

Corporate Health and Safety Policy: Arrangements document

Owner: Strategic Health, Safety and Risk

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SECTION 1: Introduction

- 1.1 The arrangement document sets out the underpinning health and safety arrangements which make up the Council's corporate health and safety policy. Strict adherence is required to all arrangements (as they are applicable to a service area). Further policy documents, additional corporate guidance and corporate templates will be developed for specific arrangements to aid Officers in meeting the required standards of the health and safety policy.

SECTION 2: Health and Safety Management Arrangements overview

Health and safety management arrangements	
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HS46	Radiation (Ionising and Non-Ionising) Electromagnetic Radiation - Non-Ionising Radiation:

- 2.1 It is the duty of ALL staff to familiarise themselves with the contents of this policy and to be aware of the responsibilities set out for themselves and others. Further advice should be sought from your immediate supervisor or line manager if there are aspects included in this policy relevant to your position that you do not understand.

SECTION 3: Health and Safety Management Arrangements

HS1 Risk Assessments

Risk assessment is one of the fundamentals to achieve good practice standards for successful health and safety management. The Council and its officers are legally obliged to record risk assessments.

There are various legislative requirements to undertake risk assessments and to record significant and foreseeable risks.

- a) All managers are responsible for ensuring that suitable and sufficient risk assessments are completed. They should capture all significant foreseeable hazards, evaluate risks and apply reasonably practicable control measures.
- b) All managers must ensure that those staff required to carry out risk assessments are suitably trained and competent to do so.

- c) All managers must ensure that all significant findings of their risk assessments are communicated to all relevant persons. This may include non-Council personnel (e.g. agency staff, contractors etc.).
- d) Wherever possible, employees and Trade Unions representatives must be consulted during the creation and review of risk assessments
- e) Risk assessments must remain live and be available to all relevant persons. All managers must ensure that risk assessments are easily accessible, either in electronic or paper copies, to all relevant people.
- f) Risk assessments must be authorised by the relevant manager. Where this is not possible, it is the Service Director's responsibility to ensure that another manager is nominated to complete the process. It is essential that this officer is competent in undertaking the risk assessment.
- g) All managers must ensure that risk assessments are reviewed and amended as necessary. This review will be undertaken:
 - If they have not been reviewed within a two-year period
 - There is a change in process,
 - There is a change in personnel
 - There is a change in legislation
 - New plant or equipment are introduced
 - An observation or recommendation has been made during an inspection or audit,
 - Due to an accident, incident, near miss, hazard report or investigation
 - As a result of external specialist advice
 - or for any other reason that the assessment is believed to no longer be valid.
- h) All managers are responsible for ensuring any actions from the risk assessment process are completed within a reasonable timeframe. Completion of the action is important to ensure that the Council meets its legal obligations, and any control gaps are addressed in local arrangements in reasonably practicable timeframes.
- i) Risk assessments should be retained for 3 years, where they are replaced by a new version.
- j) All documentation relating to safe systems of work should be retained for 3 years. The 3-year rule applies once systems of work are withdrawn, once they are superseded or replaced (revoked).

Employee individual risk assessments (i.e. for ill health conditions and disabilities)

A full assessment of an individual's ill health or disability must be undertaken and recorded. A corporate template is available for this purpose which is compliant with data protection regulations.

The issues from any underlying conditions whether of an acute or chronic nature are to be considered, so that the risks to the employee and others who may be affected by the employee's acts or omissions are fully assessed. It is important to note that health and safety requirements take precedence over disability legislation.

All completed individual risk assessments must be stored on the individual employees' personnel file retained in Human Resources. The risk assessment may be required for an employee injury claim and so must be retained on the central HR record.

Employees are required to notify their manager of any ill health condition or disability that may affect their safety or the safety of others.

It is the responsibility of the manager to ensure that an individual risk assessment is undertaken immediately once they have been notified and made aware of an individual's ill health condition or disability. A manager can obtain assistance from their HR Business Partner and health and safety advisor.

Individual risk assessments should be retained until age 85 years.

HS2 Consultation

Consultation with employees on arrangements for health and safety is a legal requirement and the Council ensures that consultation is undertaken with the workforce and with Trade Union Safety Representatives. The Council recognises that effective consultation can make a significant contribution to a positive health and safety culture within the workplace and that a proactive approach will assist in meeting legal requirements and also help to reduce accidents and increase efficiency.

Consulting employees about health and safety can result in:

- A healthier and safer workplace as employees can help identify hazards, assess risks and develop ways to control or remove risks

- better decisions about health and safety, based on the input and experience from a range of people, including employees who have extensive knowledge about their own job and the workplace
- A stronger commitment to implementing decisions or actions as employees, have been actively involved at the development stage
- greater co-operation and trust because managers and employees who talk and listen to each other, gain a better understanding of each other's views
- Increase in joint problem-solving

Employees are encouraged to raise health and safety concerns or suggestions with their managers or with their Trade Union Safety Representatives.

Health and safety matters are discussed formally at the Health and Safety Committee, which is attended by Trade Union Safety Representatives, Elected Members and officers of the Council. The Health and Safety Committee will endorse policy recommendations relating to health and safety, and formal approval and adoption policies will be undertaken by members of Employment and General Committee.

The portfolio holder for Governance has responsibility and authority to approve health and safety corporate guidance.

HS3 Supervision, Instruction and Information

All Managers must ensure, so far as is reasonably practicable, that adequate supervision and instruction is provided, appropriate to the level of risk present and the employee's competency. This includes:

- (a) An induction to their working area
- (b) Relevant details from the risk assessments
- (c) Information relating to control measures and the equipment which is required to ensure their safety and that of others
- (d) Fire safety and other emergency procedures

Managers must ensure that there are appropriate systems in place to:

- (a) Formally instruct employees of all relevant policies and guidance
- (b) Monitor their effectiveness
- (c) Initiate any steps necessary to improve safe working conditions or practices

Managers must also ensure that all pertinent health and safety information is passed on to employees.

Managers with specific responsibilities for the management of premises occupied by Council employees must ensure that an information poster is located within a suitable staff area of the building, as required by the health and Safety Information for Employees Regulations 1989. This poster is often referred to as the health and safety law poster.

The Health and Safety at Work etc. Act 1974, places general duties upon the employer to ensure that provisions are in place for information, instruction, training and supervision within the workplace. Managers must undertake these duties so that our legal requirements can be met.

In addition to the above, the Management of Health and Safety at Work Regulations 1999 also requires that employers provide relevant and comprehensible information relating to:

- (a) Risks to health and safety identified within risk assessments.
- (b) Relevant preventative and protective measures.
- (c) Details regarding fire safety and procedures for serious and imminent dangers.

HS4 Health and Safety Training

Training is essential to ensure staff acquire the necessary skills, knowledge, experience and attitudes to prove their competency and subsequently remove or mitigate risk to an appropriate level.

Managers must ensure that all new employees are given health and safety induction training when commencing their employment. The corporate induction checklist must be completed and returned to the Human Resources service, for inclusion on the employee's personnel file.

Managers must also ensure that the induction process identifies those employees whose role requires job specific health and safety training e.g., manual handling, driving, violence and aggression, first aid, working at heights, etc. The manager must ensure this training is provided as soon as possible after commencement of employment.

Managers must identify health and safety training needs for staff within their service. This will be completed in consultation with human resources and health and safety advisors.

The need for health and safety training should be identified within risk assessments and at staff appraisals.

Training needs must be reassessed by managers:

- (a) On an annual basis through performance discussions and appraisals and via Human Resources learning and development returns
- (b) Following an accident or incident
- (c) During an audit
- (d) During the production of risk assessments
- (e) When work activity/responsibilities/equipment etc. change.

The Health and Safety at Work etc. Act 1974 places a general duty on employers to ensure, so far as is reasonably practicable, that employees are provided with suitable training to ensure the health and safety of themselves and of others.

In addition to the above, the Management of Health and Safety at Work Regulations 1999 also requires that every employer ensures that adequate training is provided:

- (a) On recruitment
- (b) When exposed to new risks
- (c) When there is a change in responsibilities
- (d) Upon introduction of new work equipment and technology.

Training records will be retained for 50 years (after date of completion).

HS5 Health and Safety Monitoring and inspections

The Council will provide, so far as is reasonably practicable, a safe and healthy working environment. The Council will ensure adequate arrangements are in place to monitor and review health and safety standards in the workplace. Where the monitoring or review processes identify that improvements need to be made in the health and safety arrangements, the Council will ensure that suitable and timely action is taken to make improvements.

In addition to local monitoring requirements by managers, there will be a corporate proactive monitoring programme that will be completed by the Health, Safety and Risk service.

This policy area has additional guidance which provides more information. Please refer to the 'Workplace health and safety inspections guide' which can be found on Aspire.

Policy standards

To meet the requirements all managers, including premise managers must:

- Ensure that the areas in their control are inspected periodically
- Co-operate with any health and safety audits and inspections undertaken by others in their area
- Agree the findings and any remedial action needed with the person undertaking the audit/inspection
- Ensure all agreed actions are completed in an appropriate and timely way
- Set up arrangements to monitor and review health and safety performance in their own area of responsibility
- Where high risks are identified there is an expectation that swift remedial action is taken to eliminate or reduce the risk levels

The Strategic Health, Safety and Risk team will be responsible for developing and maintaining a programme of audits to independently monitor the levels of health and safety compliance and will ensure reports are provided to Service Directors and local managers. In addition, update reports will be provided to the Health and Safety Committee on audit findings.

The Strategic Health, Safety and Risk Manager will provide the Council's Corporate Leadership Team and Risk Management Group with summaries of monitoring activity undertaken on a periodic basis.

Proactive monitoring definitions

Monitoring – the processes to continuously measure safety performance, e.g. incident statistics, safety training undertaken against safety training planned, safety inspections undertaken etc. with the aim of taking timely action to improve performance.

Safety Auditing – an examination of the safety arrangements in a given work site or department by an independent evaluator who will provide feedback on the level of compliance with departmental or corporate policies, standards and procedures, including areas requiring improvement. These findings will require action to be taken if areas of non-compliance are found.

Safety Inspection – the process of visually checking the work area to find examples of safety systems in operation or where safety improvements are needed. This will normally result in a list of agreed actions. The inspection(s) are undertaken by individuals or groups including managers, safety representatives and health and safety advisors.

Safety Review – a formal and recorded evaluation of the safety performance of a department. This should be undertaken by either a departmental manager and / or health and safety advisor.

A cycle of reviews will be risk based and agreed with the Council's Corporate Leadership Team prior to commencement.

H&S Audit approach

1. All audit scopes will be agreed with management at least a fortnight prior to the audit commencing.
2. A debrief meeting will be undertaken, summarising the main findings of the audit.
3. A report will be issued within 4 weeks of the audit.
4. Local management will have two weeks to agree the actions and report findings.
5. A final report will be issued to the Service Manager and Service Director.
6. An audit summary will be provided to the H&S committee and to the Council's Corporate Leadership Team on a half yearly basis, or more frequently where required.

Records of any proactive monitoring activity should be retained for seven (7) years.

HS6 Joint Working - Co-operation and co-ordination with other employers

The Management of Health and Safety at Work Regulations 1999 requires that where two or more employers share a workplace, appropriate mechanisms are implemented to ensure co-operation and co-ordination with the other employers on all matters relating to health and safety.

The Council, when sharing a workplace (whether on a temporary or permanent basis) must co-operate with the other employers (and the self-employed) to ensure control of health and safety risks. Co-ordination of arrangements and co-operation with other employers should be implemented as necessary.

This will require, where necessary, for the relevant manager to:

- (a) Liaise with the other employer prior to commencement of work to identify and assess the likely hazards associated with the activity
- (b) Ensure existing risk assessments are suitable and sufficient
- (c) Produce joint safe systems of work

- (d) Determine specific responsibilities and where required appoint a person to control the activity
- (e) Ensure joint legal requirements are fulfilled – i.e. fire precautions
- (f) Provide details to other employers prior to commencement of works of known hazards on site, and site-specific rules and procedures
- (g) Ensure appropriate employee/public liability insurance cover is in place.

HS7 Temporary Workers (other workers which includes agency staff)

Employers are legally required, so far as is reasonably practicable, to ensure that workers are not exposed to risks to their health and safety. This includes temporary workers also referred to as 'other workers' in Council policy documents. Managers must ensure that suitable enquiries have been undertaken to ensure the competency of temporary workers.

It is essential that managers ensure that formal arrangements to determine health and safety responsibilities are made with agencies providing temporary workers.

All other workers must be inducted to the workplace and where required, provided with specific health and safety training and if required personal protective equipment.

Managers must ensure that temporary workers are provided with all necessary protective measures, and control measures required to protect their health, safety and welfare. This must mirror the provision of employees carrying out the same task.

All accidents and incidents involving temporary workers must be notified to their immediate supervisor at the Council so they can be immediately reported on the Council's accident and Incident reporting system.

SECTION 4: General Health and Safety Arrangements

HS8 Accident, incident and work-related ill health reporting

This policy enables the Council to comply with legal requirements under health and safety legislation, including Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requirements and other applicable legislation.

Further guidance documents support these arrangements. Refer to the separate accident and incident investigation policy document, associated corporate reporting templates and the accident and incident management system software (SHE / Evotix software).

Adherence to this policy is mandatory for all Council employees and other workers, whether working on Council premises, Council workplaces or elsewhere on Council business and sets out the requirements and expectations of accident, incident and work-related ill health reporting standards.

The policy outlines the instructions that are to be adopted when any employee, agency worker, Councillor, visitors, contractors and other persons experience an accident, incident including a near miss or hazard on Council premises, work activities or during the course of their employment.

All accidents and incidents must be investigated by applying a risk-based approach as outlined in supplementary corporate guidance, in order to assess, eliminate and prevent reoccurrence and to minimise any dangerous residual risk.

Immediate first aid or emergency medical treatment should be sought where there are injuries.

Accident and Incident Reporting System (AIRS) - the Council's 'Accident book'

The accident and incident reporting system AIRS (SHE / Evotix Assure) is the Council's AIRS. It is an essential part of the health and safety system at the Council and enables the recording and reporting of specified work-related injuries and incidents, as required in legislation. This software acts as the Council's accident book. Council services do not need to hold or maintain a HSE Accident Book BI510.

The Strategic Health, Safety and Risk manager is the Information Asset Owner of the AIRS.

All managers are required to have a user login account to access the accident and incident reporting system. Contact a health and safety advisor to obtain a user login account.

Access levels to the AIRS system are strictly controlled and the AIRS administrators are responsible for access permissions.

The HSR service will manage and maintain the accident and incident reporting system (AIRS) and any other corporate health and safety software.

There is not a requirement to record non-work-related incidents on the AIRS.

Health and safety advisors will support management in submitting all Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) reports to the Health & Safety Executive (HSE).

Health and safety advisors provide a key role in supporting any investigation in regards an employee or civil injury claims. This may also require attendance at court. Where health and safety advisors deem it necessary, they can request to lead the investigation of accidents and incidents. This may be necessary in serious adverse events where their specialist skills are beneficial to ensure a thorough impartial investigation is completed.

Contractor reporting requirements whilst on Council premises

Contractors will have their own reporting systems. All Council contractors are required to report all accidents and incidents events to their client officer whilst working on a Council site.

Accident and incident report retention

- Accident and incident reports for employees and other workers should be retained until the person is 85 years of age
- Accident and incidents for non-employees should be retained for 3 years from date of accident, or until a person is age 25 years (if these relate to children or young persons)
- Where the age is not known for non-employee reports, files should be deleted after 25 years for non-employees

HS9 Asbestos

The Council must have controls in place to manage asbestos, that are in line with the Control of Asbestos Regulations 2012 (CAR) and Health and Safety at Work etc. Act 1974.

The policy applies to all Council employees and contractors (including the Housing Property Services 'in-house' team [HPS]) undertaking asbestos related works, or work adjacent to asbestos containing materials (ACMs);

The policy applies to domestic and non-domestic council properties and anyone likely to be put at risk from work in these properties that may disturb asbestos.

Additional policy documentation and corporate guidance documents are associated with this policy topic. All work with asbestos must be managed and controlled in accordance with the Council's asbestos policy, asbestos management plan and associated corporate guidance documents.

HS10 Cemeteries – Headstones and Monument Management

This Council will ensure, so far as is reasonably practicable, that it maintains/manages the stability/safety of all headstones and monuments for which it has a legal duty.

Operational risk assessments and operating procedures managed by Bereavement services provide further information on arrangements.

The service director responsible for bereavement services, will through the bereavement services manager control and manage this area of responsibility.

The bereavement services manager will make arrangements for the upkeep and ensure that inspection and monitoring of headstones and monuments will include:

- (a) Regular informal checks to ensure no obvious instability or vandalism
- (b) Risk assessment by a competent person
- (c) Inspection as dictated by the risk assessment

All memorials will be managed in accordance with the Ministry of Justice's guidance "Managing the safety of burial grounds memorials. Practical advice for dealing with unstable memorials".

HS11 Confined Spaces

All managers will ensure where entry is required to a confined space, that all work within confined spaces will be in accordance with the Confined Spaces Regulations 1997, following confined space training, use of a confined space risk assessment and a safe system of work. Where possible, entry into confined spaces will not be undertaken.

All managers must ensure:

- (a) That all relevant persons at work within their departments are aware of the risk assessment and safe system of work.
- (b) That only confined space trained officers will be permitted to enter confined spaces to the level and training they have received.
- (c) That specialist confined space training is arranged for officers.

HS12 Contractors

All managers will ensure that only suitably competent and appropriately qualified contractors will be engaged on behalf of the Council.

Where a contractor is engaged, the 'client officer', must ensure that all reasonable enquiries have been undertaken to check the competence of a contractor prior to them commencing works. Please refer to contractor assessment corporate guidance and templates for further information on these arrangements.

A contractor will be required to provide adequate evidence to demonstrate their suitability and competence, including:

- (a) A current health and safety policy
- (b) Relevant risk assessments and safe systems of work
- (c) Details of relevant training received by their employees
- (d) Details of previous similar work via references
- (e) Details of previous enforcement action

The above is a legal requirement of the Occupiers Liability Act (1957 and 1984)

Separate Construction Design Management and Management of contractors policies, corporate guidance and templates provide further information on these arrangements.

HS13 Construction / Client Officer and Construction management

The Construction (Design and Management) Regulations 2015 apply to ALL construction works.

The Client officer managing the contract must ensure that they are aware of and understand the general requirements of this legislation and that they are applied.

Where the officer is not competent to ensure that CDM regulations are applied, they should seek the assistance of a health and safety advisor.

Separate Construction Design Management and Management of contractors policies, corporate guidance and templates provide further information on these arrangements.

HS14 Control of Hazardous Substances – COSHH

The Control of Substances Hazardous to Health Regulations 2002 places duties on the employer to ensure that risks associated with any hazardous substance are reduced as low as reasonably practicable. To this end we must handle, store and use these substances in a manner which reduces the risks to all.

Hazardous substances includes substances such as chemicals, fumes, dusts, vapours, gases, mists and biological agents.

Managers will:

- (a) Substitute non-hazardous or less hazardous substances for hazardous materials where possible
- (b) Use the council's COSHH assessment process, ensuring all substances hazardous to health within the workplace are suitably assessed
- (c) Ensure that health and safety data sheets and user information sheets are requested from the manufacturer or supplier when purchasing and using hazardous materials and that these are made available to all relevant staff
- (d) Ensure all relevant details and instructions be made available for employees who will be instructed to read the information prior to use.

- (e) Ensure that COSHH risk assessments and material hazard data sheets are available at the point at which the substance is being used, stored or supplied.
- (f) Ensure that there are suitable mechanisms in place in order to review the COSHH risk assessments at **least every two years**, or following changes in substances, after an accident involving hazardous substances, or any other reason where the CoSHH risk assessment would no longer be valid and requires review.
- (g) Ensure that there are appropriate systems in place to make sure all controls identified within the COSHH risk assessment are implemented. This includes the safe systems of work, health surveillance and PPE where required.
- (h) Ensure that Client officers responsible for contractors ensure that all contractors and their sub-contractors provide, on site, suitable COSHH assessments and appropriate hazard data sheets.

Separate Control of Substances hazardous to health policy documents and corporate guidance and templates are available and provide further information on these arrangements.

HS14.1 COSHH - Infectious Diseases and Handling Sharps

Managers will ensure where it is identified by risk assessment that an activity includes the risk of infectious disease, that these hazards are risk assessed using a corporate template.

Managers must ensure that employees who handle sharps or who are required to work in areas where sharps may present a risk to the employee's safety or health are:

- (a) Provided with a suitable risk assessment and a safe system of work.
- (b) Suitably trained.
- (c) Provided with suitable equipment and personal protective equipment as listed within the risk assessment.

Managers must ensure work that requires the handling of used hypodermic needles or sharps is undertaken in accordance with the departments risk assessment, operating procedures, training and any other controls.

Hepatitis B immunisation will be offered to employees undertaking high-risk duties and the need for this must be recorded in a risk assessment. Managers should ensure all reasonable controls are implemented to reduce and ideally remove the risk of infection before immunisation is considered. Managers should contact human resources to arrange any vaccinations.

Where employees have been identified as high-risk and have refused the immunisation, or the immunisation has failed to provide adequate protection, managers must ensure that an individual risk assessment specific to the employee is carried out. This assessment will determine if the current control measures are adequate to reduce the risk to an acceptable level without the immunisation.

It should be remembered that Hepatitis B immunisation is only there as a failsafe in case all other control measures fail. It should not be relied upon as the first or only means of defence against Hepatitis B. It should also be noted that the immunisation does not protect against the many other forms of hepatitis which may be present when contaminated sharps or bodily fluids are being handled.

Managers must ensure that a suitable COSHH assessment is completed where employees are exposed to any infectious disease. The significant findings of this assessment will be provided to all relevant staff for their information.

Where it is identified by risk assessment that an activity includes the risk of infectious disease then reference to and compliance with the infectious disease policy will be made.

Managers must ensure that all staff exposed to infectious diseases are suitably trained and supplied with adequate and suitable PPE as determined within the relevant risk assessment.

All needle stick injuries must be reported by the employees or other worker immediately to their manager or supervisor.

HS15 Display Screen Equipment

In order to comply with the Health and Safety (Display Screen Equipment) Regulations, all managers must ensure:

- (a) That all officers who use computer equipment and Display Screen Equipment (DSE) carry out a DSE self-assessment form when required.

- (b) That suitable DSE training and support is provided to assist a DSE user with their comfort levels.
- (c) Where issues are identified by DSE users, that these are addressed by their line manager where it is reasonably practicable to do so.
- (d) They refer to human resources and to their health and safety advisor for any specialist advice.
- (e) That DSE users are made aware of the corporate eye test procedure. The eye examination fees and any contribution towards the provision of spectacles or their adaptations where this is necessary for work purposes. Eye tests for DSE users will be paid for by the Council.

As a general rule of thumb. The below assessment requirements should be applied by all managers.

- (a) Officers who are solely office based will be required to complete the DSE self-assessment form.
- (b) Officers who are hybrid workers must complete a hybrid self-assessment form. Only one self-assessment is required for the employee's main workstation, and the principles should then be mentally applied to any other workplace thereafter.

Separate DSE self-assessment and hybrid self-assessment form templates, and corporate guidance provide further information about these arrangements. Please also refer to the Human resources Hybrid Working Policy for more information.

HS16 Electricity

Managers must ensure that all electrical works are completed on Council premises in accordance with the Electricity at Work Regulations 1989 and the most recent wiring regulations. Only NIC EIC registered electricians or equivalent competent electricians are permitted to work on Council domestic and non-domestic electrical systems.

Managers must ensure appropriate inspection and testing is completed, in accordance with legislation and codes of practice and that these are carried out on all electrical installations and portable electrical equipment owned by the Council

Managers must ensure only portable electrical equipment that carries a valid certificate of test is allowed to be brought into Council premises and is suitable for the environment in which it is to be used. If the equipment is new it should be tested at the next available periodic test.

All managers who control portable electrical equipment are responsible for ensuring:

- (a) A competent contractor is appointed to undertake the testing of all portable electrical equipment owned by the council.
- (b) that there are suitable systems in place to ensure appropriate examination and testing, by a competent person, of all fixed electrical systems owned/managed by the council.

Testing is arranged by the Premise Manager or Corporate Landlord on behalf of managers.

- All managers must ensure that:
 - (a) All hazardous/dangerous equipment identified during the combined electrical test are removed from service and safely disposed of accordingly.
 - (b) They have suitable systems in place to ensure that all equipment brought on site by third parties has been suitably tested.
 - (c) Where appropriate, that staff have received suitable instruction to ensure that they are able to identify electrical hazards.
 - (d) Only competent persons are authorised to install, inspect, repair, and maintain electrical installations and/or equipment.
 - (e) There are suitable mechanisms in place to ensure that electrical equipment used within their service area are appropriate for the environment in which they will be used.

Client Officers undertaking construction, maintenance or refurbishment works must give due consideration to work near overhead or underground electrical cables. All such works should be undertaken in accordance with the relevant Health and Safety Executive Guidance. Client Officers managing such works must ensure that the contractor has received all information held by the Council relating to such hazards prior to commencement of works.

All managers must ensure officers follow the Council's extension and cables guidance.

HS17 Events

Managers must ensure that, where necessary, the following are implemented for all indoor or outdoor events they organise or manage on behalf of the Council:

- (a) All hazards are identified prior to the event and risk assessments produced to control and minimise risks. Use the latest 'events' template, also known as event plan A-Z guide.
- (b) Those managing the event are competent to do so.
- (c) Responsibilities are formally agreed.
- (d) That reasonable inspections take place prior to, during and directly after the event.
- (e) Liaison takes place with the appropriate enforcement bodies and partner agencies.
- (f) All events are managed in accordance with the good practice standards of the Health & Safety Executive's Guidance and the Events Industry Forum's Purple Guide to Health, Safety and Welfare at Music and Other Events.
- (g) That an event management plan including emergency procedures have been produced and agreed.
- (h) All accidents and incidents are reported on the accident and incident reporting system.

Please contact the Council's emergency planning officer or health and safety advisor with any queries and ensure you are following the latest guidance documents.

Refer to the Derbyshire prepared website for more information.
<https://www.derbyshireprepared.org.uk/>

HS18 Fire

In fulfilling its duties specified within the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety Act 2021 and Fire Safety (England) Regulations 2022, the Council will ensure the following:

All managers with responsibilities for premise management must ensure that:

- (a) A suitable and sufficient fire risk assessment, as required by the Regulatory Reform (Fire Safety) Order 2005, is carried out by a competent person and that all matters requiring attention are undertaken to remove or reduce risk to a minimal and appropriate level. This risk assessment must be reviewed on a regularly basis.
- (b) Adequate emergency routes and exits as defined by fire safety corporate guidance are provided and kept clear at all times.
- (c) All firefighting, fire detection equipment and other fire safety equipment provided is suitably inspected and maintained in accordance with relevant current guidance. This must be documented within the Fire Logbook.
- (d) Suitable instructions are posted in conspicuous areas informing all users of the building of the action to take in case of a fire.
- (e) All staff within this building have received appropriate fire safety information, instruction and/or training. This must be documented.
- (f) A suitable fire plan has been produced and where applicable room checkers / Fire marshals are appointed to ensure a rapid and effective evacuation.
- (g) Fire drills are carried out at least once every 6 months.
- (h) Special areas of fire risk potential are suitably marked and special procedures formulated.

Separate fire safety policy document, corporate guidance and templates provide further information on these arrangements.

HS19 First Aid

The Health and Safety (First Aid) Regulations 1981 requires the Council to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken

ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed.

What is 'adequate and appropriate' will depend on the circumstances in the workplace. This includes whether trained first-aiders are needed, what should be included in a first-aid box and if a first-aid room is required.

Managers should carry out an assessment of first aid needs to determine what to provide. The Health, Safety and Risk service will provide support with this.

The Regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or service users. However, the HSE strongly recommends that non-employees are included in an assessment of first-aid needs and that provision is made for them.

To meet first aid regulations, managers must ensure that:

(a) Suitable and appropriate first aid equipment and expertise, appropriate to the risk, is provided in accordance with legislation and codes of practice to all employees regardless of their work situation.

(b) That a suitable risk assessment is undertaken to establish the required first aid provision for their departments.

(c) Equipment is provided for their trained first aiders.

(d) Names of first aiders are displayed in premises for employee information and contact in the event of an emergency.

Training is funded through the corporate learning and development training budget and managers should liaise with the Human Resources team to arrange this.

First Aiders must keep records of all first aid administered, and record all first aid events via the accident and incident reporting system

HS20 Health Surveillance

The Council will provide adequate occupational health provision, in accordance with legislation and as identified within a risk assessment, so that it is able to identify and control occupational related health risks.

The Management of Health and Safety at Work Regulations 1999 (regulation 6) states that: *Every employer shall ensure that his employees are provided with*

such health surveillance as is appropriate having regard to the risks to their health and safety which are identified by risk assessment. In order to comply with this;

Managers must ensure that:

- (a) Employees within their departments are provided with appropriate health surveillance as determined by legislation, corporate guidance and through the completion of a risk assessment.
- (b) The recruitment and selection process identifies those new employees whose role requires job specific health surveillance.
- (c) They are aware if an employee begins employment with an identifiable disease or condition which requires ongoing health surveillance.

Managers must ensure that health surveillance is provided to staff where their risk assessments have identified:

- (a) There is an identifiable disease or adverse health condition related to the work being undertaken.
- (b) Valid techniques are available to detect indications of the disease or condition.
- (c) There is a reasonable likelihood that the disease or condition may occur under the particular conditions of work; and
- (d) Surveillance is likely to further the protection of the health and safety of the employees to be covered.

The appropriate level, frequency and procedure of health surveillance will be determined by our occupational health provider. Any manager that is unsure whether health surveillance is required, should seek the assistance of a health and safety advisor and their human resources business partner.

Legislation requires employees to:

- (a) Attend health surveillance appointments when they are scheduled during working hours and paid for by the employer.

Occupational health provision is managed by human resources and further information can be obtained by your HR Business Partner.

HS21 Highways – (Working On or Near)

Managers must ensure that:

- (a) A suitable and sufficient risk assessment specific to working on or near highways has been completed if any work activity is to be on a highway or within 1 metre of the live carriageway.
- (b) All work on highways must be in accordance with the Department for Transport's Traffic Signs Manual Chapter 8 (as amended) – Traffic safety measures and signs for road works and temporary situations, or as amended and updated.
- (c) All staff working on the highway or those required to direct traffic/vehicles using road signage or hand signals are appropriately trained to do so.

Employees working on the highway must wear a reflective luminous jacket/ or vest at all times.

HS22 Good housekeeping within the workplace

Good housekeeping is a key factor in general accident prevention and is an important consideration in enabling the Council to meet its legal obligations to provide a safe working environment.

Managers must ensure that:

- (a) There are suitable arrangements for the storage of clothing, equipment, supplies and waste.
- (b) They provide a properly maintained and clean work area with washing facilities, toilet and welfare areas.
- (c) All accesses and egresses within the workplace, including corridors, gangways, stairs, thoroughfares, etc. are maintained in a safe and clean manner.
- (d) Work areas remain, so far as is reasonably practicable, free of slip, trip and fall hazards.

(e) All reasonable measures are taken to ensure suitable temperature, humidity, lighting and space requirements are provided within all working environments and there is compliance with regulation standards.

Workplace (Health, Safety and Welfare) Regulations 1992 applies to this policy area. Further information can be found by referring to the Council's Workplace Health and Safety Inspections policy and HS5 policy arrangement.

HS23 Ill Health

Employees are required to notify their manager of any disability, condition or illness that may affect their health and safety, or that of others, by their acts and omissions whilst carrying out their duties.

Following an ill health declaration and prior to an employee returning back to their full duties, managers should consider the need for a formal individual risk assessment during the return-to-work interview meeting. This should consider whether the individual is fit to return to work and whether additional controls are required until the individual is fit to resume their full work duties.

Where an employee is not able to fulfil their full duties because of a work-related incident, it may be necessary to make a RIDDOR report to the HSE. Contact your health and safety advisor for further advice.

Risk assessments must consider an individual's health and disabilities.

The Managing Attendance Policy provides further information with regard to the management of ill health cases.

Additional information and guidance can be obtained in section HS1 of this policy. An individual risk assessment template should be utilised to support the need for adjustments.

HS24 Legionella

The Council is required to consider, manage and control the risks from legionella that may affect its employees and other people and must take suitable precautions to protect them.

As an employer and as an organisation in control of premises (e.g. a landlord), we must:

1. **Identify** and assess sources of risk.

2. **Prepare** a management plan for preventing or controlling the risk at each water system.
3. **Implement** a suitable management programme and appoint a responsible person to take responsibility for controlling and managing that water system.
4. **Keep records** and check that what has been done is effective.

Premise managers, nominated persons and responsible persons must ensure all legionella risk assessments are conducted by a competent contractor and all actions identified are completed within recommended timescales. They must also ensure that suitable and sufficient arrangements are in place, so far as is reasonably practicable, to manage and control the risks associated with legionella bacterium.

Further guidance regarding the specific responsibilities and arrangements are detailed in the legionella corporate guidance.

Legionella training will be funded from the learning and development training budget and managers should liaise with Human Resources to arrange this.

HS25 Lone Working

Lone workers are those who work by themselves without close or direct supervision.

Although there is no general legal prohibition on working alone, the broad duties of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 still apply.

Managers must ensure that a suitable risk assessment is carried out to establish the hazards associated with the task and the necessary control measures required to either eliminate the risk or reduce it to a reasonably practicable level. There are no absolute restrictions on working alone; it will depend on the findings of the risk assessment.

Managers must identify all situations where staff are at significant risk due to the requirement for them to work alone.

Managers should also consider tasks where there is a significant risk to the lone worker due to other hazards. For example, driving on Council business, using hazardous machinery, a hazardous substance, working at height or in a confined space, circumstances where there is an inability to summon emergency assistance if the lone worker was to become unconscious and or include the risks associated with violence and aggression, etc.

Where a risk assessment identifies that an individual is at significant risk (high-risk) due to lone working, the manager must ensure that suitable systems are introduced to control and reduce the risk. This may include temporarily suspending certain activities until control measures are introduced. For example, options may include the introduction of lone working devices, personal safety apps or other technology similar in nature. This may include monitoring systems and escalation procedures.

Managers must ensure that any systems/procedures adopted are appropriate for all times that employees are at work. Particular attention should be paid to ensuring the efficacy of systems where employees are required to work outside of normal office hours.

The Council has lone working software in place. Guidance on this can be obtained from the Strategic Health, Safety and Risk Manager.

HS26 Manual Handling

The Council must ensure that all manual handling activities with a significant risk of injury are suitably assessed in accordance with the Manual Handling Regulations 1992.

Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. The Manual Handling Regulations 1992 place specific duties on employers regarding these operations.

The above regulations establish a clear hierarchy of control. These are:

AVOID, so far as is reasonably practicable, hazardous manual handling operations

RISK ASSESS those operations where hazardous manual handling may not be avoided

REDUCE, so far as is reasonably practicable, the risk of injury from the hazardous manual handling operations.

Managers must ensure that:

- (a) A lifting equipment and work equipment activity risk assessment is completed for all low-risk manual handling activities (those activities that do not fall within the 'significant risk of injury category).
- (b) The latest risk assessment templates are used as these can change periodically.

- (c) All the control measures identified are appropriately implemented.
- (d) They attempt to avoid hazardous manual handling operations so far as is reasonably practicable, if there is a possibility of a significant injury. Steps should be taken to implement control measures to reduce the risk of injury.
- (e) All staff within their respective departments who undertake handling, lifting, pushing or pulling operations which presents a significant risk of injury are suitably trained.
- (f) Individuals who have notified the Council of a significant ill health issue, which could affect their ability to lift significant loads safely, should be suitably assessed before allowing them to recommence manual handling of significant loads. Advice should be sought from a health and safety advisor and human resources business partner where there is any doubt regarding this assessment.
- (g) Specialist manual handling assessments are arranged for certain high-risk and repetitive tasks. Please contact your health and safety advisor for further details.
- (h) Specialist training is arranged for services that have high risk manual handling activities.

HS27 Parks and Open Spaces

The Council will ensure, so far as is reasonably practicable, that all open spaces managed or owned by the Council are maintained appropriately to ensure the safety of all users. This will include all open water, footpaths, trees and furniture fitted in these areas.

The managers responsible for parks and open spaces will ensure a full risk assessment is completed.

HS28 Playgrounds and Play Equipment

The Council will ensure, so far as is reasonably practicable, by inspection, monitoring, maintenance and repair, that all playgrounds and play equipment owned or managed by the Council remain safe for users.

The managers responsible for parks and open spaces where this equipment is present will:

- (a) Arrange an inspection and periodic monitoring of these sites.
- (b) Undertake routine inspections by RoSPA qualified competent trained inspectors, through weekly visual checks, using agreed checklists and trained operatives.
- (c) Arrange for repairs and identified faults to be repaired in a reasonable timeframe.
- (d) Undertake responsive inspections to be carried out following the notification of any damage and faults to equipment, furniture, flooring, etc.
- (e) Ensure that any vandalism and other types of intentional damage are reported via the accident and incident reporting system.
- (f) Ensure that an annual detailed inspection and risk assessment by a competent person (RoSPA inspector) is undertaken.
- (g) Ensure all new equipment will be examined/inspected by a competent person prior to use, to ensure it has been suitably installed and conforms to current standards. This inspection will be suitably documented.

Further guidance documents and operating procedures are available within Environmental services that relate to these arrangements.

HS29 Noise

The Control of Noise at Work Regulations 2005 applies to the Council. The aim of these regulations is to ensure that workers' hearing is protected from excessive noise in their workplace, which could cause them to lose their hearing and suffer some form of noise induced hearing loss, such as tinnitus.

Managers must ensure that suitable and sufficient risk assessments are undertaken, and control measures are introduced to protect the hearing of employees and others in the workplace.

Managers must ensure a suitable noise risk assessment is undertaken by a competent person, for all activities that produce or may develop noise levels that exceed the lower exposure action value 80 dB (A weighted) as defined

within the Control of Noise at Work Regulations 2005 and approved code of practice.

Where this assessment proves the noise levels exceed the lower exposure action level, 80 dB (A weighted), the manager will ensure that:

- (a) Hearing protection is made available to employees.
- (b) Exposed employees are provided with appropriate training and information.
- (c) Audiometric screening is made available via the occupational health provision for any exposed employees or other workers.

Where the assessment exceeds the upper exposure limit value, 85 dB (A weighted), managers must ensure that:

- (d) Hearing protection is provided and is worn by all persons that entered the noise control zone.
- (e) Warning signs are posted within the noise area.
- (f) Exposed employees are provided with appropriate training and information.

Occupational Health must assess all new employees who are to work with equipment that exceeds the lower exposure action values prior to commencement of their employment. This also includes ongoing surveillance. Managers should liaise with the health and safety and human resource advisors for further advice.

HS30 Permit to work

The Council has a statutory duty, so far as is reasonably practicable, to provide and maintain a safe working environment, safe plant and equipment and safe systems of work. For certain high-risk activities, a safe system of work will be in the form of a permit-to-work.

At this time, all hot work requires a permit-to-work on all Council sites.

Managers and client officers must ensure:

- (a) that when they oversee any work which requires a permit-to-work, that one is used

(b) A permit-to-work is both 'Opened' and 'Closed'

(c) the completed 'Permit to Work' is retained for a period of no less than 3 years in its signed state (PDF copy is acceptable)

Contractors are permitted to use their own permit-to-work system; Client Officers will need to ensure they receive copies (sample) for a contractor file as part of contractor monitoring activity. The same retention period of 3 years should be applied.

Further supporting information relating to these arrangements can be found in HS1, 2, 3, 4 and 5 and in the Construction Design Management (CDM) and Management of Contractors policies.

HS31 Plant and equipment

The Council has a statutory duty, so far as is reasonably practicable, to provide and maintain safe plant and equipment.

Managers must ensure that:

- (a) all plant and equipment are maintained and suitably controlled
- (b) maintenance on plant and equipment is carried out to prevent problems arising, to put faults right, and to ensure equipment is working effectively. This, where necessary, will include carrying out legal requirements for thorough examination and testing (TE&T) of plant and equipment.
- (c) Maintenance is undertaken as part of a planned programme or at short notice after a breakdown.
- (d) They co-operate with any inspection body to ensure access to plant and equipment so that TE&T is completed within scheduled periods. This may include arranging access at any premises.

The regulations below (not exhaustive) stipulate references to the maintenance of plant and equipment and managers should be aware of their content.

- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) apply over and above the general requirements of Provision and Use of Work Equipment Regulations 1998 (PUWER) in dealing with specific

hazards and risks associated with lifting equipment and lifting operations.

- The Workplace (Health, Safety and Welfare) Regulations 1992 ('the Workplace Regulations') which cover workplace maintenance requirements.
- The Health and Safety (Display Screen Equipment) Regulations 1992, cover DSE equipment and wider workstation equipment.
- The Personal Protective Equipment at Work Regulations 1992 ('the PPE Regulations'), covers PPE maintenance requirements.
- The Construction (Design and Management) Regulations 2015
- The Working at Height Regulations 2005 ('the Working at Height Regulations')
- (relating to inspection of work equipment for use when working at height);
- The Management of Health and Safety at Work Regulations 1999 ('the Management Regulations') relating to risk assessment requirements covering plant and equipment.
- Pressure Systems Safety Regulations (PSSR)

HS31.1 Work Equipment – Provision, Use, maintenance and inspection

The Provision and Use of Work Equipment Regulations 1998 place duties on employers who own and operate work equipment. Work equipment is any machine, appliance, tool or installation for use at work. This includes equipment which the Council have provided to employees.

These regulations require that equipment provided for use at work is:

- (a) Suitable for its intended use
- (b) Maintained in a safe condition and appropriately inspected
- (c) Used only by trained/competent employees
- (d) Accompanied by suitable health and safety measures, i.e. safety guards, emergency stops, PPE, etc
- (e) Used in accordance with specific health and safety requirements.

It is the policy of the Council to provide a safe working environment in relation to work equipment and to ensure all employees receive appropriate safety information and training covering their work equipment.

All managers are responsible for ensuring that:

- (a) all equipment used by employees at work is suitable for its intended use
- (b) each employee has received adequate information, instruction and training
- (c) a risk assessment has been completed for equipment which poses a significant risk
- (d) all relevant equipment is provided with an appropriate emergency stop, signage, or other necessary safety device.
- (e) all work equipment is regularly maintained and inspected where appropriate
- (f) that the work equipment is suitably guarded
- (g) suitable personal protective clothing is worn at all times when necessary for the safe operation of work equipment
- (h) that all personal tools are not permitted to be used on Council premises or for Council work activities, all tools required for work will be provided for at the cost of the Council.

All managers and officers purchasing equipment must have due regard to relevant standards and that equipment is CE / UKCA marked. They must also have consideration for hazards produced by the equipment (i.e. noise, vibration, dust, fumes, etc.) and where possible and reasonably practicable, purchase lower risk equipment.

Work Equipment – Lifting Equipment Use and Operations.

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) places duties on employers who own, operate or have control of lifting equipment. These regulations require that all lifting equipment and its associated accessories (i.e. slings, chains, harnesses, ropes etc) are:

- (a) Fit for purpose
- (b) Appropriate for the task
- (c) Suitably marked
- (d) Inspected

HS32 Personal Protective Equipment

Employers have basic duties concerning the provision and use of personal protective equipment (PPE) at work. These duties are detailed within the Personal Protective Equipment at Work Regulations 1992.

The main requirements of the above regulations are that PPE is:

- (a) Properly assessed before use to ensure it is suitable
- (b) Maintained and stored correctly
- (c) Users are provided with appropriate instruction on its use
- (d) It is used correctly by all relevant employees

To ensure compliance with the above regulations, all managers must ensure:

- (a) All reasonably practicable measures, as identified within the hierarchy of control listed within The Management of Health and Safety at Work Regulations 1999, will initially be undertaken to remove the hazard. Only if the hazard remains after this shall PPE be issued. PPE should always be the last consideration in regards control measures.
- (b) That suitable personal protective equipment and clothing (PPE) will be supplied where a risk assessment has identified a need.
- (c) That where PPE is required, an assessment has been carried out to ensure the correct type has been purchased and that it fits all employees correctly.
- (d) That PPE is worn where required. Refusal by an employee to wear the correct PPE will be treated seriously and disciplinary procedures may be considered.
- (e) That all equipment provided is CE or UKCA marked and is suitable and sufficient for the hazards present. That it provides the intended protection that the PPE has been issued to protect against.

Employees must not be charged for the basic provision of PPE where this has been identified within a risk assessment.

Where employees wish to request PPE which exceeds the basic standard provision identified within the relevant risk assessment, they may be requested

to pay for the additional costs incurred above the cost of the basic provision (this applies to footwear only). In all cases this may only be undertaken for PPE that is identified within a relevant risk assessment, that meets the standards as defined within the risk assessment and only after seeking advice from the Strategic Health, Safety and Risk manager and agreement from the relevant departmental service director.

Additional information relating to these arrangements can be found in the Council's PPE Policy and **Respiratory Protective Equipment (RPE) Policy (HS32.1)**

HS33 Premise management

Council officers that have responsibility for managing council premises, sites, and other locations must ensure they comply with the Council's premise management policy.

Please note. Refer to the separate premise management policy.

HS34 New and expectant mothers and women of childbearing age

The Management of Health and Safety at Work Regulations 1999 requires that employers assess the risk to new or expectant mothers once they have been notified. These regulations also prohibit certain prescribed tasks which place the mother or her baby at increased risk.

When advised of pregnancy, all managers must immediately complete and new expectant mother checklist (NEM) and where applicable a private risk assessment.

- It is essential that the manager ensures all controls identified within this risk assessment are implemented and that the individual is monitored during the period of their pregnancy or for up to 6 months after the birth of a nursing mother, to ensure control measures remains appropriate. If circumstances change, the manager must ensure the risk assessment is reviewed.

Please note. The new expectant mother checklist (NEM) is a separate document.

Managers should also consider conducting risk assessments for women of childbearing age who are not pregnant, so that potential hazards in the workplace that may affect reproductive health may be considered.

HS35 Security and emergency

This policy covers additional expectations beyond those historically covered by fire safety, including counter terrorism planning, training and other arrangements.

All Council premises should have a security plan in place. Further information on these arrangements can be obtained in the Council's security plan guidance and supporting templates.

The policy area is supported by external arrangements, such as police advice, counter terrorism advice and emergency planning arrangements.

Please contact a health and safety advisor and the Council's emergency planning officer for further advice and also refer to policies HS1, HS2, HS8, HS17, HS18, HS19 and HS33.

HS36 No-Smoking policy

The Council operates a non-smoking policy for all employees in any council building, council vehicle and other defined locations.

It is the managers' responsibility to ensure that the above policy is adhered to within their service areas. Further guidance regarding this may be found within the Council's Smoking Policy on Aspire, or by contacting a human resources business partner.

HS37 Travel and Transport

The need for employees to travel and transport goods and materials is integral to service delivery

Managers must;

- (a) ensure any travel and transportation activity is risk assessed
- (b) include adequate consideration of health and safety whilst in a vehicle
- (c) Ensure employees using fleet vehicles are risk assessed and comply with the Transport Code of Practice and driver's handbook (if using Council owned, leased or hired vehicles or ride on plant)

- (d) complete a 'driving on Council business' risk assessment, which covers the 'grey fleet' (personal vehicle usage used for business use).
- (e) ensure that they have appropriate systems in place to ensure that all employees driving on Council business have the appropriate licence to do so, their vehicle has business cover insurance, and their vehicle is taxed and has a current MOT.

HS38 Vibration - Hand-Arm and whole-body vibration.

The Control of Vibration at Work Regulations 2005 requires that employers assess and identify measures to eliminate, control or reduce risks from exposure to vibration to protect employees from risks to their health. They also place restrictions regarding the amount of exposure an employee is permitted to be exposed to in a working period.

The Council aims to ensure that any vibrating equipment provided does not expose individuals to vibration levels exceeding the current daily or weekly exposure action values.

Managers must:

- (a) ensure that risk assessments are completed for any vibration activities (handheld or whole body),
- (b) ensure that all relevant requirements of the above regulations are implemented
- (c) ensure that employees exposed to vibration are frequently monitored and that this is documented.
- (d) Ensure that employees do not use equipment beyond which allows them to exceed the exposure limit values.

Employees are also responsible for complying with the instruction not to use equipment beyond levels that exceed the exposure limit values.

Please contact your health and safety advisor for further guidance on vibration.

HS39 Volunteering (non-employee volunteers)

Voluntary activities can be those arranged with our parks and street scene department, with our friends of groups, or on a more ad hoc basis such as community litter picking days or other one-off or short-term events which could include community emergency response activities.

This policy covers volunteers who may be members of the public, residents, businesses, third parties and other groups that wish to volunteer for the Council, on Council premises, for Council run activities and those under the control of and with the permission of Council officers. The policy will apply to all Council controlled, managed and supported voluntary activities.

This policy does not cover voluntary activities undertaken on behalf of party-political activities. It excludes activities organised by Councillors without Council officer control, such as electioneering, elected member organised community events, other political party arranged activities, or any voluntary activities not controlled, managed or supported by the Council or its officers as they do not fall within the remit of an employer or are not undertaken on Council premises or Council land.

This policy does also not apply to all types of voluntary activities that occur within the borough boundaries that are not being managed or controlled by the Council or its officers and are not within the Council's responsibilities as an employer or premise landowner. For example, this policy does not apply to external voluntary groups organised by members of the public such as 'Keep Britain Tidy' sessions or any other external groups and organisations that are not within the control of the Council or Council officers.

This policy will not be applicable to Council employees whilst at work. However, when an employee chooses to volunteer outside of work and wishes to volunteer for a Council run activity or group session operated on Council premises, this policy and associated documents will apply.

- Managers working with volunteers are responsible for their management
- Suitable and sufficient risk assessments must be implemented prior to activities commencing.
- Managers are responsible for managing all aspects of voluntary activity, such as onboarding, training, instruction and supervision.

Further guidance and support can be obtained from health and safety advisors and human resources business partners.

HS40 Water Safety

The Council must, so far as reasonably practicable, manage the hazards and risks associated with water safety and the risks of water related accidents and potentially avoidable deaths through drowning.

Managers that have the responsibility for sites and locations which includes any type of water body or water course must;

- (a) Apply a risk-based approach, depending on the size and scale of the water body or water course
- (b) ensure a suitable and sufficient risk assessment is undertaken
- (c) ensure that safe systems of work and other control measures are in place to manage the risk.
- (d) Share water safety risk assessment contents with all relevant officers and third parties

The Council, where possible, will support water safety campaigns and other water safety information. These will be circulated through the most appropriate communication channels.

The Council will promote swimming within the community, mainly through leisure services, which has extensive learn to swim programmes.

If, after 10 repeated acts of vandalism or theft of water safety devices, the controls may be removed permanently by the local manager (due to the costs associated with replacement and repair). This decision should be given careful consideration and alternative options considered.

HS41 Working at Heights

The Working at Height Regulations 2005 apply to all work activities where there is a risk of a fall which is likely to cause personal injury. These regulations place duties on employers, the self-employed and any person who controls the work of others (e.g. client officers and premise managers) where contractors need to work at height.

The regulations set out a simple hierarchy for managing and selecting equipment for work at height.

Managers / client officers must;

- (a) Avoid work at height where they can
- (b) ensure that there are suitable risk assessments for all work at height, i.e. those tasks where it is foreseeable for persons to be significantly injured or cause a personal injury from a fall.
- (c) ensure that all work at height is properly planned and organised
- (d) ensure that all work at height takes account of weather conditions that could

endanger health and safety

- (d) ensure those involved in working at height are trained, competent and have received appropriate instructions.
- (e) ensure that the place where work at height is done is safe
- (f) ensure equipment used when working at height is appropriately inspected
- (g) ensure the risks from fragile surfaces are properly controlled
- (h) ensure the risks from falling objects are properly controlled
- (i) use work equipment or other measures to prevent falls when they cannot avoid working at heights
- (j) ensure that where the risk of a fall cannot be eliminated, work equipment or other measures are used to minimise the distance and consequences of a fall should one occur
- (k) make reasonable enquiries to ensure contractors and their subcontractors are using appropriate methods of access when working at height
- (l) request copies of relevant risk assessments and work method statements from contractors and subcontractors for evaluation.

In addition to the above requirements, the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) also place duties on the person undertaking a lifting operation. The requirements include:

- (a) The lift operation must be properly planned
- (b) People involved must be suitably competent
- (c) The operation must be suitably supervised
- (d) It should be carried out in a safe manner

To ensure compliance with the above, managers must ensure that:

- (a) All lifting equipment used within their service is suitable and appropriate for its intended use
- (b) An appropriate lift examination certificate is in place
- (c) if lifting equipment is owned by the council it is appropriately maintained
- (d) lifting equipment is only operated by competent persons
- (e) all lifting operations utilising mechanical lifting equipment are appropriately planned and supervised and that a risk assessment and work method statement is produced by the manager responsible for controlling the activity where appropriate.
- (f) the Insurance officer is made aware of all lifting equipment owned by the Council so that they may ensure the equipment is subject to the necessary statutory examinations
- (g) All faults identified within the statutory examination or during normal inspection or prior to use are corrected
- (h) Lifting equipment is appropriately isolated and stored when not in use.

Further information on the role of Client officers can be found in sections HS12 and HS13 and additional corporate guidance documents can be obtained from the health and safety advisor.

HS42 Young Persons – (under 18 years of age)

Managers must ensure suitable risk assessments are undertaken for all young persons. This will cover all young persons aged between 13 and under the age of 18 when either employed by the Council or on work experience.

Managers responsible for the young person must carry out this assessment prior to employment or work experience.

The assessment must:

1. Consider their inexperience, lack of awareness of existing or potential risks, and immaturity.
2. Address specific factors within the risk assessment
3. Identify working time and working pattern restrictions
4. Provide information to parents of school age children about the risk and the control measures introduced
5. Take account of the risk assessment in determining whether the young person should be prohibited from certain activities.

Copies of this assessment should be supplied to the school or legal guardian for their information.

Please contact a health and safety advisor or human resources business partner for further guidance as other policy areas will apply, including Safeguarding children and vulnerable adults and the work experience policy for people undertaking work experience.

HS43 Work related stress

Workplace stress is recognised as a health and safety issue. The main legislation, which is relevant to this subject, is the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work Etc. Act 1974.

It is the policy of the Council to ensure, so far as is reasonably practicable, that no employee is subjected to a level of stress due to work, which is detrimental to their health.

Human resources are the lead service in this area and managers should refer to the 'managing workplace stress policy' and their human resources business partner for further advice.

The council will take seriously and investigate report(s) from employees about causes of workplace stress and will take preventative and protective measures to reduce the risk.

Managers must ensure that team stress risk assessments and, where applicable, individual risk assessments are completed.

Where an employee is absent from work due to work-related stress factors it must be recorded on the accident and incident reporting system.

HS44 Partners

The client officer / premise manager responsible for managing partners in a tenancy or lease arrangement must ensure that:

- (a) Partners adhere to all Council policies relating to premise management, accident and incident reporting, fire safety and other emergency procedures.
- (b) The main findings of the fire risk assessment are shared with partners.
- (c) That partners are made aware they are responsible for their own first aid arrangements.
- (d) Any accidents and incidents are reported to the Council premise manager / Client officer, in regards any accidents and incidents which occur on Council premises.

HS45 Violence and aggression policy

The Council recognises that a small percentage of individuals may be of a violent nature or pose a risk to themselves and others. The Council has a zero-tolerance policy with regard to violent and aggressive behaviour towards employees and other workers.

The Council's Health and Safety Policy recognises the Council's legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and other workers. The Council also has a duty to protect the health and safety of others not under Council employment (including elected

members, contractors and visitors). This also includes the Council's duty of care to try and eliminate the danger posed by threats of violence at work and the risk of reasonably foreseeable violence. In order to discharge this duty, it may also collate information relating to violent or aggressive tendencies, reported accidents and incidents of injury, aggression, racial or sexual harassment and dangerous animals.

One of the ways in which the Council can minimise risk to its staff is to hold a staff caution list (SCL). The purpose of the SCL is to identify and record individuals, animals or addresses that could pose a risk to employees and other workers. The SCL identifies individuals, establishes risks, determines the effective control measures necessary; and to record the information so that those at risk can be warned and advised.

The Council holds a considerable body of information relating to individuals in order to ensure that we deliver efficient and accurate services. Most of this information is simply factual data, such as name, age, address, family circumstances, and in some cases, income, disabilities and illnesses, addresses and similar. Whilst it is important that employees and other workers who may have contact with potentially violent customers are aware of such risks, it is essential that the provisions of the Data Protection Act are adhered to.

Managers must ensure suitable risk assessments are undertaken where work activities bring officers and other workers into working environments where they could be subject to violent and aggressive behaviour and ensure suitable and sufficient control measures are in place to manage those workplace risks.

Further information on the staff caution list can be found on Aspire.

HS46 Radiation (Ionising and Non-Ionising)

This policy area covers all reasonably foreseeable radiation sources that are or could be present in a Council workplace. Those radiation sources include radon, electromagnetic radiation and ultraviolet radiation.

Radon - Ionising Radiation

The Ionising Radiations Regulations 2017 (IRR17) come into effect where radon is present above the defined level of 300 Bq/m³ (as an annual average) and employers are required to take action to restrict resulting exposures. The HSE and Local Authorities are responsible for enforcing these regulations in particular types of workplaces.

The radioactive gas radon is a hazard in many homes and workplaces. Breathing in radon is the second largest cause of lung cancer in the UK resulting in over 1000 fatal cancers per year. However, radon hazards are simple and cheap to measure and relatively easy to address if levels are high. Under UK regulations, all employers must review the potential radon hazard in their premises.

Radon is a colourless, odourless, radioactive gas that occurs in rocks and soils, some building materials and water. The ground is the most important source as radon can seep out and build up in houses and indoor workplaces. The highest levels are usually found in underground spaces such as basements, caves and mines. High concentrations are also found in some buildings because warm air rising, draws radon from the ground underneath buildings to enter through cracks and gaps in the floor.

Radon (more properly known as radon-222) comes from uranium which occurs naturally in many different types of rocks and soils.

Under the Health and Safety at Work etc Act 1974, employers must, so far as is reasonably practicable, ensure the health and safety of employees and others who have access to their work environment. The Management of Health and Safety at Work Regulations 1999 require the assessment of health and safety risks.

All premise managers and service directors must ensure the risk of radon is managed and risk assessed.

Ultraviolet radiation - Outdoor workers and sun exposure

Too much sunlight is harmful to your skin. A tan is a sign that the skin has been damaged. The damage is caused by ultraviolet (UV) radiation in rays in sunlight.

Where Council employees and other workers work outdoors for a long time their skin could be exposed to more sun than is healthy for them. Outdoor workers that could be at risk include work that involves construction activities such as trade operatives, environmental services and other outdoor activity workers.

Particular care should be taken for employees with fair or freckled skin that doesn't tan or goes red or burns before it tans, employees with red or fair hair and light coloured eyes and employees with a large number of moles.

In the short term, even mild reddening of the skin from sun exposure is a sign of damage. Sunburn can blister the skin and make it peel. Longer term problems can also arise. Too much sun speeds up ageing of the skin, making it

leathery, mottled and wrinkled. The most serious effect is an increased chance of developing skin cancer.

Managers must ensure that a suitable and sufficient risk assessment is in place for employees and other workers that could be exposed to ultraviolet radiation.

Further corporate guidance relating to UV radiation (sunshine poster) is available on Aspire to help raise the awareness and support the management and control of risks in the workplace.

Electromagnetic Radiation - Non-Ionising Radiation:

The Control of Electronic Fields at Work Regulations 2016 (often abbreviated to CEMFAW Regulations) place duties on employers to assess an employees' potential exposure to electromagnetic fields (EMFs) with reference to action levels (ALs) and exposure limit values (ELVs).

All managers who have responsibility for managing premises with this type of radiation have responsibilities to manage and control the risks in the workplace. This is a requirement under the Management of Health and Safety at Work Regulations 1999

Managers need to think about what might cause harm to people and take reasonable steps to prevent harm, including considering any risks arising from exposure to EMFs.

Sources of EMF's include, amongst many others:

- Wireless communications and devices (eg Wi-Fi or Bluetooth), including access points for WLAN.
- Use of mobile phones.
- Audio-visual equipment containing radio-frequency transmitters,
- use of electric appliances,
- Electrical supply, work on generators or emergency generators and where workers need to be in close proximity to cables carrying high currents.
- Inverters, including photovoltaic systems,
- industrial and large professional battery chargers,
- Use of hand-held and portable tools, e.g. drills, sanders and circular saws;
- automated induction heating systems, fault-finding equipment.
- Machine tools, e.g. pedestal drills, grinders, lathes, milling machines, saws.
- Construction equipment, e.g. working close to concrete mixers, cranes etc.
- Transport: Motor vehicles and plant – working close to starter, alternator and ignition.
- Battery chargers, inductive or proximity-coupling.
- Two-way radios, e.g. walkie-talkies, vehicle radios,

- Battery-powered transmitters, and communications systems.

The majority of employers will not need to take any additional action to reduce the risk from EMF. This is because either:

- the levels of EMF in most workplaces are already at safe levels, and/or;
- in workplaces where employees may be exposed to higher levels of EMFs, the levels and associated risks will already have been assessed and managed

Further guidance can be obtained from your health and safety advisor.