

CHESTERFIELD BOROUGH COUNCIL

CORPORATE HEALTH AND SAFETY POLICY

2015

REVIEW DATE: 2017

SECTION 1 – STATEMENT OF INTENT

Chesterfield Borough Council is committed to ensuring the health and safety at work of all our employees. We will carry out our activities in ways that do not risk the health and safety of others.

All councillors and members of the Senior Leadership Team value our workforce and believe that, as a high performing council, health and safety at work must be managed as an integral part of our corporate management system. The leader and chief executive will ensure that the necessary resources are made available to deliver the aims of this policy.

Our aim is to adopt best practice in managing health and safety at work. This means having strong and effective health and safety leadership, good governance, a positive and improving safety culture, high and continuously improving standards of health and safety across all our activities and a workforce that is positively and actively involved in the health and safety effort. We believe all accidents are preventable and our ultimate target is to have no accidental work injuries.

To achieve this we will:

- ensure our Senior Leadership Team provides effective leadership in health and safety that is visible and felt across all service areas;
- ensure high standards of employee competence at all levels and across all service areas;
- ensure effective communication about all aspects of health and safety at work;
- consult with, and secure the cooperation and involvement of, our workforce through their appointed safety representatives;
- provide and maintain effective arrangements for promoting a positive safety culture;
- planning and implementing continuous improvements to management arrangements, risk control systems, procedures and physical safeguards;
- maintain effective arrangements to monitor our health and safety performance and report and investigate health and safety performance failures;
- periodically audit the council's safety management system and review our health and safety performance and the operation of this policy. We will use the results of this to update the policy and, where necessary, improve the arrangements to implement it.

We believe that:

- **All accidental injuries and harm are preventable.**
- **Nothing is so urgent that we cannot take the time to do it safely.**
- **We should never knowingly walk past an unsafe or unhealthy act or condition.**



Huw Bowen – Chief Executive
22nd September 2015



John Burrows – Council Leader
22nd September 2015

SECTION 2 - ORGANISATION FOR IMPLEMENTING THE POLICY

1.0 ELECTED MEMBERS

- 1.1 Elected Members, known generally as the Council are ultimately responsible for:
- 1.1.1 Meeting the employer's duties under the Health and Safety at Work etc Act 1974 and all associated legislation as they affect Council employees and others who may be affected by the Council's undertakings.
 - 1.1.2 Making resources available to fulfil the requirements of the relevant statutory provisions and the Council's Corporate Health and Safety Policy.
 - 1.1.3 Making suitable arrangements to ensure the implementation and administration of the Policy.
 - 1.1.4 Ensuring provision of appropriate health and safety advice and assistance for Members, the Chief Executive & Executive Directors, Service Managers and employees.
 - 1.1.5 Ensuring that responsibilities for health, safety and welfare are properly defined, assigned and accepted at all levels.
 - 1.1.6 Ensuring all liability is covered by insurance.
 - 1.1.7 Ensuring that health and safety issues are considered when making important decisions.
 - 1.1.8 Appointing from their number, a Council health & safety 'champion'.

2.0 THE LEADER OF THE COUNCIL

- 2.1 The Leader of the Council, in conjunction with the Chief Executive, is ultimately responsible for health and safety compliance within the Council. The Leader of the Council will: -
- 2.1.1 Provide effective leadership and, in conjunction with the Chief Executive, take the lead in providing the necessary resources for implementing the policy.
 - 2.1.2 Take the lead in preparing and approving the three year corporate health and safety improvement plans, ensure they are implemented and monitor the progress of the implementation.

3.0 ELECTED MEMBER RESPONSIBLE FOR CHAMPIONING HEALTH & SAFETY

- 3.1 The Elected Member designated the Council's 'champion' for health and safety will be responsible for: -
- 3.1.1 Advising Elected Members on their responsibilities as employers under the Health and Safety at Work, etc. Act 1974 and all associated legislation.
 - 3.1.2 Attending the Corporate Health & Safety Committee and advising on the review of the constitution of the Committee, as and when required.

- 3.1.3 Working in consultation with the Corporate Health and Safety Adviser and Employee Health & Safety Representatives in promoting health and safety across all Services and monitoring the implementation and effectiveness of the Council's health and safety management systems.

4.0 **THE CHIEF EXECUTIVE**

- 4.1 The Chief Executive is ultimately responsible for health and safety compliance within the Council. The Chief Executive will: -
 - 4.1.1 Assign strategic health and safety responsibilities for the effective planning, organising, implementing, monitoring, reviewing and auditing of the Council's health and safety management systems and ensure that sufficient resources are available to support this.
 - 4.1.2 Provide effective leadership and, in conjunction with the Council Leader, take the lead in providing the necessary resources for implementing the policy.
 - 4.1.3 Take the lead in preparing and approving the three year corporate health and safety improvement plans, ensure they are implemented and monitor the progress of the implantation.
 - 4.1.4 Nominate an Executive Director to champion the continual improvement of the Council's health and safety performance through effective health and safety management systems.
 - 4.1.5 Ensure that all Executive Directors have the appropriate level of competence and resource to effectively manage health and safety.
 - 4.1.6 Discuss with each Service Manager progress towards achieving the health and safety elements of their Service Plans at their regular performance clinics.

5.0 **SENIOR LEADERSHIP TEAM (SLT)**

- 5.1 **The Council's Senior Leadership Team consists of the Chief Executive and Executive Directors. Health and safety is managed as an integral part of the corporate management system. It is a management responsibility so that those who lead, manage and supervise the activities that give rise to health and safety risks are also responsible, and held accountable, for ensuring that those risks are properly managed and controlled. The responsibility, therefore, for health and safety rests with Executive Directors, Service Managers and Supervisors as appropriate. They are provided with specialist technical support, advice and assistance from the Corporate Health and Safety Unit.**

6.0 **CORPORATE MANAGEMENT TEAM (CMT)**

- 6.1 The Corporate Management Team consists of 18 Core Service Managers and the Senior Leadership Team. It is the responsibility of CMT to advise on and approve the corporate health and safety policy and to monitor it's compliance within all Services as part of the Council's health & safety management system. CMT will: -
 - 6.1.1 Exercise their professional judgement and make sure, where necessary, health and safety matters are brought to the attention of Cabinet and, if necessary, full Council.

- 6.1.2 Accept their responsibilities to ensure the Council complies with its statutory duties under the Health and Safety at Work etc. Act 1974 and all related health and safety legislation.
- 6.1.3 Ensure that the objectives and targets of the 3 year Corporate Health & Safety Improvement Programme are fully implemented.

7.0 **SENIOR EXECUTIVE RESPONSIBLE FOR CHAMPIONING HEALTH & SAFETY**

7.1 **The Senior Executive designated the 'champion' for health and safety at CMT level will be responsible for: -**

- 7.1.1 Monitoring the implementation of the Council's corporate health and safety improvement plan within Service areas through regular updates on progress from the Senior Leadership Team to CMT meetings.
- 7.1.2 Encouraging the Corporate Management Team to treat health and safety as an integral part of their management systems and to translate the objectives and targets of the corporate health and safety improvement plan into particular objectives for inclusion in their Service Area and Team Plans and cascading these into personal performance objectives for individual managers and supervisors/team leaders.
- 7.1.3 Holding regular update meetings with the Corporate H&S Advisor and attending Health and Safety Committee meetings.
- 7.1.4 Reporting back to CMT, on key issues affecting the Council's overall health and safety performance.
- 7.1.5 Championing new initiatives designed to drive continual improvements in performance.

8.0 **CORE SERVICE MANAGERS**

8.1 **Core Service Managers are responsible and accountable for implementing this policy within their particular Service, for defining health and safety roles and responsibilities, and for allocating them to their managers.**

8.2 **Core Service Managers will : -**

- 8.2.1 Ensure that they prepare and implement suitable and sufficient service specific health & safety arrangements.
- 8.2.2 Ensure that their Service Managers are provided with the competence they require to discharge their health and safety responsibilities.
- 8.2.3 Be directly responsible for the health and safety within their Service areas and will ensure that delegated health and safety tasks are properly assigned and fulfilled.
- 8.2.4 Plan for adequate resources to meet the health and safety programme.
- 8.2.5 Ensure that suitable and sufficient risk assessments which cover all undertakings, workplaces and work activities of their Service areas are in place and then use the results to plan, prioritise and schedule the implementation of appropriate risk

control measures, or the improvement of those risk controls that already exist where risk assessment shows improvement to be necessary.

- 8.2.6 Ensure that all liability is covered by insurances.
- 8.2.7 Make arrangements to ensure that all items of plant, equipment, machinery and materials for general use and for protective purposes in particular, comply with the relevant approved Code of Practice or British/European Standards, or specific statutory provisions where appropriate.
- 8.2.8 Before any significant changes are introduced to workplaces or working practices, Service Managers must ensure a suitable and sufficient assessment of the risks presented by such changes has been undertaken. This would include such changes as:
- Procuring new premises, plant or equipment;
 - The disposal of premises, plant and equipment;
 - Procuring contractors and/or agency staff;
 - Planning organisational changes such as Service re-structures;
 - The provision of, or removal of, services to the public.
- 8.2.9 Adequate arrangements must then be formulated to deal with any aspect that may affect the health and safety of any person, before any such changes are implemented.
- 8.2.10 Ensure that adequate standards of health and safety are established before employees carry out their authorised duties, and that employees under their control are provided with the necessary information, instruction, and training on risks to their health and safety, risk controls and safe systems of work before they are permitted to carry out those duties.
- 8.2.11 Be responsible for ensuring all necessary action to remove any unacceptable risk to health or safety within their sphere of managerial responsibility is taken.
- 8.2.12 Where works are required within a Core Service Manager's sphere of managerial responsibility, for which there is no delegated authority, he/she shall immediately:-
- (a) Endeavour to isolate the source of the risk from any person who may be affected thereby.
 - (b) Prepare a report for the appropriate Committee, indicating the nature of the hazard; the remedial works required; and an estimate of the cost involved.
- 8.2.13 Where two or more Service Areas share workplace premises, the Core Service Manager of the Service being the principal occupier shall assume health and safety responsibilities for the premises as a whole, in consultation and with the co-operation of the other relevant Core Service Managers.
- 8.2.14 Ensure all buildings, plant and equipment under their control is maintained in a safe condition and in full compliance with any specific legal requirement relating to them.

- 8.2.15 Ensure that health and safety rules and procedures are understood, complied with and prominently displayed or made available for inspection by employees as appropriate, and that all safety information appertaining to their Service area is distributed to the relevant personnel.
- 8.2.16 Take such measures as are reasonable for the protection of persons not employed by the Council but in premises controlled or occupied by the Council. Or exposed to risks arising from the Council's undertakings wherever such activities take place (i.e. not limited to just within premises)
- 8.2.17 Ensure close liaison with the Corporate Safety Unit and Employee Safety Representatives.
- 8.2.18 Attend or be represented at any inspection carried out by the Health and Safety Executive.
- 8.2.19 Ensure that all accidents, incidents, near misses, dangerous occurrences acts of violence and abuse and cases of work related ill health are reported to, and investigated by, the relevant Service manager and recorded.
- 8.2.20 Provide the Chief Executive with any information requested to monitor and evaluate safety performance including that required as part of any procedural arrangement introduced by the Council to implement any item of health and safety legislation.
- 8.2.21 Where contractors are engaged to undertake any tasks within their Service areas, shall request, prior to the engagement of the Contractor, details of their system of work for the task. (For further information on the management of contractors see the intranet page entitled 'Control of Contractors').
- 8.2.22 Before work commences an assessment of the adequacy of such Safe Systems of Work must be made by the Core Service Manager, his/her representative after having taken advice from the Council's Corporate Safety Unit.

9.0 **SERVICE MANAGERS**

- 9.1 Service managers are responsible and accountable to their Core Service Managers for complying with this policy within their Service areas.
- 9.2 Service Managers will: -
- 9.2.1 Familiarise themselves with the Council's Corporate Health and Safety Policy, and its implications for their particular activities in relation to the groups of employees immediately under their control.
- 9.2.2 Understand and comply with the Health and Safety at Work etc. Act 1974 and all related health and safety legislation.
- 9.2.3 Ensure that suitable and sufficient risk assessments which cover all undertakings, workplaces and work activities of their Service area are in place and then use the results to plan, prioritise and schedule the implementation of appropriate risk control measures, or the improvement of those risk controls that already exist

where risk assessment shows improvement to be necessary.

- 9.2.4 Ensure that all subordinates who have been delegated specific health and safety duties (e.g. undertaking risk assessments) are trained to a nationally recognised standard to ensure their competency in undertaking such duties.
- 9.2.5 Ensure that any existing or new articles, substances etc. held within their areas of responsibility are safe and supported by adequate information and instruction for their use.
- 9.2.6 Provide arrangements for ensuring that employees under their responsibility are equally informed, instructed and trained in using such articles, substances etc., before actual use.
- 9.2.7 Ensure that all employees under their control are adequately trained and fully aware of any risks associated with any of the Service area's activities and that they are trained in the risk controls and safe systems of work.
- 9.2.8 Ensure that employees are adequately supervised as required particularly where inexperienced workers are concerned.
- 9.2.9 Ensure that appropriate protective clothing and equipment for employees under their control is provided and that adequate supervision is available at all times.
- 9.2.10 Ensure that written safe working practices are prepared, implemented and regularly reviewed.
- 9.2.11 Ensure that Joint Safety Inspections are carried out on a regular basis by a management representative and employee safety representative of all Service areas to discern whether the safety policy is effective and that hazards and risks to health are controlled. Also, that observations resulting from inspections are available to supervisors and safety representatives.
- 9.2.12 Where the Service engages in safety critical procedures (heavy lifting, felling trees, entry into confined spaces, hot work, etc), ensure that checks/task observations to confirm that the specified safe systems of work are being followed in practice are carried out.
- 9.2.13 Ensure their Core Service Manager is kept informed of risks to health and safety which they have knowledge of.
- 9.2.14 Investigate and complete accident report forms as necessary and in line with the Council's procedures.
- 9.2.15 Liaise with the Council's Corporate Safety Unit and Safety Representatives on all matters affecting the health and safety of persons at work.
- 9.2.16 Maintain all statutory documents affecting their area of responsibility.
- 9.2.17 Ensure their specific responsibilities for health and safety are adequately delegated in their absence.

9.2.18 Ensure that all employees under their control know what to do in case of emergency (e.g. Fire, accident, dangerous occurrences, first aid, bomb alert and evacuation of premises).

9.2.19 Maintain individual employee records of health and safety training courses attended.

9.2.20 Ensure that any events they have organised as the Council's agent are co-ordinated and managed in accordance with the Council's policies and procedures and in line with current legislation.

9.2.21 Ensure that health and safety is a standing item on Section/Team meetings and that the minutes of the meeting are recorded.

9.2.22 When nominated by their Core Service Manager, attend and take an active part in quarterly meetings of the Council's Health and Safety Committee.

10.0 **SUPERVISORS**

10.1 Supervisors are responsible and accountable to their line manager for achieving compliance with this policy within their area of service delivery.

10.2 Supervisors will: -

10.2.1 Ensure the corporate health and safety policy and Service health & safety arrangements are fully implemented and complied with.

10.2.2 Ensure that employees under their supervision are aware of and fulfil their safety responsibilities and, where necessary, to arrange with their Service manager for appropriate training to enable employees to carry out their duties competently.

10.2.3 Ensure that work activities are performed according to established safe working procedures, paying particular attention to highlighting any significant hazards involved with the work activity including the precautions necessary to avoid them.

10.2.4 Ensure that appropriate equipment, tools and materials are available to undertake the work safely and that they are maintained in a safe condition;

10.2.5 Take necessary action to rectify any unsafe situation relating to equipment, tools, working procedures or unsafe actions by individuals, and report to their manager any that cannot be dealt with personally.

10.2.6 Maintain a high level of house-keeping and tidiness in the work area.

10.2.7 Where necessary, carrying out daily inspections/checks (including where required the completion of the relevant records) of the work areas to ensure that plant, equipment, tools etc., are in a safe condition.

10.2.8 In consultation with their Service Manager, investigate all accidents, incidents and dangerous occurrences in accordance with legislation and the accident reporting procedure.

10.2.9 Ensure that they have regular, (at least monthly), toolbox talks with their staff and that health and safety is a standard agenda item on all toolbox talks.

10.2.10 Ensure that protective clothing and equipment is worn, correctly used, maintained and replaced as required and that Service area rules and procedures are followed.

10.2.11 Ensure (by frequent inspection) that all machinery and equipment is properly maintained and safe to use and that all safety devices are always fitted where necessary and properly adjusted or maintained.

11.0 **EMPLOYEES**

11.1 All employees are required to co-operate with the Council on all aspects of health and safety to ensure compliance with legal requirements, with particular regard to the Health and Safety at Work etc. Act 1974 Sections 7 and 8 and the Management of Health and Safety at Work Regulations, Regulation 14.

11.2 Employees will: -

11.2.1 Carry out their duties in compliance with the information, instruction and training given, following agreed risk assessments and safe methods of working.

11.2.2 Not intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or wellbeing, or to do anything likely to endanger themselves or others.

11.2.3 Use tools, equipment and materials provided for their intended use only, in accordance with the information, instruction and training they have been given, ensuring that damaged faulty equipment is not used and reported to their Supervisor/line manager.

11.2.4 Through regular meetings, cooperate with managers in identifying any training needs, including updates and refresher training.

11.2.5 Report all accidents, near misses, and any unsafe practices or conditions to their supervisor/line manager.

11.2.6 Conform to all instructions given by the Chief Executive, Executive Director, Service Manager or other persons who are responsible for their health and safety.

11.2.7 Report all hazards and defects to their Supervisor where applicable by means of the Council's hazard report procedure.

11.2.8 Where there is an imminent risk of harm to health or safety, to stop work activities immediately, report the risk to their line manager and ensure the risk has been suitably controlled before re-commencing work.

11.2.9 Participate in improving health and safety performance in the work place.

11.2.10 Afford assistance to visitors, making them aware of hazards and protecting them accordingly. In the event of emergency, employees should guide visitors to a place of safety immediately.

12.0 **SAFETY REPRESENTATIVES**

12.1 In addition to their responsibilities under Sections 7 and 8 of the Health and Safety at Work etc. Act 1974, safety representatives should: -

- 12.1.1 Report in writing to the appropriate supervisor any unsafe or hazardous conditions.
- 12.1.2 Liaise with the appropriate supervisor and Corporate Safety Adviser in accident and plant inspections.
- 12.1.3 When requested, attend Consultative Meetings, and pass on information gained to the employees concerned.
- 12.1.4 Whenever possible promote safe working practices among employees.
- 12.1.5 Advise their Service Manager whenever there is cause to leave their employment for Safety Representative Duties.
- 12.1.6 To discuss safety matters with their Service Manager and strive to resolve problems at the earliest opportunity.
- 12.1.7 In consultation with delegated management representatives, prepare a programme of Planned Joint Safety Inspections of Workplaces within their areas of responsibility and undertake inspections with the management representative.
- 12.1.8 Participate in investigations into the causes of accidents, near misses and cases of occupational ill health.

13.0 **CORPORATE HEALTH AND SAFETY ADVISER**

- 13.1 The Corporate Health and Safety Adviser will be responsible and accountable to the Senior Executive designated the 'champion' for health and safety for providing an advisory service to the Chief Executive, Senior Executives, Core Service Managers, Service managers and all Service areas and to develop new and improved policies, and strategies for all aspects of health and safety.
- 13.2 Adequate resources shall be made available to enable the Health and Safety Adviser and Assistant Health and Safety Adviser to regularly update their knowledge of health and safety legislation and practice, in order to ensure the effectiveness and accuracy of such advice in line with the requirements of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- 13.3 Specific responsibilities include:-
 - 13.3.1 Provision of appropriate safety records and statistics.
 - 13.3.2 Investigating the cause of certain accidents or dangerous occurrences and recommend means to prevent recurrence.
 - 13.3.3 Recording and analysing information concerning injuries, and accident trends, and keep under review overall safety performances.
 - 13.3.4 Liaison with the Health and Safety Executive on behalf of the authority.
 - 13.3.5 To keep up-to-date with legislation, codes of practice, latest developments in the health and safety field including technological and management systems developments and new safety literature, and circulate information.
 - 13.3.6 Liaison with Safety Representatives.

13.3.7 Undertaking internal audits of the Council's safety management systems and arranging for external audits of those systems where required.

13.4 Inspecting workplaces and activities in response to issues that might arise from time to time, such as a major accident or incident, a complaint raised by a member of the public or an employee or a reported difficult technical problem. The respective Core Service Manager, their Service Manager and their employees will afford full assistance in this task. Where the Corporate Safety Adviser is of the opinion that there is an imminent risk of serious personal injury arising from any Council activity, s/he shall: -

13.4.1 Issue formal instructions on site to isolate the source of risk from any person who may be involved.

13.4.2 Immediately advise the appropriate Executive Director or Chief Executive of any action taken on site and of any further recommendations.

13.4.3 As soon as is practicable report the incident to the Chief Executive.

13.4.4 Exercise his/her authority to stop any activities that are considered to cause imminent danger.

14.0 **ALL OTHER PERSONS ON THE COUNCIL'S PREMISES I.E. CONTRACTORS, SUB-CONTRACTORS, OR MEMBERS OF THE PUBLIC**

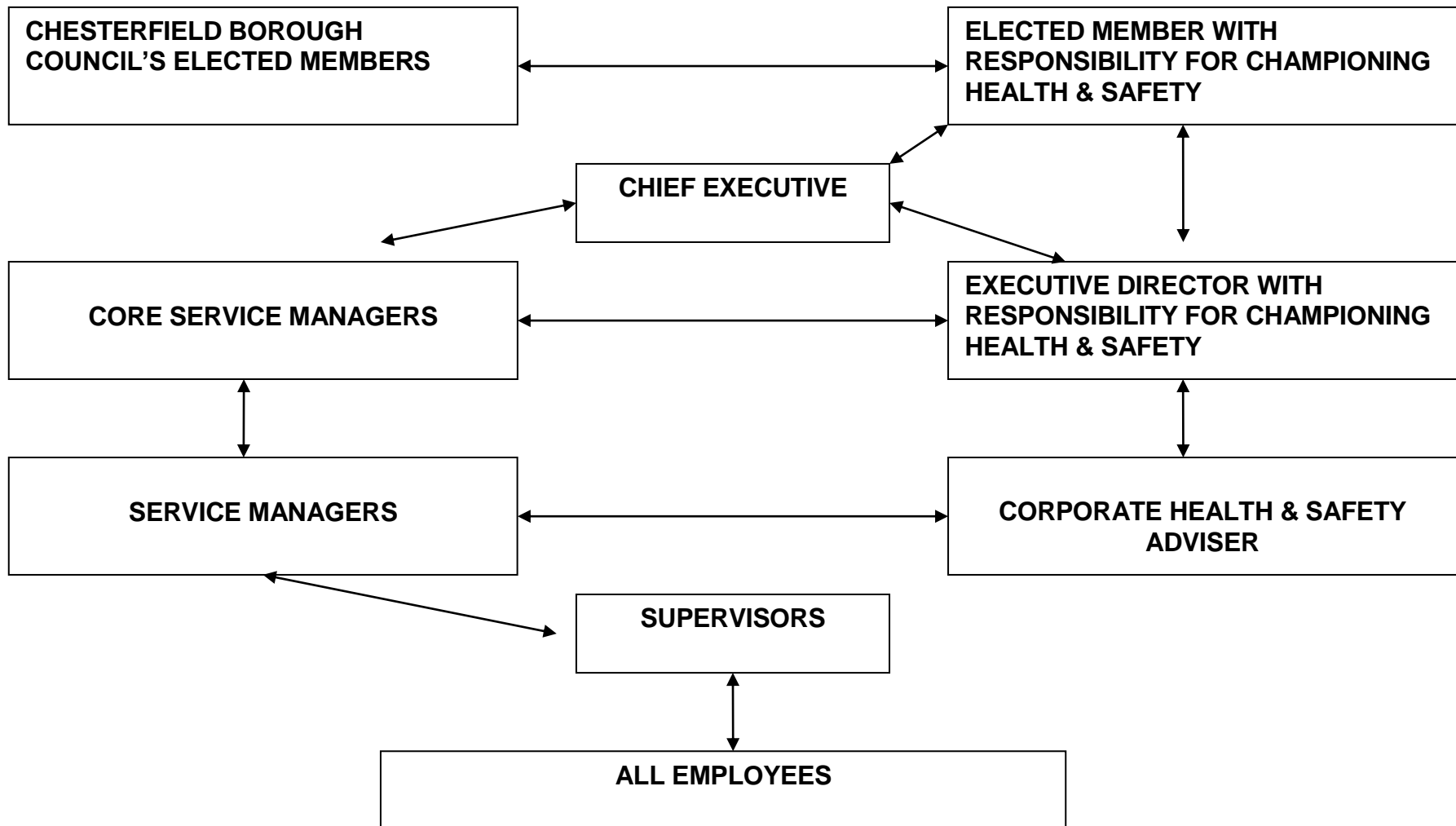
14.1 All other persons shall observe the Council's Corporate Health and Safety Policy and instructions given by Officers responsible for enforcing the policy.

14.2 Contractors shall not commence work on Council premises, land or a structure until the Council's Client Officer for the contract is satisfied that all health and safety arrangements are satisfactory.

14.3 Contractors undertaking work on Council premises, land or structures must undertake all work in accordance with the Health and Safety at Work etc. Act 1974, and when the Contractor employs 5 or more employees, the Contractor's own Safety Policy must be lodged with the Council. If the Contractor has less than 5 employees, work must automatically be carried out in accordance with the Council's Corporate Health and Safety Policy.

14.4 Contractors shall not commence work on Council premises, land or structures unless covered by appropriate insurance.

ORGANISATIONAL CHART – TIERS OF RESPONSIBILITY AND LINES OF COMMUNICATION



SECTION 3 – GENERAL ARRANGEMENTS FOR IMPLEMENTING THE POLICY

1.0 INTRODUCTION

- 1.1 The following general arrangements form a key component of the Council's overall health and safety management system. In addition to this information, each Service area holds specific health and safety information and local arrangements pertinent to the work activities undertaken within that Service area.
- 1.2 The Corporate Health and Safety Unit has produced a number of Codes of Practice which complement the corporate health and safety policy by providing additional supporting information. These Codes of Practice are available on the Council's intranet health and safety pages. These documents will be subject to regular reviews.
- 1.3 Where Codes of Practice have undergone a review, they will be subject to the consultation process before final approval by CMT and/or Cabinet as necessary.
- 1.4 Additional health & safety documents will be available in the 'Health & Safety Index' pages on the Council's intranet site and forwarded to Core Service Managers and Service Managers who are responsible for bringing relevant information to the attention of their Supervisors and employees.
- 1.5 Managers will also, as soon as reasonably practicable, bring the Council's health and safety policy statement to the attention of all employees upon successful appointment with the Council.

2.0 GENERAL ARRANGEMENTS

- 2.1 Detailed below are general arrangements covering key aspects of the Council's overall safety management system. It is the responsibility of individual Services to draw up and implement their own local arrangements and procedures for achieving these standards.
- 2.2 These general arrangements specify what is to be achieved in general terms, whereas it is left to the individual Service to determine how to achieve it through their local arrangements and procedures and/or through the Codes of Practice and other health & safety procedures and guidance notes listed on the 'Health & Safety Index'.
- 2.3 Service areas will be monitored through inspection and audit to ensure that the requirements of the Codes of Practice are being met.

3.0 ACCIDENT/INCIDENT REPORTING & INVESTIGATION

- 3.1 Service Managers will be responsible for ensuring that all accident and incidents that occur within their areas or responsibility are reported, fully investigated, and recorded on the Council's incident database (the SHE ASSURE incident reporting system).
- 3.2 Service Managers will also be responsible for ensuring that accidents or incidents falling under the criteria of the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations, (RIDDOR), are reported to the Health & Safety Executives, (HSE), Incident Contact Centre as soon as possible. They should also ensure that RIDDOR reported incidents are brought to the immediate attention of the Corporate Health and Safety Adviser and their Core Service Manager.

3.3 It is the responsibility of each Service to monitor accident statistics through their management team meetings and to bring the statistics to the attention of the Health and Safety Committee.

3.4 The Safety Unit will prepare and present, quarterly, to the Health and Safety Committee, accident statistics from all Services in a corporate report so that accident performance can be appropriately reviewed.

4.0 **ASBESTOS MANAGEMENT**

4.1 The Council will ensure that adequate arrangements are in place to safely manage asbestos across the whole of its property portfolio.

4.2 Service Managers will ensure all employees are made aware of these arrangements and that they receive sufficient information, instruction and training as is appropriate to their level of responsibility and the duties they are required to undertake.

4.3 Facilities Maintenance and relevant Service Managers will ensure that contractors undertaking work on Council premises are aware of the Council's arrangements for managing asbestos and that the contractors' responsibilities are clarified in the Pre-Tender Contract Documents.

5.0 **HEALTH AND SAFETY AUDITING**

5.1 In order to effectively and efficiently maintain and develop the Council's ability to manage health and safety in all its undertakings, all policies, procedures, controls and safety performance must be regularly monitored. Methods to achieve this will include annual health and safety audits of Council Services undertaken by a health & safety audit team under the guidance of the Health & Safety Unit.

5.2 The principle behind the audit will be to assess health and safety management within Service Areas against legal compliance, HSG 65 and the Council's own policies, procedures, and safe systems of work.

6.0 **CONTROL OF CONTRACTORS**

6.1 When procuring contracts involving construction and allied activities, the Council will ensure tendering contractors and consultants are registered with a Safety Schemes in Procurement (SSIP) scheme.

6.2 Before commencing any work for the Council, the contractor's health and safety documentation will be assessed to an agreed standard so as to establish if the contractor has made adequate arrangements for health and safety, in accordance with the requirements of relevant legislation.

6.3 For higher risk work the Council's Client Officer will visit the contractor's headquarters, interview executives and managers and observe their employees at work.

6.4 Core Service Managers, through their appointed project management teams, are responsible for monitoring the health and safety performance of the contractors and consultants they appoint. This should include regular site safety inspections and any areas of concern should be brought to the attention of the site manager and the project manager/administrator responsible for confirming that the required remedial action has been taken.

7.0 CORPORATE HEALTH AND SAFETY IMPROVEMENT PLAN

- 7.1 The Senior Leadership Team, together with the Corporate Management Team will, under the guidance of the Council's health and safety 'champions' and the Corporate Health and Safety Unit, prepare, resource and deliver a corporate health and safety improvement plan.
- 7.2 The plan will set out strategic aims and objectives, including annual targets for improving the Council's overall health and safety performance in the medium term. The broad, corporate level objectives of the plan shall be cascaded into specific SMART actions within each Services Service Plan and, as appropriate, into individual Team Plans and personal performance objectives.
- 7.3 Achievement will be managed through the Council's performance management system with progress reported regularly by Core Service Managers to the meetings of the Corporate Management Team and the Corporate Health and Safety Committee.
- 7.4 The Corporate health and safety improvement plan will be prepared every three years, with annual reviews undertaken to ensure any necessary adjustments are made accordingly.
- 7.5 The aim of the corporate health and safety improvement plan is to demonstrate the Council's policy commitment to continuous improvement in health and safety performance.

8.0 DISPLAY SCREEN EQUIPMENT

- 8.1 Service Managers will ensure DSE risk assessments are undertaken, where required, within their areas of responsibility and that appropriate control measure are in place to prevent harm to DSE users.

9.0 DRIVING FOR WORK

- 9.1 The Council will ensure that adequate arrangements are in place to manage the risks and hazards likely to be experienced by employees trained to drive Council vehicles and the risks and hazards likely to be experienced by employees who drive their own vehicles on Council business.
- 9.2 Service Managers will ensure that suitable and sufficient risk assessments have been prepared to cover all driving to work issues within their Service area and that appropriate safe systems of work are in place.

10.0 DRUGS, ALCOHOL AND SUBSTANCE USE AND ABUSE

- 10.1 Core Service Managers, through their managers and supervisors will ensure all reasonably practicable steps are taken to ensure that employees, and any other person who could be affected, are protected from the health and safety risks which may be caused by employees who are unfit to work due to the consumption of alcohol or drugs or the effect of other substances.

11.0 ELECTRICAL SAFETY

- 11.1 The Council will ensure that adequate arrangements are in place to manage electrical safety within its workplaces and premises.

- 11.2 Service Managers will ensure arrangements are in place for the regular inspection and testing of electrical equipment and installations within their areas of responsibility.
- 11.3 Service Managers will also ensure that records of electrical maintenance and testing are kept and available for inspection.

12.0 **FIRE SAFETY AND BOMB THREAT**

- 12.1 The Council will ensure that adequate arrangements are in place to manage fire safety and bomb threats within its premises.
- 12.2 Premise managers will put in place arrangements that will ensure all employees and visitors know how to access and egress the premises.
- 12.3 Contractors will also be made aware of these arrangements and safe evacuation must never be compromised by maintenance or building work.
- 12.4 Premise managers will ensure their premises have an up to date fire risk assessment and that it is revised at least once every two years.
- 12.5 Where the fire risk assessment indicates that improvements are required, the premise manager will ensure the improvements are implemented within the recommended timescales.
- 12.6 Premise managers will ensure clear and concise emergency procedures for use in the event of a fire or bomb threat are prepared, displayed and communicated to all employees and visitors.
- 12.7 Premise managers will prepare procedures for employees who take on key roles, (e.g. Fire Wardens), and ensure these employees receive suitable training to undertake these roles effectively.
- 12.8 Premise managers will monitor the maintenance and testing of fire safety systems to ensure they are carried out within the timescales that meet legal requirements.
- 12.9 Premise managers will ensure fire drills are carried out at least once every six months.

13.0 **FIRST AID**

- 13.1 Service Managers will ensure an assessment of first-aid needs is carried out that covers all their areas of responsibility. This would include first aid boxes and equipment as well as first aid trained personnel.
- 13.2 Although the Council only has a legal duty to provide first aid to employees at work, it also has a moral obligation to extend this provision to members of the public on Council premises. Therefore, when considering the first aid requirements for their areas of responsibility, Service Managers should also consider the number of members of the public likely to be in or on their premises at any one time.

14.0 **HAZARDOUS SUBSTANCES**

- 14.1 The Council will ensure that adequate arrangements are in place to safely manage any hazardous substances present in Council workplaces or premises that may affect employees or others.

14.2 Service managers will ensure that all hazardous substances used within the workplaces and premises they are responsible for have been suitably and sufficiently assessed and that adequate control measures have been implemented to prevent harm.

14.3 Service Managers, through their appointed Supervisors, will ensure that documented assessments, as required by the Control of Substances Hazardous to Health (COSHH) Regulations, and Material Safety Data Sheets (MSDS) are brought to the attention of all employees who use or could be affected by the hazardous substances present on site.

15.0 **HOMWORKING**

15.1 Where an employee is required to habitually work at home, their line manager will ensure that a suitable risk assessment has been prepared that covers the activities the employee will be undertaking, the environment in which the employee will be working and any equipment or hazardous substances the employee will be required to use in order to complete their tasks.

15.2 Where required, the line manager will also ensure that appropriate safe systems of work are in place.

16.0 **LONE WORKING**

16.1 Where employees are required to work alone, Service Managers will ensure that a suitable risk assessment has been prepared that covers the activities the employee will be undertaking, the environment in which the employee will be working, and any equipment or hazardous substances the employee will be required to use in order to complete their tasks.

16.2 Service Managers will also ensure that appropriate safe systems of work are in place, including communication arrangements and a procedure to follow in the event of an emergency.

17.0 **MANUAL HANDLING**

17.1 So far as is reasonably practicable, manual handling activities which carry the risk of injury should be avoided. Wherever possible, the task should be re-designed to include the use of mechanical lifting aids or mechanisation of the task.

17.2 Where this cannot be achieved, the risk of injury should be assessed and such measures as are required to control the risk to a reasonable level should be implemented. A risk assessment should identify the precautions required to reduce the risk to the lowest level reasonably practicable.

18.0 **NEW AND EXPECTANT MOTHERS**

18.1 Service Managers should take account new and expectant mothers when carrying out risk assessment and take action to ensure that they are not exposed to any significant risk. Risks include those to the unborn child or child of a woman who is still breastfeeding – not just risks to the mother herself.

18.2 Where the risk assessment identifies risks to new and expectant mothers and these risks cannot be avoided by the control measures in place, the manager will need to consult the individual to either alter her working conditions or hours of work, if it is reasonable to do so

and would avoid the risks, or identify and offer suitable alternative work or withdraw her from work.

19.0 **RISK ASSESSMENT**

19.1 Service Managers will ensure that suitable and sufficient risk assessments are in place for all the premises and activities for which they have responsibility, and that they are revised regularly to ensure they remain relevant.

19.2 Service Managers will ensure that adequate control measures are introduced to manage the identified risks in a safe manner.

20.0 **HEALTH & SAFETY TRAINING**

20.1 The Council will ensure appropriate resources are available to provide necessary information, instruction and training to all employees to enable them to do their work competently in a safe and efficient manner.

20.2 The Council will ensure health and safety training is incorporated into all employees training and development programme.

20.3 With regard to corporate health and safety training arranged by the Health & Safety Unit, each Service will implement an appropriate system to identify the health and safety training needs of its employees and provide the Health and Safety Unit with a list of candidates for training on an annual basis.

20.4 With regard to job specific training, Service Managers are responsible for identifying individual training needs and for ensuring these training needs are met within a reasonable timescale. Where safety critical training is required to undertake certain tasks, Service Managers are responsible for ensuring that individuals do not undertake identified safety critical tasks until they have received appropriate training and are deemed competent to undertake these tasks safely.

21.0 **SAFETY INSPECTIONS**

21.1 Service Managers will ensure that safety inspections of the Council workplaces and premises they are responsible for are undertaken at regularly intervals, relevant to the level of risk. Where deficiencies are found, the cause should be investigated and appropriate remedial action taken to ensure relevant risk assessments and safe systems of work are complied with. The results of these safety inspections should be recorded and brought to the attention of employees and employee safety representatives.

21.2 Core Service Managers should provide summaries of the outcomes of safety inspections to Safety Committee as evidence of progress towards meeting the objectives and targets of the Corporate Health and Safety Improvement Programme.

21.3 Employee safety representatives have a statutory right to undertake safety inspections at least once every three months. It has been approved by the Council's Health and Safety Committee for these inspections to be carried out jointly between an employee safety representative and a management representative. In workplaces where the level of risk is considered to be low, (e.g. office areas), and there is agreement between both parties, joint safety inspections can be undertaken every six months rather than every three.

21.4 The agreement mentioned above, however, should not prevent employee safety representatives from carrying out independent inspections, following a reasonable request to management.

22.0 STATUTORY INSPECTIONS & EXAMINATIONS OF PREMISES, PLANT & EQUIPMENT

22.1 The Council will ensure appropriate arrangements are in place and that contracts are established for statutory inspections and examinations of buildings, plant and work equipment, (e.g. Legionella, gas safety, lifting equipment, etc), to be carried out by competent persons who will prepare and provide appropriate documentation as evidence that such inspections and examinations have been undertaken.

22.2 The management of these inspections and examinations may be undertaken by Facilities Maintenance Services. However, Core Service Managers are ultimately responsible and will ensure that their managers have adequate arrangements in place for ensuring that such inspections and examinations are undertaken.

23.0 STRESS MANAGEMENT

23.1 Core Service Managers, through their managers, will ensure that all employees within their Service have undergone a stress risk assessment and that appropriate control measures are in place to prevent work-related stress and to minimise the effect of stress on their staff. Where the assessment identifies deficiencies, an appropriate action plan will be prepared detailing the remedial measures required to address the deficiencies, with timescales set for implementation.

23.2 Any employee diagnosed as suffering from work-related stress will be given appropriate support from his management team and will be encouraged to take advantage of the help available through the Council's Occupational Health Service provider. The causes of work-related stress will be investigated and measures put in place to reduce the risk of it occurring in the same way in future.

23.3 Further advice and information on stress is available in the Council's Managing Stress Policy which is available on the Council's Intranet site or through Human Resources.

24.0 YOUNG PERSONS AT WORK

24.1 Before young persons and children on work placement schemes start work at the Council, the Service Manager under whose charge they will be will ensure appropriate and specific risk assessments are undertaken and that they consider all the hazards specific to young persons.

24.2 Where children on work placement schemes are to be introduced into the workplace, their parents/guardians must be provided with information detailed in the risk assessment regarding the risks they are likely to be exposed to and the control measures in place to protect them from these risks.

24.3 The risk assessment may determine that young persons should be prohibited from certain work activities, except where they are over the minimum school leaving age and it is necessary for their training. In such cases, risk must be reduced so far as is reasonably practicable and a competent person must be designated for their welfare and supervision.

24.4 If a significant risk remains despite your best efforts to do what is reasonably practical to

control them, young persons should not be employed to work where these significant risks exist.

25.0 **SUPPORTING SAFETY PROCEDURES, GUIDANCE NOTES AND CODES OF PRACTICE**

25.1 As part of the Council's health and safety management system, a number of safety documents have been produced covering a number of topics. These documents are designed to assist managers in achieving health and safety compliance across all areas of service delivery, and support the implementation of this policy in achieving compliance with current legislation.

25.2 Managers are responsible for ensuring that all safety documents relevant to their areas of responsibility are fully implemented and complied with. These documents can be found within the Health and Safety section of the Council's intranet site. Advice on all health and safety matters can also be obtained by contacting the Council's Health & Safety Unit.

25.3 Contact details:

Marc Jasinski, Corporate Health & Safety Adviser

Telephone: 01246 34 5297

Email: marc.jasinski@chesterfield.gov.uk

David Johnson, Assistant Corporate Health & Safety Adviser

Telephone: 01246 34 5296

Email: david.johnson@chesterfield.gov.uk