



# ABERDEEN

## CITY COUNCIL

# Health and Safety Policy

**(HS.1.0) v3**

Version	Committee approval	Date
HS.1.0v3	Staff Governance	



## 1.0 Introduction

- 1.1 The purpose of this policy is to set out Aberdeen City Council's arrangements for meeting its responsibilities under the Health and Safety at Work etc Act (HASWA) 1974 and associated statutory provisions.
- 1.2 This policy describes the occupational health, safety and welfare arrangements for all Council employees and any other persons e.g. contractors, visitors, clients, service users, pupils, members of the public who may be affected by the Council's acts or omissions, work activities and or service delivery.
- 1.3 The Council recognises that this policy is a legal document and is designed to meet the specific requirement of the HASWA (Section 2 (3)) to prepare and, as often as necessary, revise a written statement of the Council's general policy in respect to health and safety.
- 1.4 This policy has been developed in consideration of the organisations the priority areas of service to deliver; Prosperous Economy; Prosperous People, Prosperous Place and Enabling Technology.

<b>Local Outcome Improvement Plan Theme</b>	
	<b>Impact of Report</b>
<b>Prosperous Economy</b>	As any other local authority, the Council has a key role in ensuring a prosperous economy. By ensuring legal compliance and effectively managing health and safety this reduces the likelihood of incidents, related injury and work-related ill health. This in turn means that the Council's and employees contribution to the local economy is not affected through lost resource e.g. absence, prosecution and associated costs. By taking a proactive approach to health, safety and wellbeing the "public pound" will be used effectively reducing lost resource through direct and indirect costs. Research shows that good health is good for business and better workplaces have better financial results.
<b>Prosperous People</b>	As an organisation the Council considers the health of its workforce to be paramount and a key element in service delivery. This focus is one key in having an engaged workforce and all the additional benefits associated with this.  The workplace is an environment in which most adults spend a substantial fraction of their time. It has the potential to have both positive and negative

	<p>influences on their health and well-being. Where there are continuing trends of incidents there is the risk that employees become disengaged with the organisation as they feel that there is no concern for their safety. There are many additional strands from disengaged employees: poor customer service, increased absence rates and reduced productivity.</p>
<p><b>Prosperous Place</b></p>	<p>The Council promotes the health and well-being of employees, creating a safe and healthy workplace and a healthier workforce, which enhances its image and reputation as a good employer. An engaged workforce contributes to the local economy ensuring that resources are spent as intended on the delivery of high quality services. This has a ripple effect on place in the wider community and links to economic development. Any detrimental effects caused through incidents or poor health of employees impacts on the provision of public services and as such a pro-active approach to the management of health and safety ensure that the “public pound” is used effectively.</p>
<p><b>Enabling Technology</b></p>	<p>The implementation of a system to monitor closing out actions will assist in achieving the identified targets. This along with other digital enhancements currently being explored will assist in the management of health and safety within the Council.</p>

## Aberdeen City Council

### Health and Safety Policy

#### 2.0 Policy Statement

- 2.1 Aberdeen City Council recognises that health and safety is a fundamental part of both the efficient and effective delivery of quality local government services. Councillors, Chief Executive, Directors, Chief Officers and line managers are committed to making health, safety and wellbeing a high priority in all our activities.
- 2.2 It is the policy of Aberdeen City Council to take all reasonably practicable steps to ensure the health, safety and welfare of work of all its employees. The Council acknowledges its responsibilities in respect of persons other than its own employees.
- 2.3 A high standard of health and safety performance is recognised as an integral part of service delivery. This standard will be achieved by:
- a. Creating and maintaining a positive health and safety culture which secures the commitment and participation of all employees;
  - b. Meeting its responsibilities to employees, other people and the environment in a way which recognises that legal requirements are the minimum standard;
  - c. Engage, communicate and consult with all employees on matters affecting their health, safety and wellbeing;
  - d. Ensuring that responsibilities of individuals are clearly defined and understood by all;
  - e. Adopting a planned and systematic approach to ensure, as far as is reasonably practicable: -
    - i. the provision and maintenance of plant, machinery and systems of work that are safe and without risks to health;
    - ii. that articles and substances are used, handled, stored and transported safely and are without risks to health;
    - iii. the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees;
    - iv. as regards any place of work under the Council's control<sup>1</sup>, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of a safe means of access and egress;
    - v. the provision and maintenance of a working environment for employees that is safe, without risks to health, and appropriate as regards facilities and arrangements for their welfare at work;
  - f. identifying, assessing and providing adequate control of occupational health and safety risks arising from our work activities, ensuring risks are dealt with sensibly, responsibly and proportionately to eliminate or minimise risks;
  - g. allocate resources to meet requirements of the Council's Health and Safety Policy;

- h. planning for health and safety including the setting of realistic short and long terms objectives, deciding priorities and establishing suitable performance standards;
  - i. monitoring, auditing and reviewing performance on a regular basis to ensure that high standards and maintained;
  - j. maintaining a system of joint consultation with health and safety representatives and providing them with facilities and assistance to enable them to carry out their functions.
- 2.4 The above requires the commitment, support and action from everyone working within Aberdeen City Council and is central to the ongoing effective management of health and safety within the organisation.

Signed

Date

**Angela Scott  
Chief Executive  
Aberdeen City Council**

<sup>1</sup>In the case of non-Council owned premises such as PPP schools and leased premises there will be specific and detailed agreement about the responsibilities which fall within the Council's domain and therefore, which impact on the nominated 'Responsible Person.'

## Aberdeen City Council

### Health and Safety Policy

#### 3.0 Responsibilities

##### 3.1 Councillors

- 3.1.1 Through collective responsibility for providing leadership and direction Councillors have a significant part to play in securing the health and safety of themselves, Council employees and others who may be affected by the Council's activities.
- 3.1.2 Though not responsible for managing health and safety services on a day-to-day basis, Councillors must understand the impact of strategic decisions they make on operational health and safety. In particular, Councillors will:
- a. provide effective and responsible leadership based on a proper understanding of risk, systems in place for managing risk and an appreciation of the causes of health and safety failures;
  - b. support best practice in managing health and safety so that the Council is seen as an exemplar;
  - c. ensure that decisions taken when developing Council policies and services reflect the Council's health, safety and wellbeing commitment;
  - d. ensure that sufficient health and safety resources are available to, at least, meet legislative standards;
  - e. ensure that principles of sensible risk management are applied so that health and safety risks are tackled sensibly, responsibly and proportionately within the Council's risk management approach; and
  - f. Scrutinise and consider the overall health and safety performance and trends of Council in relation to legal compliance and against this policy.

##### 3.2 Chief Executive

- 3.2.1 The Chief Executive is responsible, so far as is reasonably practicable, for ensuring the health, safety and welfare at work of all Council employees and others who may be affected by what the Council does or fails to do. This will be achieved by:-
- a. determining the organisational structure in the Council through which the policy will be implemented and delegating the responsibility for implementation of the policy within Functions to each Director and Chief Officer;
  - b. ensuring that adequate resources are made available to enable the Council policy to be implemented;
  - c. ensuring that health and safety is an integral part of the overall management culture and developing a positive attitude to health and safety among employees by visibly and actively demonstrating their own commitment to achieving a high standard of health and safety performance;

- d. appointing a competent person to assist in applying the provisions of health and safety legislation; and
- e. ensuring the establishment and maintenance of health and safety management systems within Functions, which will ensure the assessment of risks and the effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to control the risks through Plan, Do, Check and Act approach.
- f. ensuring effective communication and consultation to foster joint working to enable scrutiny on health and safety performance and a culture of being part of the solution at all levels within the organisation;

3.2.2 Practical day-to-day responsibility for ensuring this policy is put into practice is delegated to line managers in respect of areas under their management control as detailed below:

### **3.3 Directors and equivalent posts**

- 3.3.1 Directors must, so far as is reasonably practicable, ensure the health, safety and welfare at work of all employees they are responsible for. In particular within their Function(s) they will -
- a. Lead by example by visibly and actively demonstrating commitment to achieving a high standard of health and safety performance and developing a positive attitude to health and safety among employees and contractor activities;
  - b. develop and foster health and safety as an integral part of the organisations general management arrangements;
  - c. contribute to deciding on priorities and establishing relevant performance standards (leading and lagging) through the achievement of the aims of this policy and the Corporate Health and Safety Improvement Plan;
  - d. establish the organisation through which the policy will be implemented. This includes nomination of responsible persons for delegated health and safety duties;
  - e. ensure that arrangements along with related documentation are established, maintained and revised as necessary to ensure this policy is implemented at strategic level thorough to operational delivery ensuring risks are dealt with sensibly, responsibly and proportionately;
  - f. ensure that adequate resources are made available to meet the requirements of the policy, Health and Safety Improvement Plans and Function arrangements;
  - g. establish health and safety management systems which will ensure the assessment of risk and the effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to eliminate or control the risks through Plan, Do, Check and Act approach;
  - h. establish and ensure arrangements are in place to monitor and review health and safety performance to provide levels of assurance in relation to legal compliance and against this policy and the Corporate Health and Safety Improvement Plan;

- i. promote health, safety and wellbeing as a shared employee and management objective with effective two-way communication including consultation with recognised safety representatives;
- j. establish systems to ensure compliance with all relevant Council policy, procedures and guidance documents and procedures;
- k. prepare reports evaluating health and safety performance for their Function for review by Health and safety Groups and the Staff Governance Committee as required; and
- l. inform Councillors and Health and Safety Representatives of health and safety issues, as appropriate.

### **3.4 Chief Officers**

- 3.4.1 Chief Officers, so far as is reasonably practicable, ensure the health, safety and welfare at work of all employees they are responsible for. In particular within their Cluster they will –
- a. visibly and actively demonstrate commitment to achieving a high standard of health and safety performance and develop a positive attitude to health and safety among employees and contractor activities;
  - b. develop and foster health and safety as an integral part of the organisations general management arrangements;
  - c. contribute to deciding on priorities and establishing relevant performance standards (leading and lagging) through the achievement of the aims of this policy and the Corporate Health and Safety Improvement Plan;
  - d. ensure that arrangements along with related documentation are established, maintained and revised as necessary to ensure this policy is implemented at strategic level thorough to operational delivery ensuring risks are dealt with sensibly, responsibly and proportionately; establish the arrangements, including the provision of necessary training to ensure competent employees through which the aims of the policy and Health and Safety Improvement Plans will be met;
  - e. ensure that adequate resources are made available to meet the requirements of the policy, Health and Safety Improvement Plans and Cluster arrangements;
  - f. implement health and safety management systems which will ensure the assessment of risk and the effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to eliminate or control the risks through Plan, Do, Check and Act approach;
  - g. ensure arrangements are in place to monitor and review health and safety performance to provide levels of assurance in relation to legal compliance and against this policy and the Corporate Health and Safety Improvement Plan;
  - h. promote health, safety and wellbeing as a shared employee and management objective with effective two-way communication including consultation with recognised safety representatives;
  - i. nominate responsible persons for delegated health and safety duties in establishments including a Premises Responsible Person;



- j. ensure that suitable emergency arrangements are made within their control in the event of fire or other emergency;
- k. ensure compliance with all relevant Council policy, procedures and guidance documents and procedures;
- l. prepare reports evaluating health and safety performance for their Cluster for review by the health and safety Groups as appropriate; and
- m. inform Health and Safety Representatives of health and safety issues, as appropriate.

### **3.5 Line managers**

3.5.1 Through regular contact with employee's line managers can make an important contribution in ensuring so far as is reasonably practicable, the health, safety and welfare at work of all employees they are responsible for. In particular they will:

- a. follow the Plan, Do, Check and Act approach to ensure sensible, responsible proportionate approach to the management of health and safety risk;
- b. ensure that key occupational health and safety risks related to their service delivery and work tasks are identified, assessed and eliminated, reduced or controlled, including management, of contractors' activities;
- c. lead by example and actively support and reinforce safe systems of work while ensuring employees know how to work safely and without risk to their health;
- d. lead by example to motivate and empower employees to work in a safe and healthy manner in order to encourage a positive attitude towards health, safety and wellbeing in the workplace;
- e. ensure the use and implementation of skills and training matrices to ensure competent employees (through the provision of information, instruction, training and supervision) and their inclusion in job profiles along with health surveillance requirements;
- f. allocate sufficient resources for supervision according to complexity and level of risk. Recognise that different levels of supervision may be needed at certain times, for example during shift changeover or where there are young or inexperienced workers;
- g. engage and consult with employees on matters affecting their health, safety and wellbeing;
- h. ensure effective discussion and communication of health and safety issues and performance at workplace meetings, health and safety consultation groups, and the Staff Governance Committee;
- i. ensure effective communication, co-ordination and co-operation where more than one line manager is involved in a process especially regarding health and safety issues within the Cluster and across the organisation;

- j. involve employees and safety representatives on the likely risks in their work and the precautions they should take and introduction of any measures that may affect their health and safety.
- k. undertake proactive compliance checks on the effectiveness of the health and safety management systems including Workplace Inspections within their related Cluster ensuring that findings are communicated, and corrective action implemented;
- l. ensure the provision and maintenance of safe vehicles, plant and equipment and reinforce safe handling, transportation, storage and use of substances;
- m. encourage each employee to co-operate in incident and near miss prevention;
- n. record and fully investigate incidents and near misses to identify the cause, determine and implement any remedial actions, and identify trends to prevent reoccurrence. Line managers should refer to section 4.11 of this policy for further details on incident recording, investigation and reporting; remedial actions and trends to prevent reoccurrence; and
- o. actively monitor and review health and safety performance and identification of trends;

### **3.6 Premises Responsible Persons**

- a. A Premises Responsible Person (PRP), who will have sufficient authority and competence to manage health and safety, will be identified for every non-domestic Council premises.
- b. The Premises Responsible Person (PRP) will:
  - i. be the main point of contact for health and safety on the premises and related workplace monitoring, the subsequent actions and checking effectiveness of controls;
  - ii. ensure effective communication of health and safety risks and associated controls including between occupants from an operational perspective. In the case of a multi-occupied premise agreement must be reached for one Council nominated employee to fulfil this role to co-ordinate and communicate with other Functions and third parties;
  - iii. ensure suitable emergency arrangements for the premise are in place;
  - iv. ensure security of the premise and prevent unauthorised access; and
  - v. operate of permit to work system for contractors undertaking work within the premise and surrounding grounds.
- c. The Premises Responsible Person will be the contact person for facilities issues in each establishment/site and will ensure that systems are in place to manage premises risks. These risks will include (but not be limited to):
  - Fire
  - Asbestos
  - Legionella
  - Gas
  - Relevant notifiable or communicable diseases or infections
  - Statutory inspection and maintenance of plant and equipment
  - Passenger lift safety

- Control of contractors
- d. The Premises Responsible Person will also ensure that regular Health and Safety Inspections are carried out (as required in the Council's Health and Safety Performance Monitoring).
  - e. The Responsible Person will be provided with and will make themselves available to attend any necessary training to enable them to discharge their duties competently.
  - f. The Corporate Health and Safety team (Strategy) will support and advise Premises Responsible Persons as necessary.
  - g. The Premises Responsible Person fulfils an essential role in managing health and safety across Council premises. However, this does not dilute the ultimate health and safety responsibilities of the Chief Executive and the management team described in sections 3.2 and 3.3.

### **3.7 Chief Officer - Governance**

- a. The Chief Officer – Governance has been nominated by the Chief Executive to administer the Council's Health and Safety Policy.
- b. In the case of non-Council owned premises such as PPP schools and leased premises there will be specific and detailed agreement about the responsibilities which fall within the Council's domain and therefore, which impact on the nominated 'Premises Responsible Person.'
- c. The Chief Officer Governance will be advised on health and safety matters by the Corporate Health and Safety Lead who will be the competent person providing assistance within the meaning of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

### **3.8 Employees**

- 3.8.1 All employees will be expected to co-operate in the implementation of the Council's Health and Safety Policy by:
  - a. acting in the course of their employment with due care for their own safety and that of others, who may be affected by their acts or omissions at work;
  - b. co-operating, so far as is necessary, to enable the Council to perform any duty or to comply with any requirements, as a result of any health and safety legislation which may be in force;
  - c. using all work items provided by the Council in accordance with the information, training and instructions they receive to enable them to use the items safely;
  - d. reporting work situations, including incident/near misses and violent incidents or other shortcomings which may present health and safety risks at work to his/her line manager or other appropriate officers without delay;
  - e. participating in health and safety training provided during the working day or during agreed staff development times. This training may include tutor-led courses, tool box talks, e-learning and all other means of imparting health and safety knowledge;

- f. participating in identified health surveillance required in connection to work activities;
- g. setting a good example to others, especially young or inexperienced workers and participating in health and safety related workplace discussions and meetings;

### **3.9 Corporate Health and Safety lead**

3.9.1 This role will be the competent person providing assistance within the meaning of Regulation 7 of the Management of Health and Safety at Work Regulations 1999. This will include:

- a. Implementation and management of an effective corporate health and safety framework to form part of a wider Assurance Framework for the Council;
- b. Develop and put in place corporate health and safety policies and procedures to help ensure that the Council meets its statutory responsibilities and provide support, advice and guidance to services on compliance with these;
- c. Ensuring a consistent and informed approach to health and safety risk assessments to help inform decision making across the Council (including at officer level and committee level) through training and guidance;
- d. Coordination and delivery of relevant corporate training to services, elected members and stakeholders where required to help promote effective health and safety; and
- e. Proactively support Leadership Teams across the Council to comply with the Council's corporate health and safety framework;

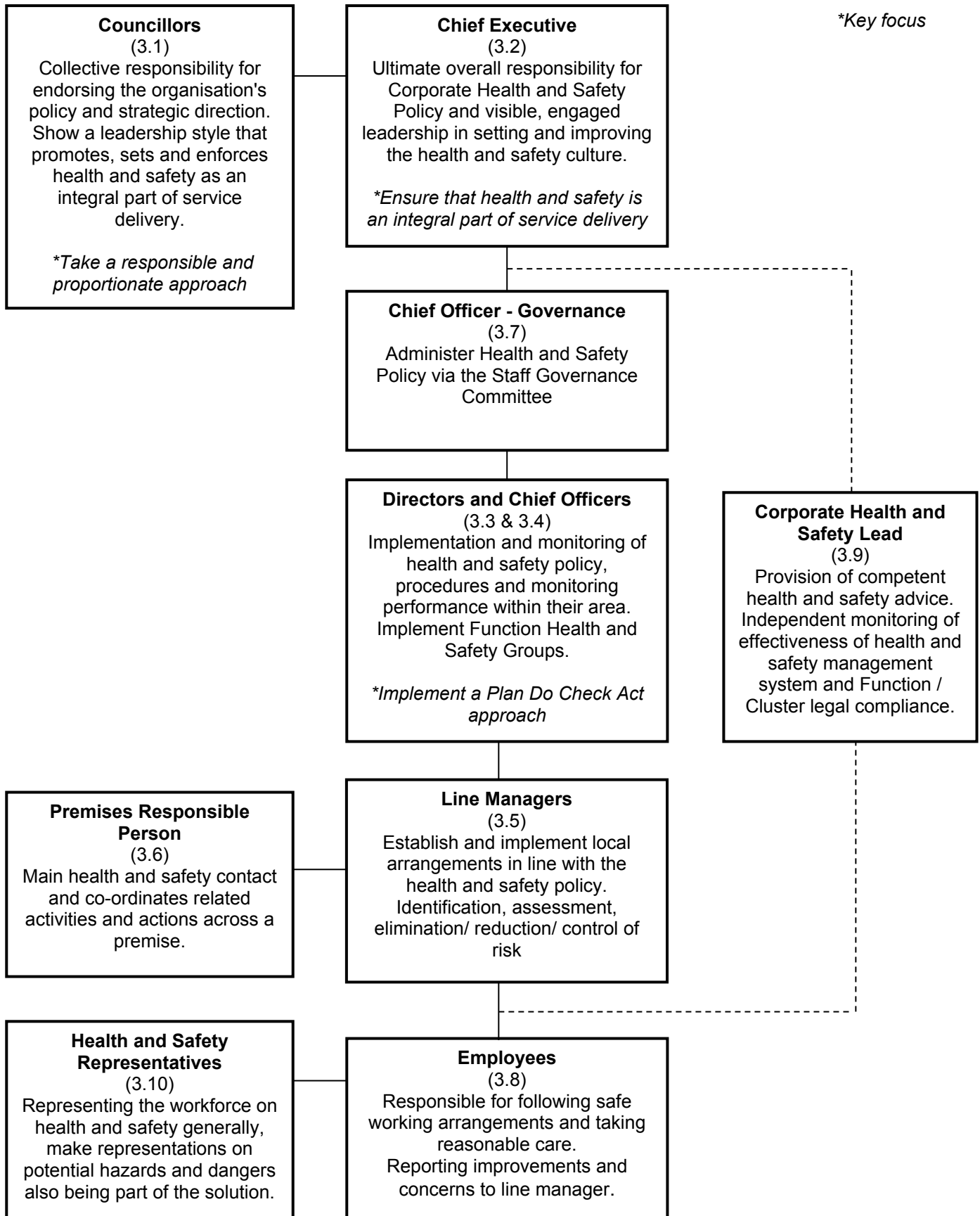
### **3.10 Health and Safety Representatives**

3.10.1 This policy uses the term 'Health and Safety Representative' to apply to both appointed and elected representatives, they are responsible for:

- a. Promoting a sensible, responsible and proportionate approach to health and safety;
- b. Joint working with line managers and employees in "championing" health and safety in the workplace, being part of the solution;
- c. Undertaking functions as per the Safety Representatives and Safety Committees Regulations 1977 (as amended) or the Health and Safety (Consultation with Employees) Regulations 1996 (as amended);
- d. Independently of line managers, representing the workforce on health and safety generally, or making representations on potential hazards and dangers; and
- e. Attending and actively participating at relevant health and safety consultation groups and committees.



### 3.11 Structure Chart





## 4.0 Arrangements

- 4.1 This policy is the over-arching policy for occupational health and safety management within Aberdeen City Council. It is supported by other related policies, procedures and guidance available on the Intranet “the Zone” health and safety pages; and
- 4.1.1 The undernoted arrangements should be incorporated into the Function arrangements and Health and Safety Improvement Plans (HSIP) as appropriate. Where necessary and following appropriate consultation, they may be expanded or altered to meet specific Function requirements.

## 4.2 Safety Culture promoting health, safety and wellbeing

- 4.2.1 The Council will ensure that health, safety and wellbeing is an integral part of the overall management culture and seek to develop a positive attitude among employees by:
- a. visibly demonstrating a clear commitment to improving health and safety performance;
  - b. managing and promoting the mental health of employees;
  - c. promoting co-operation by recognising that all employees have an important contribution to make towards effective health and safety management and providing opportunities for participation and involvement in health and safety activities e.g. development of safe working practices, health promotion activities;
  - d. ensuring the communication of necessary information throughout the Council;
  - e. alerting employees from the start of their employment with the Council the importance of the policy and providing training as necessary during any induction period;
  - f. ensuring that all employees have sufficient and appropriate health and safety competence to ensure, so far as is reasonably practicable, their health, safety and welfare at work;
  - g. implement systems which identify health and safety training needs arising from recruitment or changes in employees, procedures, or safe systems of work; and
  - h. providing an independent, impartial and confidential employee assistance service designed to support employees accessible 24 hours a day, 365 days a year;

## 4.3 Planning

- 4.3.1 The Corporate Management Team (CMT) will agree a Corporate Health and Safety Improvement Plan which will outline specific improvement areas. This will be developed following consultation with the Directors, Chief Officers and Health and Safety representatives;

- 4.3.2 This plan will detail key performance indicators which will be used as a benchmark of the Council's health and safety performance and reviewed on an annual basis;
- 4.3.3 Any shortcoming will be identified, and a remedial action plan will be developed for agreement outlining short, medium and long-term objectives;
- 4.3.4 A Plan, Do, Check and Act approach will be taken to achieve a balance between the systems and behavioural aspects of management;
- 4.3.5 Functions will ensure that health and safety is an integral part of service delivery through the development of health and safety specific arrangements to implement the Health and Safety Policy. Strategic decisions will consider the potential impact on operational service delivery.
- 4.3.6 Functions will prepare Health, and Safety Improvement Plans outlining specific health and safety objectives and targets (short and long term) developed in consultation with the Health, Safety and Wellbeing team and Trade Unions. These will be evaluated, reported and monitored by the Senior Management Teams (SMT's) and reported to the Staff Governance Committee.
- 4.3.7 Health and Safety will be a standing agenda item at SMT and CMT meetings. See appendix 1 for the process for raising and dealing with health and safety issues.

#### **4.4 Monitoring**

- 4.4.1 The effectiveness of the Council's Health and Safety policy will be monitored in the following ways:
  - a. Benchmarking of HSIP's (Function and Corporate) and related action plans;
  - b. Use of key health and safety performance indicators will be identified and progress towards their achievement will be reported on a regular basis to SMT's and CMT's;
  - c. Via the review of health and safety performance information (leading and lagging) by health and safety consultation groups, Staff Governance Committee and Audit, Risk and Scrutiny Committee held in line with their terms of reference;
  - d. Regular and systematic inspections will be undertaken by Directors and Chief Officers to ensure that the requirements of the policy are being met. The outcomes will be reported through the Function Health and Safety Group;
  - e. A formal audit plan as agreed by CMT will be undertaken by Corporate Health and Safety team. This will include compliance monitoring. Findings will be discussed with SMT's resulting in detailed improvement plans designed to remedy any shortcomings in the health and safety management system; and
  - f. A system of closing out actions will be implemented for identified actions.



#### **4.5 Risk management**

- 4.5.1 The Council will pursue continuous improvements to lead to a reduction in injury and ill health by the development and implementation of a risk management approach in relation to health and safety;
- 4.5.2 Risk assessments will be carried out to identify potential hazards, evaluate risks from these and implement control measures. The methodology for undertaking risk assessments is contained in the Council Risk Assessment Procedure;
- 4.5.3 Identified risks will be dealt with sensibly, proportionately and responsibly in the development and implementation of safe systems of work with adequate control;
- 4.5.4 Trained employees will be involved in the Risk Assessment process and where necessary supported by the Corporate Health and Safety team (Strategy);
- 4.5.5 Risk assessment findings and their associated controls will be communicated to the affected employees using appropriate methods of informing, instructing and training. Adequate level of supervision will positively reinforce safe working arrangements; and
- 4.5.6 The quality of risk assessments and extent to which they have been completed will be under the constant review by Functions and will be monitored by the Corporate Health and Safety team (Strategy) through ongoing enquiry and Health and Safety Audit process.

#### **4.6 Emergency Arrangements**

- 4.6.1 Procedures to be followed by any person at work if situations present serious or imminent danger arise, will be established in accordance with legal requirements. Such procedures will set out the role and responsibilities of competent persons nominated to implement the detailed actions and will ensure that the other employees know who the competent persons are and understand their role. Where appropriate, they will also contain specific action required for the evacuation of disabled persons.

#### **4.7 Fire Safety**

- 4.7.1 The management of fire within Council workplaces will be undertaken in line with corporate policy, procedure and guidance. Each establishment will produce a local Fire Safety Policy and Emergency Fire Action Plan that will ensure arrangements are in place for the maintenance of fire safety measures and any required emergency evacuation; and
- 4.7.2 The Fire Risk Assessment (FRA) programme will be undertaken by the Corporate Health and Safety team (Strategy) for employee workplaces. There is also a programme for multi-storey buildings. Completed FRA's will be provided to the Premises responsible person and ACC landlord for action and retaining on the premise.

#### **4.8 Vehicles, Plant and Equipment**



- 4.8.1 Functions will ensure that all vehicles, plant and equipment provided for service delivery is suitable, fit for purpose and appropriately inspected, examined, certificated and maintained. Such regimes will reflect risk assessment based on manufacturer's instructions, legislation and Approved Codes of Practice requirements such examples include Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, Provision and Use of Work Equipment Regulations 1998 (PUWER) and Pressure Systems Safety Regulations 2000. Specific risk assessments will be undertaken for those activities that present an occupational risk to health such as Display Screen Equipment (DSE) workstations, vibration and noise;
- 4.8.2 Arrangements will be made to ensure that defective equipment is taken out of use and remains unavailable until repaired or removed;
- 4.8.3 Arrangements will be made to provide adequate information, instruction and training to employees to ensure competency in its operation prior to use and at determined suitable frequencies; and
- 4.8.4 Portable appliance testing, and examination of the fixed electrical installations will be undertaken by competent persons. The frequency will be based on assessment of risk but will normally be annual /biannually for portable appliances and at five-year intervals fixed installations. Informal visual inspections of electrical equipment will be carried out by employees before using equipment.

## **4.9 Hazardous Substances**

- 4.9.1 Adequate arrangements will be made for the safe use, handling, storage, security and transportation of substances in line with corporate procedure and guidance to prevent injury or ill health due to exposure to hazardous substances;
- 4.9.2 Corporate and related Function procedures and arrangements will be followed for occupational hazardous substances to health such as asbestos, legionella, gas, lead and ionising radiation;
- 4.9.3 Corporate infection control guidance and Function arrangements will be followed to reduce the risk of ill health from identified biological hazards such as blood borne viruses and bodily fluids via risk assessment;
- 4.9.4 Health surveillance will be implemented within workplaces by operational line managers (recorded in Job Profiles) and where appropriate referrals through the Council's occupational health provider; and
- 4.9.5 The Council operates a policy that so far as is reasonably practicable ensures that a smoke free working environment and surrounding workplace grounds exists for all employees. A complete ban on smoking in all Council wholly or substantially enclosed workplaces will be applied including vehicles.

## **4.10 Management of Contractors**

- 4.10.1 Commissioning Function will proportionately assess all contractors in terms of health and safety in line with corporate guidance. The contractor's health and safety policy statement, safe system of work and method/ risk assessments, information on past performance e.g. incidents/ near misses/dangerous occurrences, enforcement action,

insurance cover, operatives training and qualifications will be examined through the procurement process by competent persons;

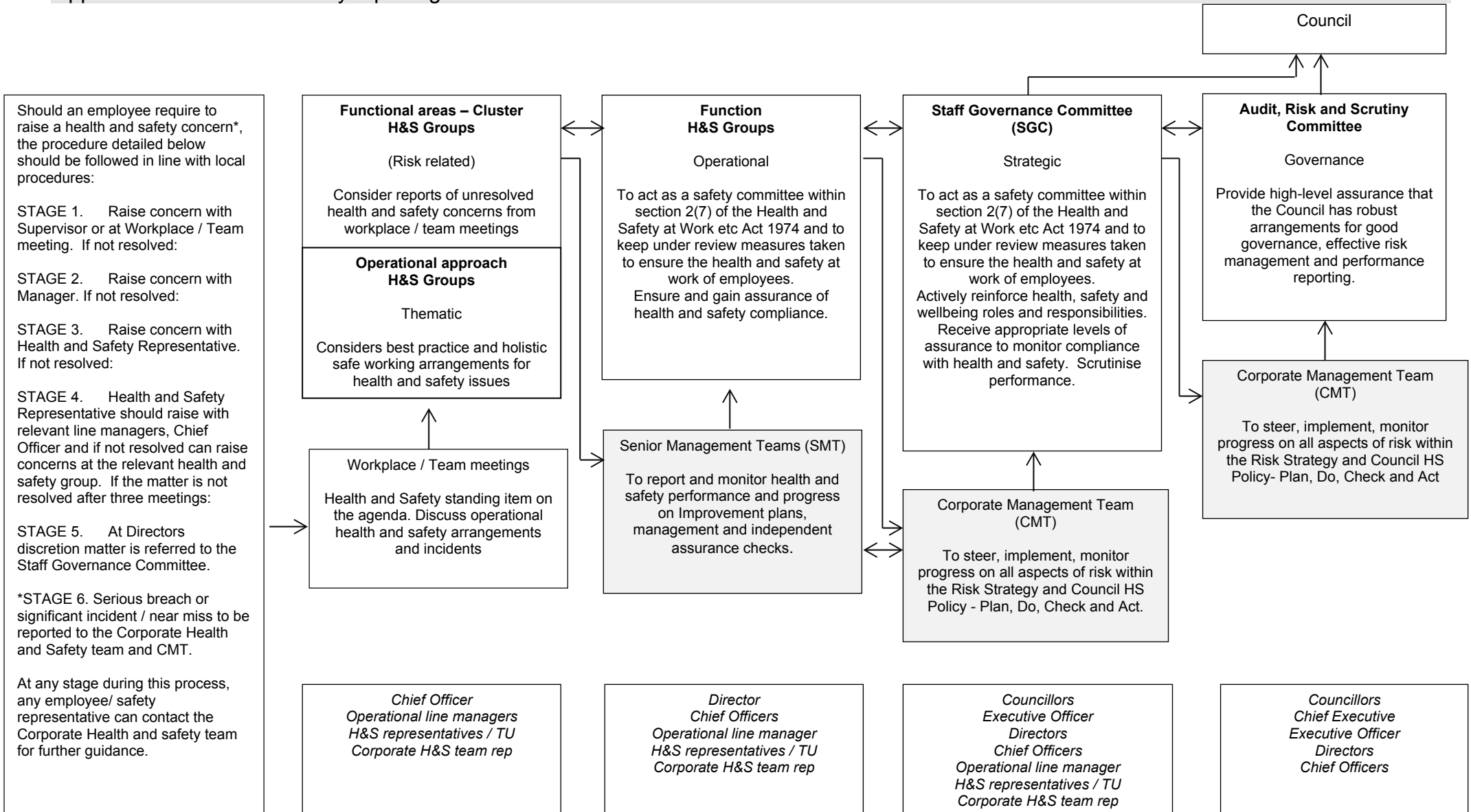
- 4.10.2 The contractor must be given details of any specific risks such as asbestos. Securing of co-operation, communication arrangements, site security and working arrangements must be discussed with the “Premises Responsible Person” prior to the start of works; and
- 4.10.3 The related Function will monitor the performance of the contractor health and safety management during the contract, taking action where necessary to ensure the health and safety of persons who may be affected by the work activities.

#### **4.11 Incident Recording, Investigation and Reporting**

- 4.11.1 Employees must inform line managers as soon as is practicable of incidents and instances of near miss (including others affected by our service delivery e.g. members of the public) in the course of their work duties;
- 4.11.2 Every incident and near miss will be investigated by the employee’s line manager or a line manager who has direct control over the work activity with sufficient competence and authority to action any necessary remedial action to prevent a reoccurrence. A report and investigation record will be recorded on the corporate system as soon as is reasonably practicable, in line with corporate guidelines;
- 4.11.3 The Corporate Health and Safety team (Strategy) will assist and on occasion carry out a further investigation where considered necessary either by virtue of actual or potential seriousness or frequency of cause;
- 4.11.4 Every employee who suffers personal injury at work must give notice of any such incident as soon thereafter as is practicable;
- 4.11.5 Incident and near miss reports and related information will be held by Functions for a minimum of 3 years from the date of the incident or 40 years in the case of work related disease;
- 4.11.5 The Council will meet its duty to report certain incidents, diseases and dangerous occurrences as required under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;



Appendix 1- Health and safety reporting structure



**Functional areas – Cluster H&S Groups**  
(Risk related)

Consider reports of unresolved health and safety concerns from workplace / team meetings

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**Operational approach H&S Groups**  
Thematic

Considers best practice and holistic safe working arrangements for health and safety issues

Workplace / Team meetings

Health and Safety standing item on the agenda. Discuss operational health and safety arrangements and incidents

*Chief Officer  
Operational line managers  
H&S representatives / TU  
Corporate H&S team rep*

**Function H&S Groups**  
Operational

To act as a safety committee within section 2(7) of the Health and Safety at Work etc Act 1974 and to keep under review measures taken to ensure the health and safety at work of employees.  
Ensure and gain assurance of health and safety compliance.

Senior Management Teams (SMT)

To report and monitor health and safety performance and progress on Improvement plans, management and independent assurance checks.

*Director  
Chief Officers  
Operational line manager  
H&S representatives / TU  
Corporate H&S team rep*

**Staff Governance Committee (SGC)**  
Strategic

To act as a safety committee within section 2(7) of the Health and Safety at Work etc Act 1974 and to keep under review measures taken to ensure the health and safety at work of employees.  
Actively reinforce health, safety and wellbeing roles and responsibilities.  
Receive appropriate levels of assurance to monitor compliance with health and safety. Scrutinise performance.

Corporate Management Team (CMT)

To steer, implement, monitor progress on all aspects of risk within the Risk Strategy and Council HS Policy - Plan, Do, Check and Act.

*Councillors  
Executive Officer  
Directors  
Chief Officers  
Operational line manager  
H&S representatives / TU  
Corporate H&S team rep*

Council

**Audit, Risk and Scrutiny Committee**  
Governance

Provide high-level assurance that the Council has robust arrangements for good governance, effective risk management and performance reporting.

Corporate Management Team (CMT)

To steer, implement, monitor progress on all aspects of risk within the Risk Strategy and Council HS Policy- Plan, Do, Check and Act

*Councillors  
Chief Executive  
Executive Officer  
Directors  
Chief Officers*