of health and safety performance standards.	Different standards of H&S practice, risk management and statutory compliance across AVDC Sectors.
Personal fears and insecurity, due to recent organisational changes.	Persons with organisational H&S responsibilities lack confidence and direction.
Previous under resourcing of health and safety competent people leading to individual ownership of the H&S management system	Unbalanced address of reactive and proactive safety matters, lack of direction and safety culture development.
Different Sector styles for health and safety and total quality documentation	Statutory non-compliance.

The Alcumus Health and Safety Status Review (December 2016) and the Health and Safety Forward Plan 2016-2017 also provides a H&S management gap analysis and an action plan for some of the issues identified in these documents. These documents have aided the development of the Strategic Aims by showing strengths and weakness within AVDC H&S Management System.

Executive Summary

Successful H&S management comes from the top of an organisation and H&S leadership must also start from this point. Visible and active commitment from the Chief Executive, Directors and Managers to health and safety clearly demonstrates a commitment which will be embraced by other staff and service users.

Proactive management and ownership is a clear indication of a health and safety positive culture.

Strategy Aims

<p>There is a standardised approach to AVDC's H&S management system</p>
<p>AVDC health and safety performance is regularly measured and monitored</p>
<p>Accident, incident and near-miss software for AVDC is used to record consistent and accurate reports and data</p>
<p>There is an appropriate level of H&S risk control throughout AVDC</p>
<p>All managers, staff and stakeholders are engaged actively in the positive management of H&S</p>
<p>There is a standardised approach for AVDC Event Safety Management and Emergency Planning</p>

Strategic Objectives

Strategic Aims	Objectives
<p>There is a standardised approach to AVDC's H&S management system.</p>	<ul style="list-style-type: none"> • Recent AVDC structural changes and changes in Sector Leadership are identified within the Corporate Health and Safety policy and individual responsibilities clearly defined. • AVDC Corporate Health and Safety Policy is reviewed and ratified annually against authoritative guidance published by the HSE (HSG 65). • Senior managers and managers receive information, instruction and training on their key health and safety responsibilities. • A business case and specification for the procurement of Corporate Occupational Health and Safety Management software is developed. • Records of all Sector risk assessments, method statements, workplace inspection sheets and training is included within the specification.
<p>AVDC health and safety performance is measured and monitored.</p>	<ul style="list-style-type: none"> • Key Performance Indicators (KPI's) are set for monitoring AVDC's health and safety management system (i.e audit reports, workplace inspections, training plans) • AVDC's individual performance review appraisals and processes to include health and safety performance and reward at least annually. • The effectiveness of AVDC's risk management is evaluated during organisational change, projects and procurement. • The Corporate Health and Safety Board (formally the Strategic Health, Safety and Well-Being Forum) shall regularly review KPI's, audit reports and safety performance against statutory requirements.
<p>Accident, incident and near-miss software for AVDC is used to record consistent and accurate reports and data.</p>	<ul style="list-style-type: none"> • A business case and specification for the procurement of corporate accident, incident and near-miss reporting software is developed. • Investigations and statutory reports are carried out to a suitable level of compliance. • Effective and appropriate action is taken to prevent further harm. • Lessons learned from incidents, accident and near misses are shared and communicated effectively across all Sectors. • AVDC's accident data is easy to retrieve and is analysed against KPI's and national statistics. • All AVDC staff with reporting and investigation responsibilities receive relevant information, instruction and training.

<p>There is an appropriate level of H&S risk control throughout AVDC</p>	<ul style="list-style-type: none"> • Sectors are encouraged to identify their health and safety risks and have a specific AVDC risk management framework in place to follow and incorporate into their annual health and safety plans. • There is clear, consistent organisational risk assessment guidance, templates and risk matrix used across all Sectors of AVDC. • All key staff receive risk assessment, information, instruction and training. • Information is easily shared across Sectors where risks are identified to have the potential to affect operations/service delivery of one or more Sectors. • Risk assessments forms part of AVDC's KPI's.
<p>All managers, staff and stakeholders are engaged actively in the positive management of H&S</p>	<ul style="list-style-type: none"> • The Corporate Health and Safety Board (formally the Strategic Health, Safety and Well-Being Forum) follow and implement their Terms of Reference. • The Corporate Health and Safety Committee (formally the Strategic Health, Safety and Well-Being Committee) follow and implement their Terms of Reference. • AVDC partake in National Health and Safety Campaigns such as HSE's Occupational Health and Safety Week and IOSH Campaigns. • The Health and Safety Union Representative to be engaged with H&S Strategies and the Corporate Health and Safety Committee • AVDC seek partnership with Local Authorities to share training, strategies and campaigns. • Positive engagement is encouraged with HSE (The Health and Safety Executive) and other enforcing authorities for the purposes of leading performance. • The involvement of managers, staff and health and safety representatives is encouraged in the development and review of health and safety policies and standards. • Relevant health and safety information is accessible to all members of staff and shared between Sectors where appropriate. • Sectors include health and safety on the Management Team Agenda and where applicable have regular health and safety meetings. • All Sectors and staff are actively recognised for good health and safety performance.

<p>There is a standardised approach for AVDC Event Safety Management and Emergency Planning</p>	<ul style="list-style-type: none">• Duty holders clearly identified within the Corporate Health and Safety Policy• Procedures within AVDC's H&S Management system for Event Management and emergency planning will be accessible to all duty holders.• Clear guidelines are set for consultation with the Safety Advisory Group (SAG) prior to an event• Corporate Event Safety and Emergency Plans are used for all AVDC event management.• Sharing of event planning and information with relevant members of staff, Sectors and authorities is actively encouraged.
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Prepared by: Joanne Crosby (Interim Health and Safety Officer)

Dated: 9th June 2017