



Charnwood Borough Council Health and Safety Policy

This policy document is the central health and safety policy for all responsibilities, premises and activities of Charnwood Borough Council. In accordance with the *Health and Safety at Work, etc Act 1974* it is divided into:

- Policy Statement - what we will do
- Organisation & responsibilities - who will do it
- Arrangements - how we will do it

Service areas may make their own arrangements according to their specific responsibilities and activities. All other health and safety procedures are subsidiary to and should refer to this document.

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I. Policy Statement

I.1. Charnwood Borough Council places the greatest importance on the health, safety and welfare of its employees and all others, including contractors, sub-contractors, employees of others in the course of their work and the general public, who may be affected by its undertakings. The Council will seek to provide the healthiest and safest working conditions possible by requiring the involvement of all members and employees in this effort.

I.2. The Council is fully committed to meeting its responsibilities under the *Health and Safety at Work, etc Act 1974* and *The Management of Health and Safety at Work Regulations 1999 (and as amended)*. To achieve this it has appointed designated members of staff to be responsible for key components of the health and safety management system; to keep risk assessments and welfare procedures under constant review; to liaise with the Health and Safety Executive or other enforcing authorities where necessary and to keep the Council abreast of new EU directives, legislation, regulations, standards and guidance to ensure continued compliance and best practice.

I.3. The Council will assess all significant hazards and put in place arrangements to control these hazards. It will monitor its health and safety performance regularly to enable remedial action to redress deficiencies and ensure continuous improvement.

I.4. The Council's policy will accord with the principles of the Health and Safety Executives' guidance: *Successful health and safety management (HSG65)*. The policy will be periodically (at least annually) checked against the H&S policies of comparable organisations.

I.5. The organisation for carrying out this policy and the provision of sufficient resources will be provided within the Council's established divisional structures. Each individual must exercise responsibility at a level equal to any of their other functions to ensure the policy is put into practice.

I.6. This policy will be reviewed annually or if required by any significant changes to the Council's activities and approved by the Corporate Health and Safety Committee.

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- 1.7. Charnwood Borough Council will ensure, so far as is reasonably practicable:
- safe plant and systems of work;
 - safe use, handling, storage and transport of chemicals and work equipment;
 - the provision of all necessary information, instruction, training and supervision;
 - safe access and egress to all places of work under the Council's control;
 - a safe working environment with appropriate welfare facilities including first aid provision;
 - consult staff representatives on health and safety arrangements and
 - make regular risk assessments available to all employees.
- 1.8. Council employees will, as a condition of their employment:
- take reasonable care for themselves and others;
 - co-operate and follow training and instructions;
 - not interfere with or misuse anything provided for safety and
 - report shortcomings in safety arrangements and immediately report serious danger.
- 1.9. As a condition of employment, all staff must remember that a health & safety breach is a disciplinary offence.

Signed

Chief Executive

Date

Review date



2. Organisation and responsibilities

2.1 Overall and final responsibility for health and safety is that of the Chief Executive

2.2 Duty for ensuring that this policy is implemented on a day-to-day basis is delegated to:

Health and Safety Officer

2.3 To ensure health and safety standards are maintained / improved, the following sections/individuals have responsibility in the following areas:

<u>Service Area</u>	<u>Responsible For</u>
Senior Management Team	Budgeting
Premises managers	Fire
	Asbestos
- with Property Services	Welfare – lighting, heating, ventilation, WC's etc
	Slips, trips and falls
Premises Managers	Legionella
with the assistance of Asset Management	
(also Housing and Leisure & Environment)	
Safety meetings	Risk Assessments
Human Resources	Stress
	New and expectant mothers
- with Health and Safety Officer	Young workers
Health and Safety Officer	First aid
Building contracts and design services	DSE assessment
	Control of contractors
Learning and Development Advisor	Training
Service Managers	Disabled Workers
- with Human Resources and Health & Safety Officer	Home Workers
Health & safety Officer	Health and Safety Training



3. Health and safety risks arising from our work activities.

3.1. Those who create a risk have the responsibility for ensuring that it is properly managed. Therefore, responsibility for producing suitable risk assessments lies with line managers, supervisors or any other person who organises work for others under their control.

3.2. The responsibility for monitoring the production of suitable risk assessments lies with the appropriate safety meeting. The meeting shall review existing assessments and identify deficiencies. The meeting shall produce action plans detailing appropriate staff to conduct new risk assessments.

3.3. Staff tasked with conducting a risk assessment shall be assisted where necessary by the Health and Safety Officer.

3.4. The Health and Safety Committee shall review action plans and ensure that targets for producing risk assessments are met.

3.5. The action required to remove/control risks shall be agreed with the relevant senior manager.

3.6. The service manager/supervisor will be responsible for ensuring the action required is implemented.

3.7. The Health and Safety Officer shall monitor accident reports to check that the implemented actions are effective.

3.8. Assessments shall be posted onto the intranet. They will be reviewed every year or when the work activity changes, whichever is soonest.



4. Consultation

4.1. The Council will establish a Health and Safety Committee in accordance with the *Health and Safety at Work Act 1974 section 2(4,6,7)*, the *Health and Safety (Consultation with Employees) Regulations 1996* and the *Safety Representatives and Safety Committees Regulations 1977* to ensure proper consultation with staff.

4.2. The Health and Safety Committee will be chaired by the Chief Executive with the Health and Safety Officer serving as secretary. Recognised trade unions will be invited to appoint H&S representatives to the committee. Other members shall be drawn from senior management as needed.

4.3. The Chief Executive will report on health and safety performance to the Senior Management Team/Cabinet. Policy changes will be debated and agreed by the SMT/Cabinet.

4.4. The committee will meet quarterly to consider matters at corporate level:

- Statutory matters for consultation:
 - Measures which substantially affect health and safety.
 - Information the council is obliged to provide.
 - Training.
 - Appointment of competent persons.
 - Consequences of new technology.
- Corporate H&S Policy.
- Monitoring data and audit for H&S management.
- Compliance with and changes to legislation.
- Oversee working parties and arbitrate on any unresolved matters arising.

4.5. Two Safety Meetings will be established to oversee health and safety at operational level:

4.6. Consulting with employees on matters of health and safety takes place through the Safety Meetings and Health and Safety Committee. The Health and Safety Committee oversees the work of the Safety working parties. Membership of the Health and Safety Committee is drawn from the staff safety working parties and, wherever possible, positions on both Safety Meetings and the Health and Safety Committee are filled by staff from recognised Trades Unions.

4.7. Meetings are held each quarter. Minutes of these meetings are posted on the intranet. Current members can be identified from the minutes.



4.8. The terms of reference of the meeting and Health and Safety Committee cover matters that affect the safety of all staff. Employees who have concerns regarding their individual health and safety are advised in the first instance to contact their line manager. If matters cannot be resolved the issue should be referred to the union health and safety representative or Health and Safety Officer.

4.9. The Council will consult where relevant with contractors, suppliers, partners and other organisations whenever necessary on the content and application of its Health & Safety Policy.

4.10. This policy will be made available to all Council staff via the intranet and in print to all others who may be affected by the Council's undertakings, notably contractors, suppliers, partners and other organisations.

Health and safety committee structure & areas of responsibility





5. Safe plant and equipment

- 5.1. Certain items of plant require statutory inspections on a frequency determined by relevant legislation. Inspections are organised with the Council's insurers and schedules are held by the Council's insurance section
- 5.2. Fleet vehicles are managed by the Grounds Maintenance Manager
- 5.3. A suitable risk assessment on items of plant/equipment must be carried out by the procurer of the item prior to it being commissioned. In most cases this is simply a brief report that identifies any hazards plus arrangements for training, restrictions on use by untrained staff, guards or safety features that should be in place and arrangements for rectifying faults. The assessment should also specify if pre-use checks are appropriate and these should be itemised where appropriate. If hazards are noted the risk assessment should be posted on the intranet.
- 5.4. Users of plant and equipment are responsible for carrying out pre use checks.
- 5.5. Any problems found with plant/equipment should be reported to line managers.



6. Safe handling and use of substances

6.1. Chemicals shall be purchased through the Council's central procurement section. Central Purchasing should only process orders for hazardous chemicals if the originator of the order verifies that they have carried out a suitable and sufficient assessment of that material

6.2. No chemicals may be used until the supplier has provided a Material Safety Data Sheet (MSDS). A central file of these should be held at the main office/reception of each Council site and a copy should always be made available to staff using the chemical.

6.3. The Health and Safety Officer will carry out periodic audits to ensure that assessments have been conducted as required.

6.4. The purchase of pesticides is a permitted exception to this policy. Arrangements have been made with Environmental Health Services to comply with the COSHH regulations.

6.5. COSHH training shall be carried out as required by the Health and Safety Officer. The HSE tool COSHH ESSENTIALS (<http://www.coshh-essentials.org.uk/>) is used at Charnwood Borough Council as the basis for identifying suitable management controls.

6.6. All users of hazardous chemicals shall be instructed in the safe storage, transport, handling and use of the chemicals. This instruction should be carried out by the line manager or, if requested to do so, by the Health and Safety Officer.

6.7. Supervisors are responsible for ensuring that suitable Personal Protective clothing is provided for each person using the material and for replacing safety items as necessary.



7. Information, instruction and supervision

7.1. The Health and Safety Law poster is displayed at on notice boards at each location owned or operated by the Council.

7.2. Health and safety advice is available from the Health and Safety Officer based in the Community Safety Office.

7.3. The Health and Safety Officer will maintain the Health and Safety document library on the intranet. It will contain the current, applicable versions of legislation; regulations; standards; guidance and Council procedures. Copyright or restricted materials are available from the Health and Safety Officer on application.

7.4. Directorates will post risk assessments and related safety documents for their activities on their own areas of the intranet.

7.5. Health and Safety Induction Training is arranged as quickly as practicable through Human Resources (H.R.)

7.6. All student placements or employment of young people must be formalised with Human Resources (H.R.). H.R shall alert the supervising manager of the need to conduct a specific Young Worker risk assessment. The risk assessment shall record specific arrangements for supervision at work.



8. Competency for tasks and training

8.1. Induction training will be provided for all employees as soon as practicable but at least within 6 weeks of starting work with Charnwood Borough Council.

8.2. Individual training needs are identified through the PDR process. Where the need for job specific training is identified, e.g. fork lift truck training or abrasive wheel training, staff shall be sent on appropriate externally provided health and safety courses.

8.3. Some in-house training is carried out by the Health and Safety Officer. A CIEH foundation Certificate in Health and Safety is run by Environmental Health Services (Occupational Health and Welfare). See the Academy intranet site for details of internal health and Safety courses.

8.4. Records of any health and safety training undertaken by Charnwood Council employees should be forwarded to HR and placed on personal files.



9. Accidents, first aid and work-related ill health

- 9.1. A list of staff with the First aid at Work Qualification is posted on the intranet. It can be found under in the section for Human Resources under “Frequently Asked Questions”
- 9.2. The preferred method of reporting accidents is to use the electronic form held on the intranet.
- 9.3. Accident books complying with data protection regulations are also kept with the First aid supplies.
- 9.4. Details of accidents should be recorded as soon as possible in the accident form or book and then forwarded to the Health and Safety Officer and HR.
- 9.5. There is also a first aid box /accident book at Southfields main reception.
- 9.6. An Accident/Incident form is also found on the intranet under “Report It” This form should be completed following an accident or dangerous occurrence and forwarded to the Health and Safety Officer as soon as possible.
- 9.7. Reports for the purpose of *Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)* can be completed by any relevant senior manager and sent directly to the HSE Incident Contact Centre (Reverse of the accident incident form carries details). A copy of an accident report sent to the HSE Contact Centre must always be simultaneously forwarded to the Health and Safety Officer.
- 9.8. Health monitoring will be arranged by Human Resources following a request from the relevant senior manager.
- 9.9. Health monitoring records will be kept by H.R. An individual may have access to see their own records. Recognised trades Unions are entitled to see collective results of health monitoring but are not permitted access to information that identifies any individual.
- 9.10. A summary of accident/incidents will be made available to the Personnel committee.



10. Monitoring

10.1. To check our working conditions, and ensure our safe working practices are being followed, we will monitor the condition of work places. The following arrangements are in place to monitor workplace conditions:

- Union appointed safety representatives are entitled to carry out checks and see results of any measurements taken in the workplace.
- Members of staff are empowered to report any unsafe conditions directly with their line manager. If no action is taken staff are instructed to contact the Health and Safety Officer.
- Managers are responsible for ensuring that conditions do not deteriorate due to poor working practices or environmental conditions. Failings due to insufficient resources should be risk assessed and prioritised through the workings of the staff meeting and Health and Safety Committee. The service manager should forward agenda items to the Health and Safety Officer

10.2. The Health and Safety Officer is responsible for investigating accidents.

10.3. Safety audits and inspections are carried out by the Health and Safety Officer. The Council will periodically arrange for an external audit to verify its procedures.

10.4. Human Resources are responsible for investigating work-related causes of sickness absences. Sickness returns are monitored quarterly.

10.5. Health and safety performance will be measured in accordance with the principles of *BS 8800: 2004 Occupational health and safety management systems — Guide* (see appendix 1). Reports will be compiled quarterly by the Health and Safety Officer for consideration by the Health and Safety Committee.

10.6. Data collected by the measuring process will be annually benchmarked against nationally published data from the Health and Safety Executive and the Labour Force Survey, and against performance data from comparable organisations.



11. Emergency procedures – fire and evacuation

- 11.1. Fire risks are managed by Property Services. Appropriate fire controls are identified through a fire risk assessment and implemented by the Premises Manager.
- 11.2. Escape routes are checked by the Premises manager every week
- 11.3. Fire extinguishers are maintained and checked under a service contract by qualified engineers annually.
- 11.4. Alarms on Council owned or controlled premises will be tested regularly according to risk assessments and the *Regulatory Reform (Fire Safety) Order 2005*.
- 11.5. Emergency evacuation will be tested every 6 months
- 11.6. All staff are made aware of fire risks and evacuation procedures on induction.



12. Risk assessment

12.1. A generic assessment of each location is maintained and updated by the Premises Manager with the Health and Safety Officer.

12.2. Service managers must identify risks and carry out a suitable and sufficient risk assessment. The risk assessment should identify significant hazards arising from work activity under their control. The assessment should identify all persons who could be harmed, including workers, members of the public, contractors and persons. Extra consideration should be made to identify vulnerable individuals or groups.

12.3. Any member of staff may who becomes aware of an uncontrolled or inadequately controlled risk should report their concerns to the line manager for an assessment to be carried out. The Health and Safety Officer should also be informed. The Health and Safety Officer and the staff meeting shall ensure that line managers address the concerns through a risk assessment.

12.4. Findings of all risk assessments should be recorded and updated as necessary. Copies shall be posted onto the intranet.

12.5. The Staff Safety Meeting shall monitor risk assessments and ensure that control measures are implemented.

12.6. There are separate policies for dealing with the following issues:

- Stress
- Asbestos
- Manual Handling
- Legionella
- Personal Safety (Violence at Work/lone working, site visits)
- Work with DSE



13. Personal Protective Equipment

13.1. Systems of work shall be selected which avoid the use of Personal Protective Equipment (PPE) wherever reasonably practicable. PPE shall be regarded as the last resort to protect against risks to health and safety.

13.2. PPE shall be supplied free of charge to all employees. Service areas are responsible for obtaining and paying for PPE required by their staff, to include any storage and maintenance required.

13.3. Service managers must identify the need for any PPE in a suitable and sufficient risk assessment. The risk assessment should identify:

- that the equipment is appropriate to the risks and working conditions
- that it does not increase risks or place any unreasonable demands on the user's health and ability to work safely
- it /adjusts fits properly
- compatibility of different items of PPE used together

13.4. Staff must be properly informed and trained in the use of PPE.

13.5. All PPE must be maintained and stored properly in accordance with suppliers' instructions.

13.6. Staff must follow instructions on when/how to use PPE if the need has been identified. It is not optional*.

13.7. Staff must treat PPE supplied to them with care and report defects immediately.

*Certain regulations specify optional use of PPE in limited circumstances (such as *Control of Noise at Work Regulations 2005*) but these are exceptions.



14. Contractors

14.1. The Council expects all contractors to meet, as a minimum, the standards of health, safety and welfare laid out in this policy.

14.2. The Council will employ only competent contractors who must supply on request copies of their:

- Health and Safety Policy
- details of the organisation and arrangements for meeting the objectives of the policy
- risk assessments
- method statements
- records of any health and safety incidents
- evidence of public liability insurance.

If there is any doubt about the competence or commitment to health and safety of any particular contractor, the contractor will not be used.

14.3. Before starting work on any site, contractors and sub-contractors will be given clear guidance by their sponsors on the working arrangements to be followed, to include but not limited to:

- emergency procedures
- accident reporting

14.4. Relevant senior managers will monitor work conditions to ensure safety standards are being maintained and will check completed work.

14.5. If the conduct of a contractor or sub-contractor's employee endangers their own safety, or the safety of their fellow employees, council staff or visitors, that person may be refused permission to work on any further contracts or council premises.

14.6. Where appropriate, building work undertaken will meet the requirements of the *Construction (Design and Management) Regulations 2007*



15. Review

- 15.1. The Council will review its policy at least annually.
- 15.2. The Council will review its policy in the event that it takes on new activities or where there is significant change to existing activities.
- 15.3. The Council will review its policy in the light of advances in the understanding and recognition of health and safety hazards, actively seeking information on which to base such reviews
- 15.4. The Director of Change Management has responsibility for the design and architecture of the health and safety management system.
- 15.5. The Council will conduct an annual audit of its health and safety management system in accordance with the HSE's model used for the *Corporate Health and Safety Performance Index*.
- 15.6. An external audit will be conducted periodically.



Appendix I: Measuring performance

1. The model for measuring health and safety performance is based on *BS 8800: 2004 Occupational health and safety management systems — Guide*.
2. Two types of measure are identified:
 - a. Lagging (reactive) indicators. Measure what has happened, usually by cataloguing instances of non-compliance after an incident has occurred.
 - Health monitoring reports (where applicable)
 - Sickness absence
 - Accidents -
 - Near misses
 - Damage only
 - Reportable dangerous occurrences
 - Lost-time accidents
 - Major injuries
 - b. Leading (proactive) indicators. Timely, routine and periodic checks that health and safety plans have been implemented.
 - Safety policy written and communicated
 - Director with health and safety responsibilities has been appointed
 - Health and safety assistance appointed
 - Additional/external health and safety assistance available and used if needed
 - Extent to which plans have been implemented
 - Involvement of top managers in health and safety activities
 - Frequency and effectiveness of health and Safety Committee meetings
 - Number of staff suggestions for improvements and time to implement
 - Training and information to staff, others.
 - Risk assessments completed
 - Compliance with statutory requirements; risk controls
 - House-keeping standards
 - Workplace and personal exposure levels (e.g. Noise, dust, fumes);
 - Personal protective equipment use
 - Safety representatives been appointed and able to exercise their powers.
 - Staff perceptions of management commitment and attitudes to health and safety



3. The above are examples of standard indicators. This list is neither completely inclusive or exclusive. A broad spread of indicators is used to offset the disadvantages of individual measures and the Council may call for other measurements to be taken to satisfy itself that safety management is occurring according to policy.
4. A small number can be selected by the Health and safety Committee to serve as the Key Performance Indicators.
5. The objective is to provide verifiable data over time that can be benchmarked against expectations; previous performance; national standards and comparable organisations. Targets can then be set for improvement.

Copies of the full document are available from the Health and Safety Officer.