



# Executive Committee

Tue 8 March  
2016  
7.00 pm

Committee Room 2  
Town Hall  
Redditch

**REDDITCH** BOROUGH COUNCIL

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**If you have any queries on this Agenda or any of the decisions taken  
or wish to exercise any of the above rights of access to information,  
please contact  
Debbie Parker Jones  
Democratic Services Officer**

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# Executive Committee

Tuesday, 8th March, 2016

7.00 pm

Committee Room 2 Town Hall

## Agenda

### Membership:

Cllrs: Bill Hartnett (Chair) Mark Shurmer  
 Greg Chance (Vice-Chair) Yvonne Smith  
 Juliet Brunner Debbie Taylor  
 Brandon Clayton Pat Witherspoon  
 John Fisher

<p><b>1. Apologies</b></p>	<p>To receive the apologies of any Member who is unable to attend this meeting.</p>
<p><b>2. Declarations of Interest</b></p>	<p>To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.</p>
<p><b>3. Leader's Announcements</b></p>	<p>1. To give notice of any items for future meetings or for the Executive Committee Work Programme, including any scheduled for this meeting, but now carried forward or deleted; and</p> <p>2 any other relevant announcements.</p> <p>(Oral report)</p>
<p><b>4. Minutes</b> (Pages 1 - 4) Kevin Dicks, Chief Executive</p>	<p>To confirm as a correct record the minutes of the meeting of the Executive Committee held on 22<sup>nd</sup> February, 2016.</p> <p>(Minutes attached)</p>
<p><b>5. Overview and Scrutiny Committee</b> (Pages 5 - 10) Kevin Dicks, Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 16<sup>th</sup> February 2016</p> <p>There are no recommendations to consider.</p> <p>(Minutes attached)</p>

<p><b>6. Redditch United Football Club</b> (Pages 11 - 22)</p>	<p>To consider lease arrangements for the facilities at the Valley Stadium.</p>
<p><b>7. Proposed Feasibility Study into the Possible Redevelopment of the Winyates Centre</b> (Pages 23 - 28)</p>	<p>To consider a report setting out proposals for a feasibility study to establish views about the possible redevelopment of the Winyates Centre. <b>(Winyates Ward)</b></p>
<p><b>8. Council Tax Support Scheme</b> (Pages 29 - 42)</p>	<p>To consider the Scheme for 2017/18</p>
<p><b>9. Health and Safety Policies</b> (Pages 43 - 150)</p>	<p>To consider a number of health and safety policies for recommending to Council for approval.</p>
<p><b>10. Budget Monitoring Quarter 3 2015/16</b> (Pages 151 - 160)</p>	<p>To consider the enclosed report setting out the budget position for the Council at the end of Quarter 3.</p>
<p><b>11. Voluntary and Community Sector Grants 2016-17</b> (Pages 161 - 162)</p>	<p>To consider recommendations from the Grants Panel for allocation of unspent sums for major grants.</p>
<p><b>12. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc.</b>  Kevin Dicks, Chief Executive</p>	<p>To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels etc. since the last meeting of the Executive Committee, other than as detailed in the items above.</p>
<p><b>13. Advisory Panels - update report</b> (Pages 163 - 164)  Kevin Dicks, Chief Executive</p>	<p>To consider, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels and similar bodies, which report via the Executive Committee.  (Report attached)</p>



### 14. Exclusion of the Public

Should it be necessary, in the opinion of the Chief Executive, to consider excluding the public from the meeting in relation to any items of business on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:

**“that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs 1 and 4 of Part 1 of Schedule 12 (A) of the said Act, as amended.”**

**These paragraphs are as follows:**

**Subject to the “public interest” test, information relating to:**

- **Para 1 – any individual;**
- **Para 2 – the identity of any individual;**
- **Para 3 – financial or business affairs;**
- **Para 4 – labour relations matters;**
- **Para 5 – legal professional privilege;**
- **Para 6 – a notice, order or direction;**
- **Para 7 – the prevention, investigation or prosecution of crime;**

**may need to be considered as ‘exempt’.**

### 15. Confidential Minutes / Referrals (if any)

To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).





# Executive

## Committee

Monday, 22 February 2016

### MINUTES

**Present:**

Councillor Bill Hartnett (Chair), Councillor Greg Chance (Vice-Chair) and Councillors Juliet Brunner, Brandon Clayton, John Fisher, Mark Shurmer, Yvonne Smith, Debbie Taylor and Pat Witherspoon

**Also Present:**

Councillors Joe Baker, Roger Bennett, Natalie Brookes, David Bush (during Minute No.'s 96 and 97), Michael Chalk, Anita Clayton, Matthew Dormer (during Minute No.'s 96 and 97), Andrew Fry, Pattie Hill, Gay Hopkins, Wanda King, Jane Potter, Gareth Prosser, Antonia Pulsford, Rachael Smith, Paul Swansborough, David Thain, Jennifer Wheeler and Nina Wood-Ford

**Officers:**

Kevin Dicks, Claire Felton, Sue Hanley, Anne-Marie Harley, Sheena Jones and Jayne Pickering

**Committee Services Officer:**

Debbie Parker-Jones

**93. APOLOGIES**

There were no apologies for absence.

**94. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**95. LEADER'S ANNOUNCEMENTS**

Additional Papers

It was noted that two sets of Additional Papers had been circulated ahead of the meeting, both of which related to the Medium Term Financial Plan 2016/17 – 2018/19 and Council Tax Resolutions at Agenda Item 5, as follows:

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Chair

# Executive Committee

Monday, 22 February 2016

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Additional Papers 1: Medium Term Financial Plan cover report and report Appendices 1 and 2 (Capital Programme 2016/17 to 2018/19 – General Fund and Pay Policy Statement 2016/17); and

Additional Papers 2: report Appendix 2 (Council Tax Setting 2016/17).

An updated set of recommendations, incorporating the relevant recommendations from both the 2nd February and 22 February 2016 meetings of the Executive Committee, was also tabled for Members' information/assistance. Updates had been required to some of the 2nd February recommendations owing to a change in the grant which the Council was to receive from the Government as part of the final finance settlement, together with additional savings which had been identified by Officers.

## 96. MINUTES

**RESOLVED that**

**the minutes of the meeting of the Executive Committee held on 2nd February 2016 be agreed as a correct record and signed by the Chair.**

## 97. MEDIUM TERM FINANCIAL PLAN 2016/17 - 2018/19 AND COUNCIL TAX RESOLUTIONS

Members considered revisions to the Medium Term Financial Plan 2016/17 – 2018/19 which had been presented to the 2nd February Executive Committee. The revised report also included the recommended Council Tax Resolutions and Pay Policy Statement for 2016/17. Two sets of Additional Papers had been circulated for this item in advance of the meeting, and an updated set of recommendations incorporating the relevant recommendations from both the 2nd February and 22 February 2016 meetings of the Executive Committees were also tabled for Members' information/assistance.

Updates had been required to some of the 2nd February recommendations in light of changes to the grant which the Council would be receiving from the Government under the final finance settlement. Additional income had also been identified by Officers which altered the position. The Council Tax resolutions had been circulated following receipt of precept levels from other precepting authorities.

Following an appeal by the Leader against the initial proposed finance settlement, the Council had been awarded a transitional grant allocation of £44k for both 2016/17 and 2017/18, to partially

offset the impact of the cut in Revenue Support Grant. As a balanced budget had already been set for 2016/17 Officers were proposing that the additional funding be used to reduce the amount required from balances to support the budget shortfall in 2016/17.

In addition, all shire districts (including borough councils) had been given the flexibility to increase Council Tax by £5 per Band D equivalent property, without the requirement to hold a referendum. This represented an increase to residents of 2.2% and would see an increase of approximately 0.80p (per Band D) above the previously estimated 2% increase. The resulting total charge for the Borough services for 2016/17 would be £222.54p, which was approximately 14% of the total Council Tax charge for the year. The income generated from the £5 charge would be approximately £20k. It was therefore proposed that this opportunity be taken for 2016/17, and that the additional income again be used to reduce the amount required from balances in 2016/17.

Officers were continuing to review budget estimations and additional income had been identified relating to rental revenue from the Town Hall Crèche of £20k and Woodrow Library of £15k. This income was to be added to the budgets for 2016/17 and future years. It was again proposed that the additional income be used to reduce the amount required from balances.

As a consequence of the additional funding and identified income, the proposed transfer from balances for 2016/17 had reduced from £579k to £479k. Officers were currently working on the Quarter 3 Finance Monitoring Report, which at that stage had indicated a favourable position, and which it was envisaged might result in further additional savings by the end of the financial year.

Further details in relation to the Business Rates Retention Scheme were expected in the Summer, which would be taken to Members once published. The Council's response to the New Homes Bonus consultation was due to be submitted to Government by 10th March, a copy of which Officers undertook to forward to all Members prior to the deadline.

In relation to the requirements that the Council's Section 151 Officer had to include in the budget report, Officers wished to add under paragraph 3.12 that there were concerns around the 2017/18 and 2018/19 budgets which were currently being worked on. To this end, Officers were carrying out an exercise to cost up demand for all of the Council's services, the results of which would be considered as part of future years' budgets.

There was a 1-year balanced budget for 2016/17 and whilst Grant Thornton, the Council's external auditors, had raised concerns with

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a 1-year balanced budget in the past, Members had before them a context at least of the 2017/18 and 2018/19 budgets moving forward. Whilst the additional interim funding received from the Government following the Leader's appeal against the Council's proposed settlement was appreciated, the significance of the funding cuts and changes overall were noted.

Differing points of view were expressed in relation to how the Council was choosing to spend its finances, with Officers confirming that they were looking, where possible, to carry over previous savings to future budgets. A query was raised in relation to the level of fee which Grant Thornton would be charging for the additional work which they had been required to undertake as part of the 2014/15 audit, which Officers advised had still to be confirmed. It was noted however that the Council would receive a 40% reduction on Grant Thornton's normal fees.

**RECOMMENDED that**

- 1) **the additional savings of £35k for 2016/17 be approved;**
- 2) **the reduction in release from balances of £100k for 2016/17, resulting in a total release from balances of £479k, be approved;**
- 3) **the increase in Council tax by £5 (2.2%) per band D equivalent for 2016/17 be approved;**
- 4) **the Council Tax resolutions as set out in Additional Papers 2 to Executive Committee on 22 February be approved; and**
- 5) **the Pay Policy Statement as set out at appendix 2 to the report to Executive Committee on 22 February be approved.**

The Meeting commenced at 7.00 pm  
and closed at 7.35 pm

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Chair



# **Overview and Scrutiny Committee**

Tuesday, 16th February, 2016

## **MINUTES**

### **Present:**

Councillor Jane Potter (Chair), Councillor Gay Hopkins (Vice-Chair) and Councillors Joe Baker, Tom Baker-Price (substituting for Councillor Gareth Prosser), David Bush, Andrew Fry, Paul Swansborough, Jennifer Wheeler and Nina Wood-Ford

### **Officers:**

J Pickering and S Garratt

### **Democratic Services Officers:**

J Bayley and A Scarce

### **73. APOLOGIES AND NAMED SUBSTITUTES**

An apology for absence was received on behalf of Councillor Gareth Prosser and it was confirmed that Councillor Tom Baker-Price was attending as his substitute.

### **74. DECLARATIONS OF INTEREST AND OF PARTY WHIP**

There were no declarations of interest nor of any party whip.

### **75. MINUTES**

#### **RESOLVED that**

**the minutes of the meetings held on 5th January 2016 and 1st February 2016 be confirmed as a correct record and signed by the Chair.**

### **76. TASK GROUP REVIEWS - DRAFT SCOPING DOCUMENTS**

The Chair invited Councillor Tom Baker-Price to present a scoping document containing proposed terms of reference for a review of action that could be taken to increase the number of accessible vehicles available to passengers with disabilities in the Borough. In so doing he highlighted the following areas:

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Chair

# Overview and Scrutiny Committee

Tuesday, 16th February, 2016

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- This was an issue which had been discussed at both the Licensing Committee and a recent Taxi Forum and Councillor Baker-Price had spoken to the Licensing Team.
- Councillor Baker-Price described a particular incident which had highlighted the lack of vehicles with wheelchair access.
- Members were informed that some residents had been advised there was a need to book accessible vehicles some 24-48 hours prior to the required travel time.
- 5.7% of the fleet were adapted for wheelchair access but it was noted that the majority of these were used by Worcestershire County Council under contract and were not therefore available for general use.
- The impact of the availability of accessible transport on the life of a person with disabilities and their ability to live independently.
- The majority of vehicles were private hire and therefore the charging mechanism was not set down by the Council.
- The work of a previous task group which investigated access for disabled people to Redditch town centre using all forms of transport, and the recommendations which had arisen from those investigations.

Following presentation of the topic proposal Officers confirmed that Worcestershire Regulatory Services would be happy to be involved in the investigation. The following points were raised for Members' consideration:

- It was not possible to set a price tariff for private hire vehicles as the contract was made as soon as a person made the phone call to book the vehicle. Therefore the Council was not able to put a price cap on private hire vehicles.
- The change to the licences to operate adopted vehicles for a longer period of time which took place in 2009 had only led to there being an increase of three vehicles over that period.
- The disability training referred to in the previous Task Group's recommendations had been made available.

Councillor Gay Hopkins showed an interest in chairing the review and encouraged those Members that were keen to join her speak to their Group Leaders as soon as possible as it was important that the Review got underway as soon as possible in order to meet the suggested deadline. Members were reminded that such a review would be time consuming; and any Members would need to be committed to completing the investigation within the timescale suggested. In view of the timescale it was suggested that membership be limited to four Members and that Group Leaders' would be asked to respond to Officers as quickly as possible.



# Overview and Scrutiny Committee

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## RESOLVED that

- 1) a short sharp review be set up in respect of Disabled People's Access to Redditch's Taxi Fleet;
- 2) Councillor Gay Hopkins be appointed Chair of the Short Sharp Review into Disabled People's Access to Redditch's Taxi Fleet; and
- 3) the deadline for completion of the review be set at 12th April 2016.

## 77. MEDIUM TERM FINANCIAL PLAN 2016/17 TO 2018/19

The Chair informed Members that the report provided an opportunity to view the proposals made by the Executive Committee in respect of the budget and to make any recommendations to Council on 22nd February 2016. Members were also referred to Minute No. 89 of the Executive Committee minutes from 2nd February during consideration of this item.

Officers gave a detailed summary of both the report within the agenda pack together with the updated information provided in additional papers 1 and 2, covering the changes which had taken place since the Committee had considered the initial report at its meeting held on 1st February 2016. In particular the following areas were highlighted for Members' consideration:

- The change in methodology in respect of funding allocations and the Revenue Support Grant (RSG) changes, leading to a negative grant payment to Government, from 2019/20.
- A cumulative reduction in core funding of -19.2% across local government.
- Central Government encouraging the implementation of a four year financial plan by local authorities.
- The impact of the significant funding reductions over the four year period for Redditch in comparison to other Councils.
- The consultation and proposed changes in respect of New Homes Bonus (NHB) which was due to finish on 10th March 2016 and the impact any changes could have on the Council.
- Formal confirmation being received that the Council would receive a slight increase in its proposed settlement from Central Government and the impact on the overall budget position.
- The impact following the addition of all Shire Districts (and Borough Councils) being given the flexibility to increase Council Tax by £5 per B and D equivalent properties.

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- Additional income identified relating to rental revenue from Redditch Town Hall Crèche and Woodrow Library.
- The final recommended balanced budget for 2016/17 taking into account the changes discussed and additional income identified.
- The need to address the additional cuts identified in future years, to ensure that quality of service provision was maintained in the Borough.

Following presentation of the report Members discussed the following areas in detail:

- The value of an additional column to take the budget position up to 2019/20 in line with the suggested four year plan.
- The terms of the lease for the Town Hall Crèche.
- The source of the graph, provided in the main report, in respect of the impact of the significant funding reductions for Redditch compared to other Councils. Officers confirmed that this had been provided by LG Future on behalf of the Local Government Association.

Members thanked Officers for preparing numerous reports on the subject of the Medium Term Financial Plan over proceeding months and for providing a good explanation of a complicated subject.

**RESOLVED that**

**the report Medium Term Financial Plan 2016/17 – 2018/19 be noted.**

**78. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE EXECUTIVE COMMITTEE'S WORK PROGRAMME**

Officers confirmed that there was no update in relation to Overview and Scrutiny within the Executive Committee minutes of 12th January and 2nd February 2016 as no recommendations had been made. In respect of the Work Programme the Committee was given the opportunity to consider whether there were any items suitable for pre-scrutiny.

**RESOLVED that**

**the Executive Committee Minutes of 12th January and 2nd February 2016 together with the latest addition of the Executive Committee's Work Programme be noted.**

# Overview and Scrutiny Committee

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## 79. OVERVIEW AND SCRUTINY WORK PROGRAMME

Officers confirmed that, as requested, a presentation would be received at the Committee's April meeting in respect of S106 funding. The Chair had also agreed for an open invitation to be extended to all Members to attend this presentation.

Members were advised that there was no update in respect of the Worcestershire Health Overview and Scrutiny Committee (HOSC) as the meeting scheduled for January had been cancelled. There would be no further update until the Committee's April meeting as the next meeting of HOSC was on 10th March 2016.

Councillor Joe Baker took the opportunity to show Members a copy of the LGB&T Support Services Redditch community group's leaflet, which had been created following a recommendation from the Provision of Support Networks for the LGBT Community Task Group. Councillor Baker thanked those Members who had assisted with the Task Group and confirmed that 1,000 copies of the leaflet would be printed each month and be available from 29th February 2016.

### **RESOLVED that**

**the Overview and Scrutiny Committee's Work Programme be noted.**

## 80. TASK GROUPS - PROGRESS REPORTS

Joint Worcestershire Increasing Physical Activity Task Group –  
Redditch Borough Council Representative, Councillor Gareth  
Prosser

In the absence of Councillor Prosser Officers informed Members that there had not been a meeting of this Group since December 2015. In respect of the Committee's request that the Chair of the Task Group attend to present the final report aided by Councillor Prosser, Members were advised that this had been declined. The Chair, Councillor Richard Udall, did not feel that the investigation was a formal joint task group and was therefore happy for Councillor Prosser to present the Task Group's findings.



**Executive Committee**8<sup>th</sup> March 2016**REDDITCH UNITED FOOTBALL CLUB – VALLEY STADIUM CONCESSIONARY RENT**

Relevant Portfolio Holder	Cllr Pat Witherspoon
Portfolio Holder Consulted	Yes
Relevant Head of Service	John Godwin – Leisure & Cultural Services
Wards Affected	<b>All</b>
Ward Councillor Consulted	N/A
Key Decision	Yes

**1. SUMMARY OF PROPOSALS**

Members are asked to agree to the surrender of the existing lease to Redditch United Football Club and the granting of a new 30 year lease at a concessionary rent in order to support the Redditch United Football Club (RUFC) in its project to provide facilities to the wider community of Redditch including the provision of a third generation (3G) Astro Turf Pitch (ATP) at Valley Stadium.

**2. RECOMMENDATIONS**

**The Executive Committee is asked to RESOLVE that**

- 1) The Council accepts the surrender of the existing Lease to the Redditch United Football Club Limited and grants a new 30 year lease to the club;**
- 2) within the terms of the new lease for the Valley Stadium there shall be no increase of rent applied over and above the current rent of the site and that rent of £2,000 per annum shall be reviewed in line with section 3.4 of this report until the expiry of the new lease in 2046.**

**3. KEY ISSUES****Background**

- 3.1 As Members will be aware following the November 2013 report to this committee, officers have been supporting RUFC from a landlord's perspective with their discussions with the Football Association and Football Foundation with regard to ensuring that a sustainable model for the club and its junior sections can be realised.
- 3.2 During these discussions the club has re-achieved its Community Club Status (the highest quality assurance award for a grass roots football club) and developed funding applications to create a stadium based 3G pitch and enhanced ancillary facilities to support its sustainability objectives.
- 3.3 The club has sought to formally engage with the Council to surrender and re negotiate its lease at a concessionary level to ensure that the funding

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package and business projections that underpin the club's funding application/s can be realised.

Without the concessionary rent being agreed by the Council the business case prepared will not be seen as realistic and achievable by the funding body as it will prevent the club from borrowing the sufficient amount of capital required to finance the match funding element of the project.

Members should be aware that without the match funding percentages being realised it is not possible to make a successful application.

- 3.4 At present the lease arrangements for the Valley Stadium are subject to a lease dated 23 March 1994 between Redditch Borough Council and Redditch United Football Club Ltd.

The term of the lease is for a period of 25 years dating from 25 December 1992. Although the lease is due to come to an end on 24 December 2017, the Club has a right to renew under the provisions of the Landlord & Tenant Act 1954 on similar terms to that of the existing lease. The rent and lease length are however open to re-negotiation within certain parameters.

Further to the Club's grant application to the Football Association for Foundation grant funds to facilitate the construction of a 3G pitch at the stadium, it is a requirement of the application that the club have a security of tenure for the site for a period of 28 years. As such, it is proposed that the Club surrender its current lease early and be granted a new lease of 30 years on the terms outlined in the attached "Heads of Terms" document.

These terms include that the rent paid by the Club is maintained at £2,000 pa, rather than the Market Rent of £12,000 pa as provided by the District Valuer in his valuation report dated 19 February 2015.

The passing rent will be then reviewed upwards 5 yearly, based upon the rate of RPI. If, at a rent review date the Club is playing within the national League Step One, the rent will increase by the equivalent of 50% of the average of any annual profit before tax the Club reports.

The rent paid at any time will be capped at the Market Rent as determined by the District Valuer at that time.

The remaining terms of the lease are substantially the same as within the Club's current lease although requirements are placed on the Club to maintain its Community Status in accordance with FA requirements throughout the term of the lease and to enter into a Community Use agreement with the FA if required (see 3.6 below). The Club is also required throughout the term to provide information on its community provision performance and to agree annual targets with the Council and the Regional and County FA, Junior Section representatives.

- 3.5 Officers have met with the club on several occasions to review these matters and to seek to explore options that might support the club moving forward. We have also worked closely with the club and the FA to aid and assist where possible the development of these plans and feel that the scheme submitted

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to the Football Foundation is a robust and a detailed submission that will enhance the local sports facility mix and lead to substantial benefits for local football groups and organisations who will be partnering with the club for the use of the site.

3.6 In order to successfully receive the funding offer from the Football Foundation the club has had to produce a number of key documents that include:

- A Business Case;
- Usage & Cost plan; and
- A Community Use Agreement

These documents overview the benefit the site will bring to the footballing community and the role it will play in enhancing football in the future, the way the club itself will use the funding to become sustainable for the longer term benefit of all parties and the way in which local residents will be engaged with and benefit from the facilities the site will bring.

Key areas for community benefit within the plans include;

- Increasing the availability of floodlight training spaces for team sports to reduce the pressure on grass pitches and to support increased teams generation.
- Providing a venue for the delivery of sports and coaching based vocational and educational courses/activities.
- Improved access and egress for disabled users and visitors to the site
- Increased participation rates in junior football and physical activity for health and wellbeing benefits.
- Allowing the club to ensure player pathways are maintained for football from grass roots through to semi-professional standard.
- Increased employment opportunities to support the delivery of the increased services provided on site.

These plans and the key performance measures that have been included within them to over view performance, have been scrutinised by the funding bodies in order to pass their due diligence checks and commented upon by the Council from a Sports Development and Landlord perspective.

They are felt to be robust and set up in such a way that they will clearly show how these improvements on site have contributed to the wider community aspirations of the FA and the Council in the short to medium term.

3.7 Finally Members are advised that given the decision that has been made to install a one star playing surface at the stadium pitch should the club be promoted in future seasons, there is a possibility that in order to comply with FA and League requirements that future home games may need to be played away from the Valley Stadium.

**Financial Implications**

3.8 As highlighted at Section 3.3 Members are advised that the business case proposals and the final funding award are dependent on the Council granting

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a concessionary rent for the lease of the Valley Stadium in order to fund the club's borrowing requirements.

- 3.9 Although there are no direct financial implications that relate to this report as the Council would be agreeing to maintain its current income level for the site, it does mean that the future rent that could be achieved based on the information in Section 3.4 of this report would only be received in a limited number of circumstances based upon the club's ability to be successful in the football league structure.

**Legal & Planning Implications**

- 3.10 Council operates within a very restrictive financial framework that severely restricts its ability to provide financial assistance to commercial organisations unless very clear and accountable community benefits can be established.
- 3.11 The Council currently leases the Valley Stadium to the Club at a less-than-commercial rent. The power to fix a less than best consideration rent is derived from the General Consent (England) Regulations 2003 (made under the Local Government Act 2000), which says that consent is not required for the disposal of any interest in land which the authority considers will help it to secure the promotion or improvement of the economic, social or environmental wellbeing of its area.
- 3.12 These considerations have been at the forefront of discussions with the Club as the Council has sought to ensure that any concession granted by the Council to support the club's project would ensure that the community benefits were clearly demonstrated and would meet the statutory test set out at 3.11. As highlighted in Section 3.6, Officers feel this position has been achieved and a concessionary rent can be put forward to Members for approval.
- 3.13 Members are advised that the scheme has been subject to a successful planning application that was supported by Leisure & Cultural Services as being a key improvement to the strategic facilities within the Borough and in line with the key actions contained within the Sport England Facility Planning Model for ATP's.
- 3.14 Subject to Members deciding that the concession is justifiable on the basis of the contribution to the well-being of the Borough that will be made by supporting the club's project and grant application, and approves the recommendation, all the key elements are now in place for the scheme to progress.

**Service / Operational Implications**

- 3.15 There are no direct Service or Operational Implications contained within this report.

**Customer / Equalities and Diversity Implications**

- 3.16 None.



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**4. RISK MANAGEMENT**

The Council is obliged to manage its assets in accordance with the needs of the Borough and the wider community benefits to the Council Tax payer.

**5. APPENDICES**

Appendix 1 - Valley Stadium Plan  
Appendix 2 - Heads Of Terms

**6. BACKGROUND PAPERS**

RUFC Executive Report Nov 2013

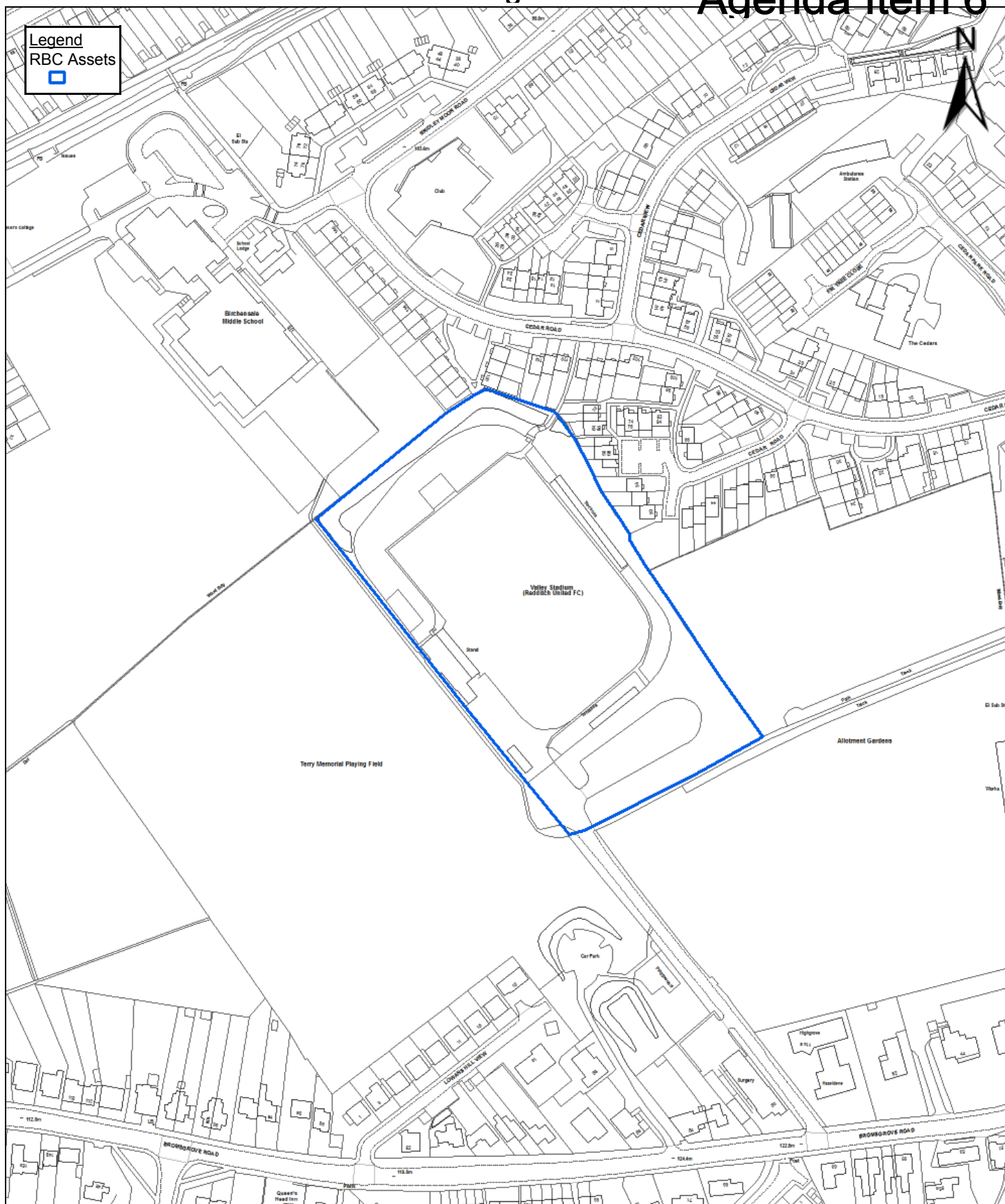
**7. KEY**

RUFC – Redditch United Football Club  
FA – Football Association  
FF – Football Foundation  
DV – District Valuer

**AUTHOR OF REPORT**

Name: John Godwin  
E Mail: J.Godwin@bromsgroveandredditch.gov.uk





**Legend**  
 RBC Assets  
 □

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 Ordnance Survey 100024230.

0 10 50 100 metres

Valley Stadium, Redditch



Worcestershire County Council  
 County Hall  
 Spetchley Road  
 Worcester  
 WR5 2NP

Indicative Scale: 1:2,500

Date Printed: 1/5/2013



**SUBJECT TO CONTRACT****HEADS OF TERMS FOR NEW LEASE OF VALLEY STADIUM, REDDITCH**

- |                        |  |
|------------------------|--|
| 1. Landlord            | <p>The Council of The Borough of Redditch<br/>Town Hall<br/>Stranz Square<br/>Redditch<br/>B98 8AH</p> <p>FAO: Paul Mclaughlin<br/>Estates Team Leader – North<br/>Tel: 07710 067256<br/>Email:<br/>paul.mclaughlin@placepartnership.co.uk</p>   |
| 2. Landlords Solicitor | <p>Legal and Democratic Services<br/>Redditch Borough Council.</p>   |
| 3. Tenant              | <p>RUFC</p>  |
| 4. Property            | <p>Valley Stadium, Redditch</p>  |
| 5. Term                | <p>30 Years from completion.</p>   |
| 6. Grant Funding       | <p>The new lease will be subject to the successful application for Football Foundation grant funds for a 3G pitch.</p>   |
| 7. Rent                | <p>£2,000 per annum exclusive, quarterly in advance, subject to:</p> <p>Successful application to RBC by RUFC for a reduction in rent from the Market Rent of £12,000 to £2,000pa on the basis of continued community benefit provided by RUFC throughout the lease term, including:</p> <p>Installation of 3G pitch as per FA grant conditions within 12 months of lease commencement.</p> <p>RUFC retains Community Status in accordance with FA requirements throughout the term of the lease and enters into Community Use agreement with the FA if required.</p> <p>At the end of each football season, RUFC to attend annual meeting with Regional &amp; County FA, Junior Section</p> |

representatives and RBC to review community provision performance and agree annual targets. The basis of such performance review will be the numbers of teams supported by RUFC during the 2015/16 football season.

RUFC to provide RBC with audited annual accounts within 30 days of completion.

#### 8. Rent Review

Upon 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup> and 25<sup>th</sup> anniversary of the lease.

The rent will increase upon the review date by the rate equivalent to the increase in the RPI for the 5 preceding years since the lease commencement or previous review date (whichever was the latter). The new rent will be regarded as the revised rent.

If at a rent review date, RUFC are playing within the National League Step One, the revised rent paid will increase by the equivalent of 50% of the average of any annual profit before tax that RUFC reports during the preceding 5 year period – only those years within the National League Step One will be counted for the basis of this calculation.

Profit Rent Example:

If the average profit is £2400pa, the rent will increase to **y + z**.

**y** being the new revised rent,  
**z** being 50% of the average annual profit.

The rent payable will be capped at the Market Rent as determined by the District Valuer. It is envisaged that a Market Valuation will only likely be required at such time that RUFC enter the National League Step One.

#### 9. Alienation

Assignment or Subletting not permitted.

#### 10. Repairs

At all times during the Term to maintain the premises in good and tenantable repair, including all glass and window and door frames, to the reasonable

satisfaction of the Council and to keep the premises in a clean and tidy condition. But in no worse condition than that defined within the Schedule of Condition annexed to the lease dated 23<sup>rd</sup> March 1994.

Replace the 3G pitch surface every 10 years or earlier if required and maintain in accordance with the manufacturers recommendations.

Replace the 3G pitch upon the termination of the lease if it has not been done so within the last 5 years prior to lease termination.

RUFC to adhere to all FA requirements regarding the provision of a sinking fund and service contracts in relation to the 3G pitch and associated equipment.

11. Alterations

The tenant shall be permitted to carry out alterations subject to formal consent of the Council

12. Permitted Use

As per current planning consent.

13. Insurance

The premises are insured by the Council under comprehensive cover. The premium will be recovered from the tenant by way of insurance rent.

14. Business Rates

The Tenant is responsible for the payment of Business Rates, and all other outgoings.

15. Other Terms

Lease within the protection of LTA 1954 Part II.

Surrender of lease dated 23<sup>rd</sup> March 1994.

16. Costs

RUFC will be responsible for the payment of £330 plus VAT per transaction in respect of the Councils legal costs.

RUFC will be responsible for the payment of £330 plus VAT per transaction in respect of the Councils surveyors costs.

Name.....

Signed.....

Dated.....



**EXECUTIVE  
COMMITTEE**8<sup>th</sup> March 2016**PROPOSED FEASIBILITY STUDY INTO THE POSSIBLE REDEVELOPMENT OF  
THE WINYATES DISTRICT CENTRE**

Relevant Portfolio Holder	Councillor G Chance Portfolio Holder for Planning, Regeneration, Economic Development & Transport
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford
Ward(s) Affected	Winyates
Ward Councillor(s) Consulted	Yes
Key Decision / Non-Key Decision	Non-key

**1. SUMMARY OF PROPOSALS**

- 1.1 This report seeks the approval from Members to undertake a feasibility study into the redevelopment of the Winyates District Centre.
- 1.2 The site is identified as a district centre in the adopted Borough of Redditch Local Plan No.3 and as a strategic site in the emerging Local Plan No.4.
- 1.3 The former New Town district centres of Church Hill, Matchborough, Winyates and Woodrow were all previously identified as areas for redevelopment. Following the approval from Members to undertake a feasibility study into the possible redevelopment of the Matchborough District Centre, there is also an interest to possibly redevelop the Winyates District Centre.
- 1.4 The site and its surroundings represent an excellent opportunity to improve the quality of the District Centre facilities by encouraging a mixed-use proposal encompassing retail, residential, community uses and open space. There may also be an opportunity to improve the parking facilities and pedestrian accessibility to the site. This meets the requirements of the National Planning Policy Framework by improving the vitality, viability and sustainability of the District Centre whilst acknowledging its primary retailing role.

**2. RECOMMENDATIONS**

**The Executive Committee is asked to RESOLVE**

- 2.1 **That a feasibility study be undertaken as to the merits of the redevelopment of the Winyates District Centre.**

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**3. KEY ISSUES****Financial Implications**

- 3.1 As part of the feasibility study a public consultation will take place to obtain the views of local residents, businesses and other stakeholders about the redevelopment. This consultation could be conducted using questionnaires, letters, notices on lampposts, an open door event held within the District Centre and social media. The cost of consultation materials will be met by existing budgets.
- 3.2 Officer time to support the consultation process will be covered by existing salary budgets.
- 3.3 Input on different designs from an external Urban Designer which can be funded using existing budgets.
- 3.4 There are no further costs identified in order to undertake the feasibility study.
- 3.5 Through close working with Place Partnership and colleagues in Housing Services, there will be a greater understanding of the internal and external funding available and the financial implications for the actual redevelopment.

**Legal Implications**

- 3.6 It will be necessary to obtain information relating to various ownerships on the site, particularly in respect of leases and right to buy sales.

**Service / Operational Implications**

- 3.7 This creates the opportunity to carry out a feasibility study that could lead to the redevelopment of the centre in accordance with the aspirations in the existing and emerging Local Plans. This can be achieved using existing staff resources.
- 3.8 The outcome of the feasibility study will be reported back to Members in due course together with suggestions from Officers about the next stages of the process of possible redevelopment.

**Customer / Equalities and Diversity Implications**

- 3.9 Housing Officers and Officers from Place Partnership have informally visited housing and business tenant/owners of the centre (where possible) who could be directly affected by the proposal. An informal letter was also provided to advise of the possibility of redevelopment in order to ensure that they are kept informed in a sensitive manner and to provide some reassurance.

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- 3.10 Should Members authorise the undertaking of a feasibility study then the proposed formal consultation channels listed in paragraph 3.1 would ensure inclusion of all interested stakeholders, providing the opportunity for their views to be made and taken into consideration.

**4. RISK MANAGEMENT**

- 4.1 There are no known risks associated with undertaking a feasibility study.

**5. APPENDICES**

Appendix 1 - Site Location Plan

**6. BACKGROUND PAPERS**

Policy E(TCR).10 District Centre Redevelopment of the Borough of Redditch  
Local Plan No.3 (2006)

Policy 30 of the Borough of Redditch Local Plan No.4  
Policy 34 of the Borough of Redditch Local Plan No.4

SPD Church Hill District Centre  
National Planning Policy Framework 2012  
National Planning Policy Guidance

**AUTHOR OF REPORT**

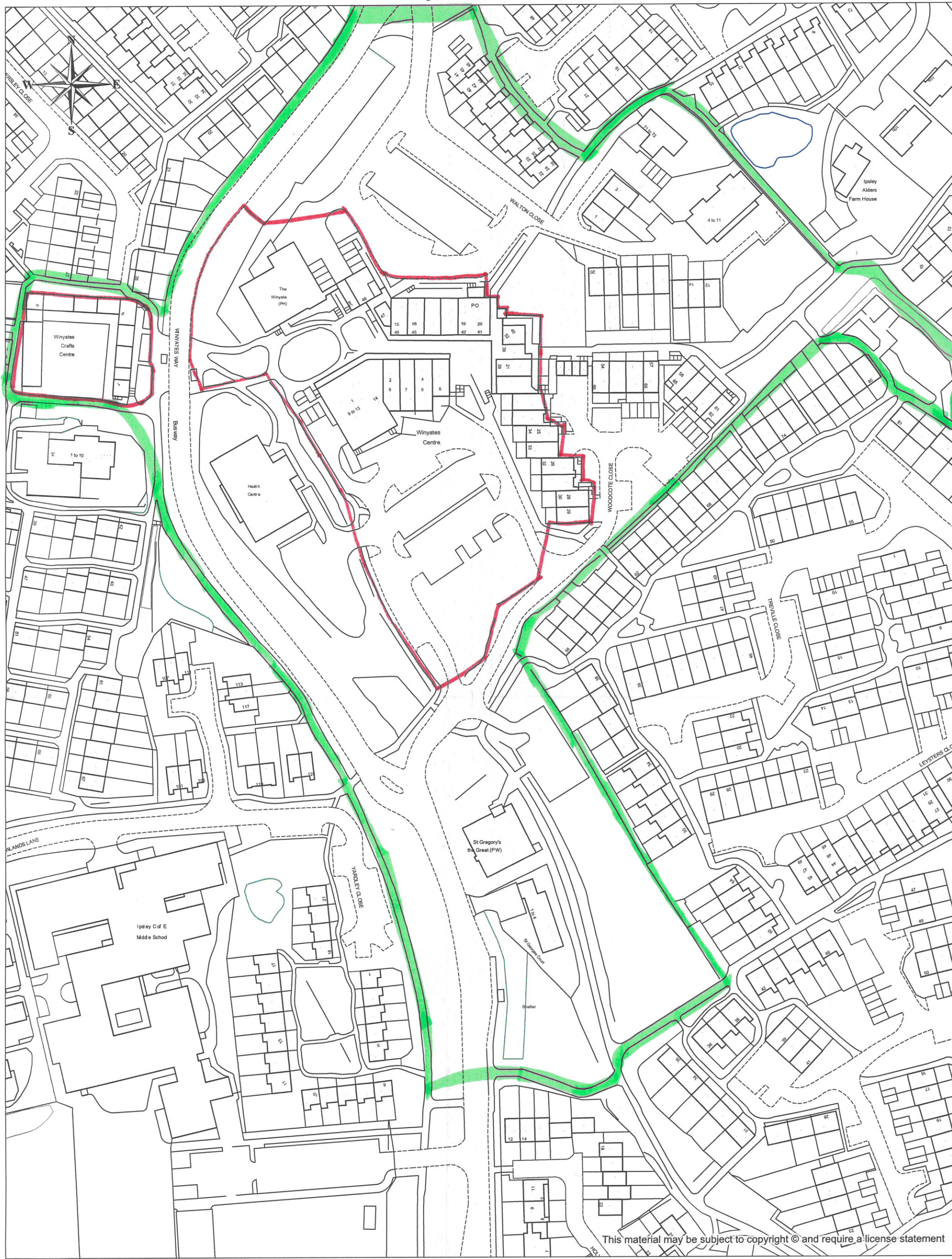
Name: Sharron Williams

email: [sharron.williams@bromsgroveandredditch.gov.uk](mailto:sharron.williams@bromsgroveandredditch.gov.uk)

Tel.: 01527 534061







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SITE LOCATION PLAN

KEY:

- DISTRICT CENTRE AS DEFINED IN LOCAL PLAN NO. 3
- PERIPHERAL AREA TO THE DISTRICT CENTRE FOR EVIDENCE GATHERING (NOT DEFINED)

Sterling Court  
 Norton Road  
 Stevenage  
 Herts SG1 2JY  
 United Kingdom  
 Tel : +44 (0)1438 747996  
 Fax : +44 (0)1438 747997  
 E-mail: info@cadcorp.com

Operator:	Name
Department:	Department
Drawing No:	1234-A
Date: 12/02/2016	Scale: 1:1250





**EXECUTIVE**

8th March 2016

**LOCAL COUNCIL TAX SUPPORT SCHEME 2017/18**

Relevant Portfolio Holder	Cllr John Fisher
Portfolio Holder Consulted	Yes
Relevant Head of Service	Amanda Singleton
Ward(s) Affected	All
Ward Councillor(s) Consulted	None Specific
Key Decision / Non-Key Decision	Key Decision

**1. SUMMARY OF PROPOSALS**

- 1.1 In April 2013 council tax benefit, the means of helping people on low incomes pay their council tax, was replaced by a new local council tax support scheme (CTSS).
- 1.2 Local councils are required to design their own CTSS and must carry out consultation on the options being considered for inclusion in the scheme.
- 1.3 This report sets out a broad range of options for consultation in order to inform the development of a draft scheme for 2017/18.

**2. RECOMMENDATIONS**

**Executive is asked to RESOLVE that:**

- 2.1 **The options as set out in Appendix 1 be put to public consultation in order to inform potential changes to the Council's Council Tax Support Scheme for 2017/18 and/or later years.**
- 2.2 **The Head of Customer Access and Financial Support be authorised to consult on the options, set out in Appendix 1.**
- 2.3 **The Head of Customer Access and Financial report back to the Executive on the outcome of that consultation and any proposals for changes to the scheme, for further consideration and resolution by the Executive, to consult on a draft scheme.**
- 2.4 **Further to the outcome of the Executive's decision on the draft regulations, the Head of Customer Access and Financial Support be authorised to carry out the statutory consultation required on the draft scheme.**
- 2.5 **The final Scheme be presented to the Executive to make recommendations to Council to allow for the necessary regulations to be published by 31<sup>st</sup> January 2017.**

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**3. KEY ISSUES****Financial Implications**

- 3.1 As Members are aware, changes were made to the Council's CTSS with affect from April 2014, which resulted in support being capped at 80% of Council Tax liability for all working age claimants.
- 3.2 The Council also agreed to implement a Hardship Fund, in order to support the most vulnerable and provide transitional support where exception hardship as a result of the changes, could be evidenced. As at 31<sup>st</sup> January 2016, £13,066 of this fund has been awarded during 2015/16.
- 3.3 Changes to the support scheme in April 2014 offset an estimated funding gap in 2014/15 of £91k for Redditch Borough Council.
- 3.4 It is no longer possible to know how much funding is received towards the CTSS via the RSG, and we know that from 2019/20 there will be no government funding for this scheme. The total cost of the CTSS in Redditch Borough is in the region of £6.5m.
- 3.5 The Borough Council will continue to carry the full costs of the administration of the Council Tax support scheme. The incentives for Redditch Borough Council are therefore to lower the administration costs of the scheme.
- 3.6 The proposals being considered for consultation are not intended to reduce the overall cost of support provided to residents but to reduce the administrative burden where ever possible, and bring the scheme in line with national changes to welfare support.
- 3.7 As previously agreed the various allowances that are taken into account when assessing support will be uprated in line with the Secretary of State's annual announcement. This will ensure that the assessment of income in relation to claims remain in line with other benefits.
- 3.8 The cost of consultation will be contained within existing budgets.

**Legal Implications**

- 3.9 On 1 April 2013 Council Tax Benefit was abolished and replaced by a new scheme of Council Tax support called "Council Tax Support Schemes". Under s13A and Schedule 1A of the Local Government Finance Act 1992 (inserted by s10 Local Government Act 2012), each local authority was required to make and adopt a Council Tax Support Scheme specifying the reductions which are to apply to the amounts of council tax payable within their districts
- 3.10 Statutory Instrument 2012/2885, "The Council Tax Reduction Schemes (Prescribed Requirements)(England) Regulations 2012" ensured that certain



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requirements prescribed by the Government were included in each Scheme (subsequently amended by S.I. 2012/3085)

- 3.11 As the billing authority the Council is required by the Local Government Finance Act 2012 to consider whether to revise its scheme or to replace it with another scheme, for each financial year.
- 3.12 The Authority must adopt its scheme, and make any revisions, no later than 31 January in the financial year preceding the one when it will take effect, so that it will be necessary for the Council's 2017/18 scheme to be in place by 31<sup>st</sup> January 2017.
- 3.13 Paragraph 3 to Schedule 1A into The Local Government Finance Act 1992 set out the preparation that must be undertaken prior to the adoption or revision of a scheme, including prescribed consultation requirements.
- 3.14 Instruction is received from the Department of Work and Pensions on an annual basis, of changes to benefits rates and personal allowances. These must be taken into account for housing benefit calculations and it is good practice to apply them to the Local Council Tax Support Scheme

**Service / Operational Implications**

- 3.15 Each local authority is required to carry out a consultation exercise on their draft scheme.
- 3.16 There are two stages of consultation. The first sets out the possible options for change that could be included in the draft scheme. The feedback informs the decision making in respect of the draft scheme, which is then presented to the Executive.
- 3.17 The second phase of consultation is on the draft scheme, as agreed by the Executive. Any feedback from this is used to inform any changes to the draft scheme before a final scheme is presented to the Executive, and then the Council before the end of November.
- 3.18 Neither the draft, nor the final, scheme can include any changes that have not been previously consulted upon. For this reason it is advised that a broad range of possible changes be included in the initial consultation. No decisions need to be made at this stage as to what may or may not be included in the draft scheme.
- 3.19 The proposals for consultation are set out at Appendix 1.
- 3.20 The timetable for the process of agreeing any changes to the 2017/18 scheme is attached at Appendix 2.

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- 3.21 The method of consultation is set out in Appendix 3. This is in accordance with guidance and legal precedent.
- 3.22 To achieve an appropriately designed CTS local authorities must consider how it will work alongside Universal Credit, which will ultimately replace all means-tested benefits and tax credits for those of working age.
- 3.23 It is preferable to ensure that the CTS aligns as much as possible with UC to make it easier for claimants in the future.
- 3.24 At present two thirds of LCTS claimants are passported from other benefits; this means that they avoid local means testing and consequently administration costs are lower. As people move to Universal Credit the administration costs for local authorities will increase. This is because claims for CTS must be made separately to national benefits once a claimant is on UC.
- 3.25 The implementation of Risk Based Verification later this year will help to reduce and simplify the administration process in respect of claims for support. This will be beneficial for both the authority and for claimants as it reduces the need for evidence in low risk claims.

**Customer / Equalities and Diversity Implications**

- 3.26 The 'uprating' of the benefits rates and personal allowances to be taken into account, in line with the Secretary of States announcement on those that must be taken into account for other benefits, will potentially result in small changes to the amounts of support provided. These will vary according to circumstances.
- 3.27 The local CTSS only affects those of working age. People who have reached the age for state pension credit are assessed under a national scheme which maintains 100% support.
- 3.28 The Hardship Fund provides an opportunity to ensure that vulnerable people, who have been financially disadvantaged by the changes to the CTSS, can be provided with transitional support.

**4. RISK MANAGEMENT**

- 4.1 Any changes to council tax support whilst increasing council tax income to the Council and our major preceptors has financial implications for our residents and therefore officers ensure that support on managing finances and advice on other potential benefits is made available.

**5. APPENDICES**

Appendix 1 - Proposals for consultation

Appendix 2 – Consultation timetable

**EXECUTIVE**

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Appendix 3 – Consultation Methodology

**6. BACKGROUND PAPERS**

Held in Revenues Service

**AUTHOR OF REPORT**

Name: Amanda Singleton, Head of Customer Access and Financial Support

email: [a.singleton@bromsgroveandredditch.gov.uk](mailto:a.singleton@bromsgroveandredditch.gov.uk)

Tel.: 01527 881241



## Appendix 1

**Council Tax Support Scheme: Proposals for consultation****Align backdating with HB regulations****Details of Change**

To reduce the period of backdated support to a maximum of four weeks.

Periods of backdating for Housing Benefit have been reduced to four weeks. The proposed change will align the local CTSS with Housing Benefit regulations.

This option will ensure that administration of the CTSS remains comparable with the HB scheme, thus reducing the need for two different processes

This will have minimal impact on claimants as very few claimants currently receive backdated awards.

**Minimum Income Floor for self-employed cases****Details of Change**

To introduce a 'Minimum Income Floor' (MIF) for self-employed claimants in line with Universal Credit.

The MIF is an assumed level of earnings. This is based on what it is expected an employed person to receive in similar circumstances. It's calculated using the National Minimum Wage for the claimants age group, multiplied by the number of hours they are expected to look for and be available for work. It also includes a notional deduction for tax and National Insurance. The minimum income floor would increase as the national minimum wage increases.

Universal Credit includes a 'Minimum Income Floor' (MIF) if a claimant is gainfully self-employed, and their business has been running for more than 12 months.

This option will bring the local CTSS in line with universal credit and significantly simplify and streamline the administration process.

It also provides an incentive to ensure that self-employment is a sustainable alternative to work.

This will affect a relatively low number of self-employed claimants.

### Standard Non-Dependant Deduction

#### Details of Change

To introduce a standard assumed financial value of contribution from non-dependents living in a property for which a claim for local CTS is being made.

A non-dependent contribution is taken into account when assessing the income of the claimant. The current deduction where the non-dependant is not working is £3.70 per week, but where the non-dependent is working evidence is required of the income for all non-dependents in the household.

The deduction applied in Universal Credit is £15.96 per week.

The introduction of a standard level of Non-Dependant deduction would remove some of the administrative burden and simplify the claim process, as the requirement to obtain evidence of income for all non-dependents would be removed.

Increasing the level of this deduction would reduce the amount of support paid to the claimant in line with Universal Credit.

This option would incentive work for non-dependents, but not impact on the main Council Tax payer's support as the income of non-dependents increases.

The consultation would suggest the introduction of two levels of non-dependant deductions - £4 per week for non-workers or where income is under £189 gross income per week and £12 per week for those who have gross income above £189 per week;

### Simplified applications process – DWP entitlement notifications accepted as claim.

#### Details of Changes

This option would enable us to process claims based on information provided by the DWP without the need for further information.

The DWP provides information to Local Authorities where a customer becomes entitled to some national benefits. In some cases there will be sufficient information contained within the notification to allow the calculation of Council Tax support to be made.

At present in order to claim Local Council Tax support a customer will be required to complete a lengthy application form.

Adjusting the method of making a claim to allow the Local Authority Input Documents or Universal Credit entitlement notifications to be accepted methods of claim can simplify the claim process for the Council Tax payer and speed up notification of entitlement, reduce the administrative burden and simplify the claim process.

**Removal of family premium for LCTS****Details of Change**

To remove the family premium for new claims in line with changes to the Housing Benefit scheme.

The family premium is an amount of additional income that families can receive before their benefit will be affected. The Government announced in the summer budget that the family premium would be removed for Housing Benefit claimants from April 2017.

LCTS regulations have been amended at a national level to ensure that pensioners continue to receive the premium; no changes have been made to working age claimants as these claimants fall under the local scheme rules and therefore must be actioned through our consultation and consideration of the local scheme.

Removing the premium from the LCTS scheme will ensure that a degree of alignment remains between the HB and local CTSS and thus not increase the administrative burden of the CTSS.

Removing the family premium will mean that more of a claimant's income will be included when we determine how much benefit someone receives. Family Premium is normally given when a claimant has at least one dependant child or young person. Removing the Family Premium will mean that when we assess a claimant's 'Applicable Amount' it would not include the Family Premium and would be reduced by £17.45 per week.

**Child Maintenance Disregards****Details of Change**

To cap the amount of income from child maintenance over and above which the income would be considered in the assessment of a claim

Currently the amount of income that a working age claimant receives in the form of Child Maintenance is disregarded in full in the assessment of CTS.

Setting a cap would ensure that those in low income brackets remain protected whilst ensure that those receiving high amounts of income from Child Maintenance cannot then also claim full CTS.

Prior to April 2010 £20.00 per week of any child maintenance was disregarded, whereas the current rules allow for any level of child maintenance to be disregarded in full. The consultation would suggest possible caps at £20, £30 or £55 per week along with an option to indicate that this proposal was not favoured.

We have a duty to mitigate against child poverty and this option would continue to protect those in lower income brackets and ensures support is targeted towards the most vulnerable households, whilst ensuring those with high income from Child maintenance have this taken into account when assessing the amount of CTS payable.

**Align Taper Rates for LCTS with Universal Credit****Details of Change**

The rate at which a claimant's support is reduced when their income increases is referred to as the taper rate. This is currently set at 20% for LCTS, this means for every extra pound a claimant earns they lose 20p benefit.

The rate of withdrawal for universal credit is 65%; consideration could be made to aligning the taper rates between LCTS and UC, or moving the LCTS taper close to the UC rate.

The consultation would suggest a range of taper rates between 65% and 30% or remaining the same.

This will impact on people as their earnings increase but does ensure that the CTS is aligned with national welfare support.



**APPENDIX 2****COUNCIL TAX SUPPORT SCHEME 2017/18 - CONSULTATION AND DECISION MAKING TIMETABLE**

<b>Date</b>	<b>Event</b>	<b>Reason</b>
8th March 2016	Executive	Agree proposals for consultation
April/May	1st stage consultation	Gain customer feedback on proposals
12th July 2016	Executive	Present and agree draft scheme
August/September 2016	2nd stage consultation	Gain customer feedback on proposed scheme
1st November 2016	Executive	To make recommendations to Council on Regulations
21st November 2016	Council	Agree final scheme
31st Jan 17	<b>REGULATIONS MUST BE PUBLISHED NO LATER THAN THIS DATE TO BE EFFECTIVE FROM 1ST APRIL 17</b>	



**Council Tax Support Scheme Consultation**

1. The Local Government Finance Act 2012 inserted a new schedule, schedule 1A into The Local Government Finance Act 1992.
2. The schedule provides certain matters that must be included in a Local Council Tax Reduction Scheme and the preparation that must be undertaken prior to the adoption or revision of a scheme.
3. Paragraph 3 of Schedule 1A provides that before making a scheme [or before revising a scheme] the authority must (in the following order):
  - a) consult any major precepting authority which has power to issue a precept to it;
  - b) publish a draft scheme in such manner as it thinks fit; and
  - c) consult such other persons as it considers are likely to have an interest in the operation of the scheme.
4. In accordance with legislation and guidance it is intended that two phases of consultation will take place.
5. Phase 1 will set out possible options for change. The consultation will consist of:
  - a mailshot to all current working age Council Tax Support Scheme claimants.
  - an online survey;
  - mailshot directly to preceptors and other major stakeholders such as registered social landlords;
  - copies of survey to be handed out at the Town Hall and Ones Stop Shops
  - a copy of the survey insert in random mailings to council tax customers during the consultation period.

residents and others would be advised via press releases and social media that the consultation is taking place and inviting responses.
6. Phase 1 will take place over 4 weeks in late April and early May.
7. A further period of statutory consultation must take place on the Draft Scheme ahead of final decision making by the Executive and Council in November.
8. Phase 2 consultation on the proposed draft scheme will take place over 6 weeks in August and September.
9. This will ask for comments on the draft scheme and again will consist of a mailshot to all current working age Council Tax Support Scheme claimants and to preceptors and other major stakeholders such as registered social landlords, asking for comments to be made via email or in writing. In addition all residents will be made aware via press releases and social media that a draft scheme had been published and inviting comment.



**EXECUTIVE COMMITTEE**8<sup>th</sup> March 2016**Health & Safety policies for Approval by Committee**

Relevant Portfolio Holder	Councillor John Fisher
Portfolio Holder Consulted	Yes
Relevant Head of Service	Head of Transformation & OD – Deb Poole
Ward(s) Affected	N/A
Ward Councillor(s) Consulted	N/A
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

1.1 Members are asked to consider the following Health & Safety policies:

Fire Safety  
 Manual Handling (revised)  
 Accident and Incident Investigation and Reporting  
 Display Screen Equipment Policy (revised)  
 Contractor Safety & Security  
 Lone Working (revised)  
 Substance Misuse Policy

These policies incorporate recent changes in legislation and are either new policies or existing policies that have been revised as identified above.

1.2 All of the above Policies have been approved by the Council's Health and Safety Committee and the trade unions.

1.2 As an employer we have a legal duty to have these policies in place for all of our employees. Whilst the Corporate Health and Safety Policy is an overarching policy, there is a requirement to also have specific policies.

**2. RECOMMENDATIONS**

The Committee is asked to **RECOMMEND** to Full Council the approval of the Health & Safety policies listed above.

**3. KEY ISSUES****Financial Implications**

3.1 There are no direct financial implications arising from these policies.

**EXECUTIVE COMMITTEE**8<sup>th</sup> March 2016

- 3.2 However if the Council does not have such policies in place it should be noted that enforcement action could be taken against the council by the Health and Safety Executive as the enforcing authority.

**Legal Implications**

- 3.3 The Council has a legal requirement under the Health and Safety at Work Act, 1974 to ensure health and safety in the workplace.

**Service / Operational Implications**

- 3.5 These policies are applicable to all service areas throughout the council. Appropriate training in respect of these policies will be provided.
- 3.6 Health & Safety policies will be available to all employees on the Orb or in hard copy format where appropriate. All employees are required to undertake a Health & Safety induction, and health & safety policies form part of this induction process.

**Customer / Equalities and Diversity Implications**

- 3.7 A robust Health & Safety approach ensures that the services we provide to our customers are carried out safely, with the needs of all individuals taken into account.

**4. RISK MANAGEMENT**

- 4.1 Whilst the Council has a Health and Safety Policy in place it is recommended that specific policies are written to cover specific risks within the business.
- 4.2 The Council could be subject to prosecution and or investigation by the Health and Safety Executive if the council are found not to have appropriate policies in place. This will have an impact on the reputation of the Council and could also lead to a prosecution.

**5. APPENDICES**

- Appendix 1 - Fire Safety Policy
- Appendix 2 - Manual Handling Policy
- Appendix 3 - Accident and Incident Investigation & Reporting Policy
- Appendix 4 - Display Screen Equipment Policy
- Appendix 5 - Contractor Safety & Security Policy
- Appendix 6 - Lone Working Policy
- Appendix 7 - Substance Misuse Policy

**EXECUTIVE COMMITTEE**

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**8<sup>th</sup> March 2016**

Not applicable

**AUTHOR OF REPORT**

Becky Talbot, HR & OD Manager





**REDDITCH BOROUGH COUNCIL**



[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)

# **HEALTH AND SAFETY AT WORK**

## **FIRE SAFETY POLICY AND PROCEDURES**

Human Resources and Organisational Development  
Redditch Borough Council  
Walter Stranz Square  
Redditch  
Worcestershire.  
B98 8AH

Health and Safety Team 01527 64252

## Fire Safety Policy

### **Fire Safety Policy Statement**

The Elected Members, the Chief Executive, Directors and Heads of Service of Redditch Borough Council are committed to protecting the health, safety and welfare of their valued employees and recognises that fire prevention is a health and safety issue and acknowledge the importance of identifying and reducing potential causes of fire within the workplace.

Redditch Borough Council actively seeks to create and maintain a working environment safe from the risks of fire, in compliance with the legislation of specific relevance to fire safety:

- Health and Safety at Work Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- The Management of Health and Safety at Work Regulations 1999
- Dangerous Substances and Explosive Atmosphere Regulations 2002
- Building Regulations 2000

The Council will ensure, so far as is reasonably practicable, the health safety and welfare with regard to fire, of all its employees and any others who may use their Council buildings. It also acknowledges its responsibility to protect Council buildings and assets from the threat of arson and the accidental outbreak of fire and the risk of serious disruption to Council activities.

The Fire Safety Policy and Procedures supports the Councils Health and Safety Policy. The Council will:

- Provide information, instruction, training and supervision to enable all employees to carry out their duties effectively and safely.
- Provide safe equipment and systems of work.
- Carry out suitable and sufficient fire risk assessments for all areas and implement appropriate remedial actions.
- Be proactive in fire prevention and reactive in fire and near miss investigation.
- Carry out fire drills to test the effectiveness of procedures and equipment as appropriate.

### **Objectives**

To eliminate or minimise so far as is reasonably practicable, the risk of injury to:

- All Council employees
- Staff, Agency workers, Apprentices, work experience and Contractors
- All non-employees of the Council, including the general public, visitors to Council premises, to include Councillors, and any other person who may be affected by the activities or undertakings of the Council or its employees at work.

The Chief Executive is ultimately responsible for ensuring the Fire Safety Policy and Procedures are implemented and that responsibilities are assigned, accepted and

fulfilled at all levels. The Corporate Health and Safety Committee will support the implementation of the Fire Safety Policy and Procedures.

All staff are required to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They have the responsibility for ensuring that they are familiar with and understand the content of any relevant documents that relate to fire safety for the Council and must cooperate fully with the Council in complying with all procedures and measures to protect the safety and wellbeing of all.

Problems relating to fire safety in any Council building must be reported to the Health and Safety Team and Place Partnership (PPL) at the earliest opportunity, so that remedial action may be taken.

### **Introduction**

This document provides all staff with guidance in relation to fire safety at the Council. The Fire Safety Policy and Procedures will be reviewed and updated at least every 3 years or if there are any significant changes e.g. Legislation, technology, new premises etc. by the Health and Safety Team. This document consists of three parts:

- Part One: Fire Safety Policy
- Part Two: Procedures
- Part Three: Roles and Responsibilities

Though Procedures are referred to in this document the Council has a number of premises for which it is responsible. Therefore reference also needs to be made to the Procedures for each individual premise as there will be slight differences.

## Part One: Fire Safety Policy

### 1. Safe Working Environment

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) is the primary legislation for fire safety. The Fire Safety Order applies not only to persons at work, but to all persons lawfully on the premises and those not on the premises that may be affected by a fire on the premises. Risk Assessment is used as the basis for compliance and the “responsible person” for the Council is held liable in case of any breach.

To comply with current legislation, the Council will ensure so far as is reasonably practicable the health, safety and welfare of all people on their premises or affected by their activities, with regard to fire.

In order to create and maintain a safe working environment the Council will:

- Safeguard the wellbeing of all employees, visitors and contractors through adherence to best practice and through managerial support.
- Provide information, instruction, training and supervision to enable all persons to carry out their duties effectively and safely.
- Carry out suitable and sufficient fire risk assessments for all areas. Assess any deficiencies and implement recommended improvements to buildings and procedures as appropriate.
- Provide safe systems of work for all hazardous activities.
- Ensure that flammable substances are stored and used in accordance with DSEAR (The Dangerous Substances and Explosive Atmospheres Regulations of 2002) and the Councils policy and technical guidance notes.
- Conduct fire safety inspections of buildings, plant, equipment and work practices to ensure safe standards are maintained.
- Conduct evacuation drills in each building at least twice per year to maintain over all awareness and practice procedures.
- Be proactive in fire prevention and encourage a no blame culture for the reporting of incidents or near misses.
- Be reactive by investigating incidences of fire and false alarms that have occurred, concentrating on the cause and response, rather than just the outcomes.
- Promote risk management by implementing and maintaining effective control measures.
- Ensure visiting contractors activities are controlled in accordance with council policies.
- Ensure that the buildings are maintained to a high standard with regard to fire prevention, containment, detection, alarms, means of escape etc. and in compliance with latest legislation, approved codes of practice and relevant standards.
- Review and audit all the arrangements for fire safety to ensure that they remain current and relevant.
- Carry out fire drills to test the effectiveness of procedures and equipment as appropriate.

All staff should note that the ownership of fire safety responsibility lies with the person in charge of the workplace or activity and is devolved to each member of staff, but every person may contribute to the effective management of risks.

The Council will achieve control by securing the commitment of employees to clear fire safety objectives. Line Managers must take responsibility for controlling factors which could lead to a fire.

The Chief Executive is responsible for ensuring that the details of the Fire Safety Policy and Procedures are implemented and that responsibilities for fire safety are properly assigned, accepted and fulfilled at all levels with operational assistance and advice from the Health and Safety Team. Good working relationships shall be maintained between the Health and Safety Team, Managers and staff so that a partnership exists and any fire safety issues that are raised are resolved through discussion and consultation.

## **2. Reporting, Measuring and Monitoring Performance**

The Council recognises that for fire safety management to be successful, supervisors and managers must monitor all activities. Everyone in the Council is encouraged to be proactive in promoting fire safety in existing practices and systems of work.

The Council recognises that on one occasion the outcome of a fire or near miss may be insignificant and that on another, the result may be serious. Therefore all fires and near misses must be reported to the Health and Safety Team immediately. These will be investigated and suggestions sought as to how such an occurrence may be avoided in the future if appropriate.

The data collected is analysed by the Health and Safety Team to identify trends and make recommendations. All such reports are provided to the Corporate Health and Safety Committee and Corporate Management Team.

Fire Risk Assessments will be carried out for each building or more frequently if required, and remedial action plans will be produced. This process will prioritise any management or building improvements necessary to comply with legislation and best practice.

Auditing will be undertaken by competent persons who are trained in the task and will achieve the following:

- Review the fire safety policy and procedure
- Ensure compliance with Fire Safety Legislation.
- Identify improvements needed to maintain safety standards such as additional lighting, sounders or detection
- Promote fire safety awareness throughout the organisation.
- Assess performance of fire safety systems.
- Check the monitoring arrangements.
- Monitor the effectiveness of fire drills.

The Council promotes quality auditing, which highlights any problem areas, suggests remedial measures and monitors the action taken to control the risks to employees, other persons and property from fire.

### **3. Fire Safety Training**

The Council will provide fire safety training for all staff at the appropriate level. All new employees will receive a fire safety briefing as part of Induction training. Refresher training will be carried out at appropriate intervals.

All staff with an identified role e.g. Fire wardens will receive training sufficient to ensure their competency in their specific role.

Fire evacuation drills will be held for all buildings at least twice per year. Fire drills will be organised by building managers and or the Health and Safety Team and Place Partnership. A record of fire drills will be kept in the building Fire Log Book. The Health and Safety Team will monitor and assist with fire drills where required.

## **Part Two: Fire Safety Precautions**

All Council premises have fire safety precautions in place following the completion of fire risk assessments and a review of fire compartmentation and fire prevention in each building. The complexity of the provisions of fire safety precautions provided depends on the usage and age of the building.

These are all subject to regular checks and maintenance through the Officer in Charge and the provider of the equipment. All defects and concerns are to be reported through the Place Partnership in the first instance for remedial action to be taken.

### **1. Fire Doors**

Fire doors must be kept closed at all times (unless the doors are fitted with automatic closers which activate when the alarm sounds) to maintain compartmentation of the building and to prevent the spread of fire, smoke and toxic fumes.

Corridors, stairways, landings and escape routes must be kept clear at all times of anything that is likely to cause a fire, accident or to impede evacuation in an emergency.

Hazardous materials must be stored, used and disposed of in accordance with all legal requirements and safe working practices.

All firefighting equipment must be kept free from obstruction and be readily available for use in an emergency. Portable fire-fighting equipment must not be removed or repositioned without consultation with the Health and Safety Team

Any damage to equipment provided for fire safety purposes must be reported immediately to the Health and Safety Team and Place Partnership.

### **2. Means of Escape – routine inspection**

All Council buildings will be visually inspected at the start of each working day. The inspection should include that:

- All exit doors and gates are unlocked and readily available for use, or they are capable of being opened quickly and easily in the event of a fire.
- Any emergency fastenings are working efficiently
- Any doors, gates or shutters that are required to be locked in the open position are so locked;
- All escape routes and exit doors are clear of any obstructions
- Fire doors are not held open except with approved devices
- There are no obvious fire hazards on escape routes, such as accumulated waste
- Any evacuation lifts for disabled persons are working where installed.
- All defects reported, logged and programmed for remedy.

Fire doors will be regularly visually checked by Place Partnership or nominated Contractor on a periodic basis. If in the meantime any issues are found they must be reported immediately.

### **3. Testing and Maintenance**

#### **3.1 Fire Alarms**

The fire alarm system will be tested weekly by Place Partnership, a member of staff or an external provider sourced by them using a different call point for each successive test. The duration of the test will be sufficient to check that the system operates satisfactorily. Any defects should receive immediate attention to Place Partnership helpdesk. A record of tests will be kept in the Fire Log Book for each property. The fire alarm system will be maintained in the manner and at the intervals recommended by the manufacturers of the equipment.

##### **In the event of a fire alarm failure:**

If the failure is due to last for more than 12 hours additional security arrangements and fire watches/patrols will be introduced for that respective building. All staff will be briefed through Communications on the actions to take and kept up to date.

In such circumstances any activities/works being undertaken which could pose a fire risk will be suspended until the fire alarm is up and running again i.e. hot works.

If the outage is due to last for the working day staff are to be advised of the outage and everyone is to remain extra vigilant for the duration including Fire Wardens, Caretakers and Managers.

#### **3.2 Portable Fire Extinguishers**

All portable fire extinguishing equipment will be tested and maintained on an annual basis by a competent person. Place Partnership has responsibility for organising this contract for all Redditch premises.

#### **3.3 Emergency Lighting**

All emergency lighting systems will be regularly tested and properly maintained to an appropriate standard. Most existing systems will need to be manually tested. However, some modern systems have self-testing facilities that reduce routine checks to a minimum. The monthly testing is either done by staff within the building or sub-Contracted out by the Place Partnership.

A record of the tests will be kept in the Fire Log Book and any formal reports will be held by Place Partnership but at least an electronic copy should be available on site.

#### **3.4 Special procedures**

In some situations (e.g. gas isolation, shut downs, personal emergency evacuation plans etc.) there may be a need to have special procedures in place. These procedures will be produced by the relevant department in conjunction with the Health and Safety Team. The relevant department will ensure that members of staff have been trained or briefed on the procedure as appropriate.



#### 4. Fire Log Book

A Fire Log Book is kept and maintained in each Council premise. The Fire Log Book includes:

- Useful telephone contacts
- Senior Advisor's (Health, Safety & Wellbeing) and Fire Wardens' details
- Visits by the local Fire and Rescue Service
- Fire Alarm System – record of tests
- Fire Alarm System – Contractors record of maintenance
- Emergency Lighting System – record of tests
- Emergency Lighting System – Contractors record of maintenance
- Fire door Inspection – Record sheet
- Fire door Inspection Guide
- Staff Fire Instructions/Evacuation Drill-Record sheets
- Fire Evacuation Record

#### 5. Fire Action Procedure

Fire action notices are posted throughout each building and can be found on exit routes normally adjacent to call points or portable fire equipment. These will identify the location of the Assembly Point and how to contact the Emergency Services.

If you discover a fire:

- Raise the alarm immediately by shouting fire
- Operate the nearest fire alarm call point (break-glass box located at all exits).
- Leave the building via the nearest and safest exit
- Report to your designated assembly point.
- Do not stop and collect personal belongings.
- Do not use the lift.

If trained to do so and if minimal risk exists, tackle the fire with appliances found at exits and other key locations.

Fire Wardens will carry out their duties as described in part three of this policy. The Officer in Charge will coordinate information and activities as described in part three of this policy.

#### 6. Disabled People

People with disabilities which may hinder the evacuation in an emergency situation must have a personal emergency evacuation plan (PEEP) in place. These can be drawn up in consultation with the Health and Safety Team.

Visiting persons with disabilities are required to inform a member of staff if they require help evacuating a building in an emergency.

**7. Cooperation and Coordination**

The Council will take all reasonable steps to coordinate the arrangements for managing fire safety, where premises are shared with other organisations.

## Part Three: Roles and Responsibilities

### 1. Overall Responsibility

The Chief Executive and the Leader of the Council has ultimate responsibility for ensuring that the arrangements for managing Fire Safety are in place and regularly monitored. This ultimate responsibility cannot be delegated. However, the functions related to that responsibility may be delegated.

Contained within the Fire Safety Order is reference to a 'responsible person' who has overall responsibility for fire safety within workplaces under his control. The 'responsible person' within the Council is the Chief Executive who is ultimately responsible for the following:

- To take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of all their employees.
- In relation to relevant persons who are not their employees, take such general fire precautions as may reasonably be required in the circumstances.
- Establish procedures to be followed in the event of serious and imminent danger to relevant persons.
- Arrange for fire safety matters to be discussed by the corporate management Team where necessary.
- Ensure arrangements are made for joint consultation of all employees with regard to all fire safety matters.

### 2. Directors

The Directors are responsible to ensure the discharge of the fire safety function on behalf of the Chief Executive through the following means:

- The implementation of the Fire Safety Policy and Procedures
- Acting upon the recommendations and requirements of the fire risk assessment
- Fire safety linked to a particular process or procedure under their control
- Ensure that adequate fire safety information, instruction, training and supervision is provided to all employees within their directorate.
- Appointing suitable responsible persons to undertake all necessary fire arrangements and procedures.

### 3. Heads of Service

Fire safety legislation as it affects each directorate, together with training, administration and day to day working requirements, justify the need for delegation to personnel under the directorate control. For this purpose, Heads of Service are responsible to the Chief Executive and Directors (as applicable) for all matters relating to fire safety within their service area through the following means:

- Corporate safety arrangements, instructions and section guidance relating to fire safety are practised and information relating to regulations and codes of practice is disseminated to those employees for whom they are responsible.

- Publish written and signed safe working arrangements (systems of work) where necessary to safeguard against the risk of fire and to bring them to the attention of their employees.
- Maintain fire safety when reorganising workplaces, changing systems of work or introducing new plant or machinery. In consultation with the Health and Safety Team and or Place Partnership.
- Ensure that the responsibilities of their managers/supervisors are carried out.
- Support the Chief Executive and Directors in implementing & discharging their duties under the Fire Safety Order.
- Identify and ensure that suitable and sufficient information, instruction, training and supervision is provided and that all employees in their Service Areas are competent in the fire safety aspects of the work they are required to undertake.
- Identify and appoint a sufficient number of fire wardens for their service areas.
- Ensure that the appointed fire wardens receive suitable & sufficient information, instruction, training and supervision to fulfil their role.

#### **4. Line Managers and Supervisors**

Line Managers/Supervisors are responsible to their Head of Service for all matters relating to fire safety within their area of responsibility. Each manager or supervisor will be responsible within their section for ensuring that:

- Corporate safety arrangements, instructions and section guidance relating to fire safety are practised & information relating to regulations and codes of practice is disseminated to those employees for whom they are responsible.
- They will also ensure that safe working methods are practised at all times and necessary controls are maintained.
- They are familiar with the Corporate Fire Safety Policy, Organisation and arrangements document, and any safety rules or codes of practice developed from it.
- All fire hazards are identified, the necessary risk assessments completed and control measures developed or maintained to reduce or eliminate the risk of harm to all persons who interface with the work area or operations.
- Suitable and sufficient information, instruction, training and supervision is provided and that all employees in their section are competent in all aspects of fire safety.
- Fire wardens are appointed and additional fire safety training is provided for the appointed fire wardens within their areas of responsibility.
- Employees under their control comply with safe working arrangements and systems at work as it relates to fire safety.
- Fire safety provisions or procedures as set out in the Section 3 Arrangements document (see below), or elsewhere are understood and followed by all persons within their section including visitors and contractors.
- All new employees attend a health and safety induction course that covers basic fire safety procedures, followed by on the job fire safety training and familiarisation or refresher training (where necessary).
- Fire safety inspections are carried out to determine the effectiveness of the safe working arrangements.

- To work closely with the Health and Safety Team and Safety Representatives in respect of matters that may affect the fire safety of their employees.
- To maintain and update their skills, information and knowledge relating to fire safety matters.
- Plant, machinery and equipment used at work as it relates to fire safety, is safe, maintained in good working order and used in accordance with the manufacturer's instructions and inspection and maintenance records kept.
- Adequate supervision is available at all times where necessary, especially where young people are involved.

## **5. Health and Safety Team**

The Health and Safety Team is responsible for conducting fire risk assessments and for providing advice, training, monitoring and auditing of the Fire Safety Policy and Procedures. The Health and Safety Team will have the following responsibilities:

- Provide or arrange assistance, on fire safety matters for the Council and its officers, to enable management to meet their statutory obligations and ensure consistent application of the Council Fire Safety Policy.
- The maintenance, amendment and distribution of the Fire Safety Policy and supporting documents.
- Advise and assist management to fulfil their responsibilities for the fire safety of employees and others affected by their actions.
- Source information and advice on the design and implementation of safe systems of work, selection, provision and use of appropriate fire safety equipment.
- Promote regular fire safety training for all employees in collaboration with all Heads of Service.
- Promote and deliver fire safety training for all fire wardens at appropriate intervals.
- Liaise with statutory bodies such as the HSE and the Fire and Rescue Service as necessary.
- Carry out periodic assessments, inspections or audits and draw to the attention of the appropriate Head of Service, concerns as to any unsafe working practices, procedures, plant or any breach of legislation concerning fire safety and wherever possible, advising on remedial action.
- Assist Line Managers, through on site visits where appropriate, to ensure that contractors comply with all fire safety considerations and other relevant requirements affecting their undertakings on behalf of the Council.
- Promote a positive fire safety culture in conjunction with line management, encouraging fire safety consciousness at all levels within the organisation.

## **6. Fire Marshal**

Sufficient numbers of Fire Wardens will have been identified for each premises to assist the evacuation of staff and visitors from the building in the event of a fire or another emergency occurring.

A workplace fire warden must not put themselves at risk while carrying out their duties, they are essentially there to carry out many elements of a fire risk assessment, to increase the chances of preventing a fire in the first place. There are often times where fire occurs, and the warden needs to react. In a reactive position, their responsibilities are:

- Attend any training in relation to their duties for the building in which they are responsible.
- Fighting fires / use of fire extinguishers if they feel it is safe to do so.
- Raise the alarm via the nearest call point and ensuring all staff in their area make their way to a place of safety outside.
- Sweep all rooms where safe to do so ensuring toilets and places like walk in cupboards are checked.
- Assist disabled people where identified.
- Close all windows in rooms and corridors and close all doors and fire doors as they make their way out of the building.
- Report to the Chief Fire Marshal that their area is clear, any observations etc.
- Ensure that all new staff (in their Service area) are familiarised with the layout including exit routes within the first day of their arrival by either themselves or their Manager.
- Ensure through regular inspection that all walkways, exit routes etc are kept clear and tidy within their work area.
- Report any deficiencies in fire-fighting equipment, alarms etc to the Health & Safety Team and Place Partnership.
- Ensure that all staff evacuate from their work area in a timely manner should the fire alarm sound including checking toilets, meeting rooms etc.
- Refer any persons who may have difficulty evacuating the building in the event of a fire to the Health and Safety team for a Personal Emergency Evacuation Plan to be drawn up.

## **7. Officer in Charge (OIC)**

A member of staff has been nominated as an OIC for each Council premise and will take day to day responsibility for ensuring that all systems in place are running as required and for reporting any deficiencies to Place Partnership.

## **8. Place Partnership**

Place Partnership is responsible for the implementation of the Fire Safety Policy and Procedures where it applies to building structure.

## **9. Safety Representatives**

In addition to their general duties as employees, Safety Representatives have fire safety responsibilities to their members to:

- Promote co-operation between management and employees and monitor the local arrangements for effecting the authority's Fire Safety Policy.
- Make periodic inspections of selected areas of the authority's work places and equipment in the interest of fire safety in conjunction with management and/or the Health and Safety Team

## 10. All other employees

Staff must be familiar with and comply with the Fire safety policy and procedures and report any shortcomings in fire precautions to their manager. All staff must familiarise themselves with the fire procedures for the building in which they work as each may differ slightly due to building use, layout, numbers of staff etc. All employees will comply with the following requirements:

- To co-operate with their employers so far as is necessary to enable the employer to comply with their legal obligations.
- To act in accordance with all fire safety procedures, safe systems of work or instructions that have been initiated by management for their health and safety.
- To take reasonable care of their own health and safety and the health and safety of any other person who may be affected by their acts or omissions at work.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of fire safety.
- Report without delay any work situation to that person's line manager that represents a serious and immediate danger to fire safety.
- Report without delay any matter to that person's line manager that represented a shortcoming in the Council's protection arrangements for fire safety.

## 11. Visitors

Visitors must comply with the Fire Safety Policy and Procedure. These will be provided to them on arrival and be printed on the reverse of their Identity badge.

## 12. Contractors

Contractors must comply with:

- The Fire Safety policy and procedures
- The Safety Guidelines for Contractors specifically the fire precautions element.







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# HEALTH AND SAFETY AT WORK

## MANUAL HANDLING POLICY AND PROCEDURES

Human Resources and Organisational Development  
Redditch Borough Council  
Walter Stranz Square  
Redditch  
Worcestershire.  
B98 8AH

Health and Safety Team 01527 64252

## MANUAL HANDLING POLICY AND PROCEDURES

### 1. Statement of Intent

Redditch Borough Council recognises its responsibilities to comply with the Health and Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992) as well as other related legislation in regard to the manual handling of loads for all employees of the Council.

The Council recognises that also musculoskeletal disorders (MSD) pose a significant risk of injury to employees and recognises the responsibility to ensure all measures are taken to provide and maintain working conditions that are safe, healthy and comply with Statutory requirements and Approved Codes Of Practice (ACOP).

To this end, the Council will ensure that adequate resources are made available, so far as is reasonably practicable, to ensure the implementation of this policy.

This policy is based on an ergonomic risk assessment approach. Its aim is to avoid, assess and reduce risk, so far as is reasonably practicable, from manual handling tasks, involving people and inanimate loads.

The emphasis is on risk assessment resulting in recommended safe systems of work/handling plans that involve, where appropriate and so far as is reasonably practicable, the use of appropriate mechanical or automated equipment.

The aim of this policy is to set out the systems and procedures by which the Council will achieve, so far as is reasonably practicable, safe systems of work and a safe working environment with regard to manual handling operations by any of its staff. Such operations may be carried out on any Council premises or in community locations.

#### 1.1 Objectives of the Policy

The primary objective is to avoid the need for hazardous manual handling. Where any such handling tasks cannot be eliminated a competent risk assessor will carry out an ergonomic assessment in order to minimise the risk of injury due to the manual handling task.

A manual-handling hazard can be defined as:

*“any transporting or supporting of a load, by one or more workers, including lifting, lowering, pushing, pulling, carrying, or moving a load, which, by reason of its characteristics or of unfavourable ergonomic conditions, involves a risk particularly of back injury to workers.”*

## 2. LEGISLATION

### 2.1 Current legislation and guidance documents

There are several pieces of legislation relating to the practice of safe manual handling at work and the most relevant are listed below. Key points that relate to policy and procedures which are required are also given; however for full details of the specific legislation, reference should be made to RBC Health and Safety Policy.

- Health and Safety at Work etc. Act 1974
- Manual Handling Operations Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Personal Protective Equipment at Work Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 1995
- Provision & Use of Work Equipment Regulations 1998 (“PUWER ‘98”)
- Lifting Operations & Lifting Equipment Regulations 1998 (LOLER ‘98)

#### **The Health and Safety at Work Act etc. (1974)**

This act remains the enabling act for all subsequent legislation and sets out responsibilities for both employer and employee. The employer is required to provide:

*“such information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable, the health and safety at work of his employees”.*

The act requires employees to:

*“take reasonable care for his or her own safety and the health and safety of other people who may be affected by his or her acts or omissions.”*

#### **The Manual Handling Operations Regulations 1992**

These regulations establish a clear hierarchy of measures to be taken by employers:

- Avoid hazardous manual handling operations as far as is reasonably practicable.
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided and taking account of all factors: task, load, individual capacity, environment and equipment.
- Reduce the risk of injury from these operations as far as is reasonably practicable and using an ergonomic approach.

The employee also has a specified responsibility to:

- Co-operate with safe systems of work and follow Health and Safety instructions
- Participate in training and to report defects

### **Management of Health and Safety at Work Regulations 1999**

The employer is further required to:

- Make suitable and sufficient assessment of the risk to the Health and Safety of their employees whilst at work as well as the risk to the health and safety of others who may be affected. The assessment must be written if more than 5 people are employed
- Record any group of people who may be at risk of injury
- Give information on the nature of manual handling hazards
- Set up emergency procedures

### **Provision & Use of Work Equipment Regulations 1998 (“PUWER ‘98”)**

These regulations specify requirements of the employer to ensure that all equipment provided for use at work is:

- Suitable for the intended use
- Maintained in a safe condition so that people’s health and safety is not at risk
- Inspected in certain circumstances to ensure that it is and continues to be safe for use. Inspection must be by a competent person and a record must be kept

### **Lifting Operations & Lifting Equipment Regulations 1998 (LOLER ‘98)**

In addition to PUWER above, these are further requirements to maintain the safety of lifting equipment – i.e.: hoists, slings and adjustable height furniture; in particular these regulations specify the time scale for maintenance:

- Equipment for lifting persons that may be exposed to conditions causing deterioration is inspected and maintained at six monthly intervals and a record kept of the inspection
- Employees should be trained in use of equipment and in pre-use checks

***Reasonably practical*** - Legislation requires that control measures are put in place to reduce identified risk so far as is reasonably practicable; that is to assess the cost of the control measure against the consequences of the identified risk. It should be remembered that there are potential financial implications to the consequences of unmanaged risk as well as to control measures to reduce risk.

High risk ↑ ↓ Low risk	High risk – low cost <b>imperative</b>	high risk – high cost <b>imperative or acceptable alternative</b>
	Low risk – low cost <b>Advisable</b>	low risk – high cost <b>may not be required</b>
	Low cost ←	→ high cost

### 3.0 ROLES AND RESPONSIBILITIES

This section documents the roles and responsibilities of all individuals and groups of staff involved in manual handling at Redditch Borough Council.

**3.1 The Chief Executive Officer and Corporate Directors** have ultimate accountability for ensuring compliance with Health and Safety Legislation within Redditch Borough Council.

**3.2 Heads of Service** have the responsibility for ensuring implementation of the policy in their service area, with particular attention to the following:

- The avoidance where reasonably practicable of hazardous manual handling activities and work situations involving poor postures.
- Where these situations cannot be avoided, risk assessments are undertaken and control measures implemented to reduce the risk.
- Ensuring that Managers are adequately trained and competent to manage manual handling risk within their area of responsibility.
- Ensure that sufficient funding is available in order to purchase manual handling aids to assist staff in manual handling activities.
- Ensure that all manual handling activities are kept to a minimum and avoided wherever possible through mechanisation, automation etc.

### 3.3 Line Managers and Supervisors

Due to the fact that Managers and Supervisors are aware of the activities that their staff undertake in the workplace they have the following responsibilities:

- Be aware of the manual handling activities within their own area of responsibility and ensure that suitable and sufficient risk assessments and safe systems of work are in place and suitably recorded.
- Ensure systems are in place to identify all staff involved in manual handling activities, and ensure that they receive adequate training (including temporary and relief staff).
- Where equipment has been identified as required to reduce manual handling risks to acceptable levels this shall be provided, recorded and appropriately maintained as per the regulations.

- Ensure that all staff receive appropriate training before carrying out any manual handling tasks and that accurate records are kept of the training content and attendance
- Ensure that written risk assessments are kept and updated to identify appropriate control measures to minimise manual handling risks as far as is reasonably practicable.
- Ensure employees are made aware of the findings of risk assessments, manual handling operations plans and safe systems of work
- Ensure that equipment provided is suitable and sufficient and is maintained in accordance with relevant legislation (PUWER, LOLER)
- Ensure that systems are in place for the periodic review and updating of risk assessments, with changes communicated to all those that face the risk from the manual handling hazard
- Give details of moving and handling requirements in job descriptions and person specifications
- Give full information to staff on the nature and weight of manual handling hazards within their workplace.
- Ensure that any equipment which is identified as necessary following risk assessment, is available for employees to use and they are all trained in its use
- Manual handling accidents/incidents are reported via the Orb and investigated with aim of preventing a reoccurrence.

### 3.4 Employees

Each employee is required to -

- Take reasonable care for their own health & safety and for that of others who may be affected by their acts or omissions;
- Be aware of health and safety issues and the hazards associated with manual handling tasks including the cumulative effect of repeated manual handling operations
- Utilise appropriate equipment, where provided, in order to reduce the risks associated with a manual handling operation. The equipment should be used for its intended purpose and in line with any information and instruction the employee has received.
- Undertake manual handling operations in the way in which they have been instructed and trained
- Undertake visual checks on all relevant equipment used in conjunction with manual handling operations prior to its use
- Inform their immediate supervisor of any condition from which they are suffering which could affect the ability to comply with the requirements of this policy or carry out their duties safely;
- Inform manager of any concerns regarding their health and safety or that of any other relevant person in relation to safe manual handling operations
- Identify and alert managers or any new activity, equipment or change in circumstances that may require a risk assessment

- Ensure that any clothing /uniform that is worn will not be restrictive to the movement and posture required for safe handling; ensure footwear will be protective, offering good support and grip.
- Comply with Redditch Borough Council's policy on incident and accident reporting and report all accidents and incidents, however minor.

#### 4. RISK ASSESSMENT AND IMPLEMENTATION PROCEDURES

Legislation requires that all manual handling operations that may present a risk of injury must be the subject of a risk assessment carried out by a competent person and using an ergonomic approach. The assessment must be suitable and sufficient and if more than five people are employed it must be in writing. Legislation also suggests that where employees of different employers work in the same workplace that their employers co-operate to produce an overall risk assessment.

The purpose of a risk assessment is to:

- Identify all hazardous moving and handling tasks carried out at work and determine the likelihood and severity of any injury or harm arising from these tasks and to whom
- Assess all factors, including existing control measures, involved in the hazard using the TILE(E) analysis – given below (loads may be animate or inanimate)
- Identify control measures that will reduce the risk of injury to acceptable levels
- Identify all employees who may be at risk of injury from moving and handling tasks in the performance of their duties

##### **The TILE(E) analysis in risk assessment**

Manual handling risk assessment can be divided into the five areas, each of which has factors that influence the level of risk associated with the moving and handling operation. All of these areas require consideration during the assessment:

**T(ask)** – does the task involve:

- Twisting or stooping
- Strenuous pushing or pulling
- Excessive lifting or lowering
- Handling at a distance from the trunk
- High task frequency without adequate rest periods

**I(ndividual movers)** – do the people carrying out the tasks require:

- Specialised training
- Unusual strength or ability
- A uniform or personal protective equipment
- Consideration during impaired ability – for example if pregnant

**L(oad)** – is the person or object being moved:

- Heavy or large



- Unwieldy or difficult to grasp
- Unpredictable or unstable
- Vulnerable to injury or fragile
- Sharp, hot or hazardous in any other way

**E(nvironment)** – does the area in which work is carried out have:

- Restricted space
- Slippery or uneven floors
- Slopes ramps or steps
- Adequate levels of heat light and ventilation

**E(quipment)** – is any equipment used:

- Suitable for the task
- Available in all circumstances
- Maintained and inspected
- Clean

The three different types of risk assessment are:

**4.1 Generic risk assessment** covering the whole office or work activities together with any locations visited by staff outside these sites as part of their duties. A generic assessment must be completed at least annually and more frequently should significant changes in equipment, work place or staffing occur. The risk assessment is used to identify manual handling hazards and required control measures using the TILE(E) assessment.

**4.2 Individual risk assessment** to be completed for any member of staff whose capacity for moving and handling at work may be impaired.

**4.3 Service User Risk Assessment** - In respect of service user risk assessment and handling plans, it is recognised that a specific assessment for each user is required.

All these areas form the basis for both the assessment and the control measures that can be put in place to minimise risk and enable safe systems of work.

#### **4.4 Monitoring risk assessments**

It is the Managers responsibility on behalf of the Council to ensure that risk assessments are in place, accurate and updated at agreed intervals. Such intervals must be at least annually, but may be more frequent where conditions are prone to change. It is also necessary to review the risk assessments following significant changes in circumstances. Completion of the risk assessment document can be delegated to a competent risk assessor within the school or office; such an assessor is also likely to discuss moving and handling issues and control measures with the staff. However the Manager must confirm the suitability and accuracy of the assessment.



External monitoring of risk assessment completion and its translation to safe systems of work will be conducted through audit processes carried out by the Health and Safety Team.

## **5. TRAINING PROCEDURES**

### **5.1 Training format and content**

Training and instruction in awareness and safe handling principles will occur in conjunction with other risk control options. Training alone is not effective in the controlling of risks and other organisational and ergonomic factors must also be considered, with safe systems of work developed

All training will meet the standards laid down by Redditch Borough Council and will be tailored to service requirements and will be linked directly to risk assessment.

Managers must carry out a training needs analysis based on the modules as identified by Redditch Borough Council. Managers will be required to identify which modules are required to control the risks involved in the work activities their staff undertake.

Managers will ensure that employees receive appropriate training prior to undertaking any manual handling tasks, or following any significant change in circumstances.

### **5.2 Refresher Training**

Refresher training seeks to ensure that members of staff having received foundation training have retained their competencies. All staff regularly involved in manual handling activities of significant risk will receive refresher training.

### **5.3 Risk Assessor Training**

Line managers and supervisors or appropriately delegated employees who are responsible for undertaking manual handling risk assessments, will be provided with appropriate training that meets the current standards and which allows them to be competent to carry out this requirement.

### **5.4 Training Records**

Records of all training undertaken must be kept by the manager with a copy of the individual training record being forwarded to the employee. Managers and staff will be responsible for booking training and subsequent updates through Human Resources.

## 6. EQUIPMENT STRATEGY AND IMPLEMENTATION PROCEDURES

Current legislation in manual handling practice requires that the first duty of employers is to **avoid** manual handling tasks at work. Where manual handling tasks cannot be completely eliminated, they must be assessed and all associated risks reduced as far as reasonably practicable – generally by the provision of further handling aids and equipment, staff training and modifications to the environment.

### 6.1 Selection of appropriate equipment

Provision of manual handling equipment should be subject to risk assessment. All mechanical equipment used for moving and handling will be maintained in accordance with the Lifting Equipment Lifting Operations Regulations 1998 and the Provision and Use of Work Equipment Regulations 1998.

Equipment will be subject to a six monthly thorough inspection and test by a competent person with records kept centrally and locally. All lifting accessories must be individually identified and subjected to a six monthly documented inspection and test.

An inventory of all equipment must be kept by the manager of a team or establishment who is accountable for the maintenance and review of the inventory.

Managers are responsible for the safe working order of all equipment and ensuring that it is subject to this regime. They are also responsible for contacting the relevant agency for repair or replacement.

All those using manual handling equipment will be required to undertake visual inspections of all equipment prior to use to ensure that there is evidence of above checks and to identify any faults which should be reported to their manager.

Equipment provided to carry out moving and handling actions in the workplace must be:

- fit for the purpose
- available in sufficient quantity
- maintained in good working order
- cleaned in accordance best practice to avoid cross-infection

Maintenance of equipment within the Council must comply with the standards set out within these regulations. Maintenance must be carried out by a suitably qualified person, which may be organised directly with the provider or be on a service contract arranged by Place Partnership Ltd.

### 6.2 Purchase and funding of equipment

Manual handling equipment must be provided in circumstances where it has been assessed by a competent assessor to be the most appropriate

and reasonably practicable method to reduce manual handling risks to acceptable levels. In the first instance Departments/Service areas will be responsible for the provision of such equipment from their delegated budgets.

## 7. MONITORING OF MANUAL HANDLING ACCIDENTS AND INCIDENTS

Any manual handling injury or incident that occurs at work must be recorded and reported as soon as possible. In certain areas paper forms are available but the incident still needs to be reported on the Orb. Any required remedial action to prevent a similar injury or incident must be undertaken immediately or warning signs put in place to reduce the risk of further incident.

The Accident Form on the Orb must be completed in all cases and sent to the Health and Safety Team. If the accident is deemed to be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR) the Health and Safety Team will file the report.

Following any such incident Risk Assessments and work procedures should be reviewed to ensure the continued safety of all staff members.

Further information regarding the reporting and recording of accidents at work can be found in the Accident & Incident Reporting Policy which can be found on the Orb.

## 8. Review

This policy will be reviewed if there is a significant change in legislation or standards, change in any relevant structure or following any reason to suspect it is no longer valid.

### Appendices

There are Four Appendices to this Manual handling operations policy –

Appendix 1 – Glossary of Terms

Appendix 2 - **The HSE's Manual handling operations Risk assessment filter** which has been reproduced from the Manual handling operations Regulations Guidance publication for information and explanation purposes. The Manual handling operations Assessor should be fully competent to understand and implement the contents of this appendix when undertaking Risk assessments.

Appendix 2 – **The HSE's Manual handling of loads Assessment checklist** which has been reproduced from the Manual handling operations Regulations Guidance publication. This assessment checklist has been adopted as the Council's Manual handling operations assessment form and should be used when assessing the manual handling of **loads**.

Appendix 3 – **The HSE’s Pushing and pulling of loads assessment checklist** has been reproduced from the Manual handling operations Regulations Guidance publication. This assessment checklist has been adopted as the Council’s Pushing and pulling of loads assessment form and should be used when assessing the Pushing and pulling of **loads**.

## Appendix 1

**DEFINITIONS AND TERMINOLOGY**

Current legislation in manual handling defines both the employers' and the employees' responsibilities in providing and maintaining a safe working environment. Some of the required terms used within the legislation are as follows:

***Manual handling:***

The transporting or supporting of a load, (including lifting, putting down, pushing, pulling, carrying or moving by hand etc. or by bodily force).

***Load***

Includes any movable object or material supported manually or by tools or equipment. This definition includes people and animals.

***Musculoskeletal Disorder (MSD)***

Involve the muscles, tendons, joints and skeleton, particularly in the back, hands and arms – symptom from mild aches and pains to severe swelling and inflammation.

***Hazard*** - A hazard is anything that has the potential to cause harm (e.g.: slippery floors, a frayed electric flex or a heavy load).

***Risk*** - A risk is the chance that somebody will be harmed by the hazard and can be quantified as high, moderate or low depending on the severity and likelihood of an incident.

***Ergonomics*** - The study of the relationship between workers and their environment. Ergonomics can be used to assess the 'fit' between people, the work that they do and the things that they use.

***Safe systems of work*** - Safe systems of work require risk assessment and analysis of all manual handling tasks undertaken, the individuals performing such tasks, the loads being handled, the environment in which handling takes place and the equipment available. Control measures to reduce all such identified risks to acceptable levels will result in safe systems of work that can be recorded and implemented.

***Generic Risk Assessment***

An assessment that encompasses a number of related operations which have similar characteristics.

***Individual Risk Assessment***

An assessment of the risks arising specifically from the provision of the duty of care to a person. The risk assessment assesses the risks to both the Post holder and anyone else who may be affected by the activities of the Post holder.



**REDDITCH BOROUGH COUNCIL**



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# **HEALTH AND SAFETY AT WORK**

## **ACCIDENT INCIDENT REPORTING**

### **and INVESTIGATION**

## **POLICY AND PROCEDURES**

Human Resources and Organisational Development  
Redditch Borough Council  
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## Accident & Incident Reporting Policy

### 1.0 INTRODUCTION

Redditch Borough Council has a legal duty to report certain types of accidents, injuries and dangerous occurrences arising out of work activity to the HSE. It also has a responsibility to investigate and keep a record of all accidents causing injury, dangerous occurrences and occurrences of disease or ill-health where they arise out of the work of the Council.

Health and Safety legislation requires employees to inform their employer about anything related to work which has caused or had the potential to cause harm to themselves or others and the monitoring of such reports is an important aspect of the control of health and safety at work. Although an accident free workplace does not necessarily mean that all risks are being controlled adequately it is accepted as a sensible objective and all reasonably practicable measures should be taken by the Council to prevent accidents and work related ill-health to staff.

The reporting and investigation procedure is in place so that accidents and or work related ill-health problems can be recorded and those in appropriate managerial positions can determine the likely cause of the accident and consider action which may be required to prevent recurrence.

The Council promotes an open approach towards accident and incident reporting and positively encourages staff, contractors and visitors to report accidents and incidents and to learn from the outcomes.

### 2.0 AIMS AND OBJECTIVES

The aims of the policy are:

- To identify the legal requirement for reporting and investigating accidents and incidents.
- To identify the procedure for reporting accidents, incidents, dangerous occurrences and near misses at the Council.
- To set out duties and responsibilities in relation to accident and incident reporting and accident and incident investigation of all persons working at the Council or on their premises.
- To identify how accidents and incidents will be recorded and investigated at the Council in order to prevent recurrence.

### 3.0 DEFINITIONS

Terms used in this policy:

- *Accident* – an unplanned event which lead or could have lead to an injury to people or damage to property. The outcome is often a matter of chance



- *Incident* – any event planned or unplanned which is nevertheless unwanted and which may have resulted in damage to or loss of property or even injury to a person
- *Near Miss* – is an unplanned event which had the potential to cause harm, resulted in no injury, illness or damage to people or property.
- *Dangerous Occurrence* – an event which may or may not have caused damage to or loss of property, but which could also have caused serious injury or death had circumstances been different, e.g. a heavy object falling from a building.
- *Hazard* – a hazard is something which has the potential to cause harm. Thus working at height, dangerous chemical or broken paving slab are all hazards and should be considered when assessing risks associated with them.
- *Work related ill health* – any illness, disability, or other physical problem which reduces either temporarily, or permanently, the functioning of an individual and which has been caused by, in whole or part, by the working conditions of that individual.

#### 4.0 LEGAL REPORTING REQUIREMENTS

The Council is bound by the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013 to report certain accidental injuries, incidents and occurrences of disease to the Health and Safety Executive as follows:

- Any fatality involving an employee or a non-employee arising out of the Councils work or occurring on Council premises, including an act of physical violence to a worker
- Any major injury to employees
- Injuries to non-employees which require the injured person to be taken straight to hospital for treatment and have arisen out of the work of the Council
- Injuries to employees which lead to them being absent from work, or unable to do their normal duties for more than 7 days
- Certain dangerous occurrences listed in the regulations (See Appendix 2)
- Certain occupational disease listed in the regulations. (See Appendix 2)

The Council ensures that when reportable injuries, occurrences and diseases arise out of or in connection with the work of the Council:

- The HSE are notified as soon as practicable
- A written report is sent to the HSE within 10 days. For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form.
- Trade Union Health and Safety Representatives are notified as soon as practicable.

Further details regarding the reporting requirements under RIDDOR 2013 can be found in the Appendices at the end of the policy.

## 5. REPORTING PROCEDURE

Procedure for reporting accidents, incidents, dangerous occurrences and near misses:

- All forms are available on the Orb: where staff do not have access to the Orb hard copy forms will be provided.
- Report forms may be completed by anyone who has knowledge of the event in question; ideally this will either be someone directly involved in the incident, a witness, first aider or line manager.
- Forms should be completed as fully as possible, but at the very least should include the date, the incident location, a brief description of what happened, the names and contact details of anyone directly involved and a description of any injuries suffered.
- All completed online forms will be forwarded to the Health and Safety team who will maintain a record of all accidents and incidents.

Any serious accident or incident should be reported immediately by the quickest means possible (by the next working day) to the Health and Safety team (in addition to filling in the online form). Accidents serious enough to require immediate reporting would include:

- Any death on Council premises or arising out of the work of the Council
- Any serious injury e.g. amputation, break or dislocation of a major limb, injury leading to significant blood loss, burns, electrocution, injury leading to unconsciousness
- Any industrial illness e.g. asbestos related disease, Legionnaires disease, diseases contracted from animals, any disease contracted through exposure to chemicals or dusts.
- Collision involving a Council vehicle or persons on Council business whether an injury was sustained or not.
- Any accident which has resulted in legal action or a threat of legal action.

In the above circumstances, it will be necessary to inform the Councils Insurers of the details of an accident or incident. This will be done via the Councils Insurance Officer.

## 6. FORMS AVAILABLE ON THE ORB

### 6.1 First Aider Form

It is important that for first-aiders and/or appointed persons to record incidents they attend. In some situations paper copies are provided of the Accident Form which must be completed and then entered onto the Orb. The information can help to identify accident trends and possible areas for improvement in the control

of health and safety risks. It can be used for reference in future first-aid needs assessments. Useful information to record includes:

- the date, time and place of the incident;
- the name and job of the injured or ill person;
- details of the injury/illness and what first aid was given;
- details about what happened to the person immediately afterwards (e.g. went back to work, went home, went to hospital);
- the name and signature of the first-aider or person dealing with the incident.

## **6.2 Accident & Incident Report Form**

Any accidents and incidents which occur on or in Council premises need to be reported on the Orb at the earliest opportunity using this form. This includes injuries to members of the public including children.

It is imperative that this form is completed in full with as much information as possible so that in the event of the incident needing to be reported to the Authorities all the necessary information is already available.

Upon completion of the form details are forwarded to Heads of Service and to the Health and Safety team. Upon receipt of reports these are then assessed and investigations are initiated as appropriate.

## **6.3 Near Miss & Hazard Report Form**

This form is for members of staff to report incidents whereby an event has occurred, nobody was necessarily injured but could have been if the circumstances had been different.

The purpose of this form is to highlight potential problems so that they can be dealt with thus preventing an accident from actually happening. This includes preventing injuries and also damage to equipment, property etc.

Again, on completion these are forwarded automatically to the Health and Safety Team who will assess and investigate where appropriate. Managers will be responsible for addressing any concerns which may have been raised this will include looking at work procedures, risk assessments and working practices involved.

## **6.4 The purpose of the On-line accident and incident reporting forms**

- To enable swift and accurate reporting of an incident by a member of staff, to those managers and staff who need to have the information, in order to carry out an investigation and take appropriate actions.
- To record incident data accurately in order that a range of reports can be generated for management reporting purposes.
- To enable on-going monitoring of the management of all incidents by the responsible service areas thus identifying any trends.

- To enable a formal completion of each incident by the Health and Safety Team when all appropriate actions have been addressed by the relevant service area.
- All staff with IT access in the workplace will be able to enter any accident forms online at the time of the incident.
- Ensure that relevant Managers names are included on the form for reporting purposes.

## **7. RISK MANAGEMENT STATEMENT**

- Failure to comply with this policy could lead to a failure to comply with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013 which is a criminal offence.
- Failure to comply with this policy could lead to a failure to comply with statutory legislation.

## **8. ROLES AND RESPONSIBILITIES**

### **8.1 Heads of Service**

- Ensure that any accident or incident occurring during any activities under their control or involving Council premises is reported on the Orb and investigated as deemed necessary. Please refer to the table in Appendix one for guidance regarding levels of investigation.
- Any occurrence which is perceived to be either a dangerous occurrence, or a near miss, which has not actually resulted in an injury to a person, but may or may not have resulted in loss or damage to property and therefore has the potential to cause harm should be reported on the Orb and investigated as deemed necessary.
- Any case of ill-health which is, or is thought to be, caused or aggravated by Council work activities or the work environment controlled by them, is investigated and reported on the Orb to the H&S Team.
- Ensure that all members of staff for whom they are responsible are aware of the accident and incident reporting procedure and of their duty to use it.

### **8.2 Line Managers**

- Ensure that they are fully aware of the requirements and procedures for the reporting of accidents and incidents at the Council.
- Ensure that members of staff within their areas of responsibility are aware of the Councils requirements and procedures for the reporting and investigating of accidents and incidents which occur during the course of their work duties.
- Ensure that all incidents are reported via the Orb as soon as they are aware of them, and all boxes completed fully with as much detail as possible.
- Ensure that the H&S Team are informed as soon as possible if an incident is likely to become reportable to the HSE under RIDDOR 2013.

- Ensure that accidents are adequately investigated and cooperate fully with any accident or incident investigation. If appropriate, conduct an investigation into any significant accident or incident within their area of responsibility in liaison with the Health and Safety team.
- Take appropriate action in respect of any outcomes or recommendations following an investigation into any accident or incident. The implementation of the actions must be managed and reported back to the Health and Safety team at the earliest opportunity.

### **8.3 Health and Safety Team**

- Review and validate accident/incident reports to ensure the investigation remit has been achieved and the report is of a good standard.
- Review and validate the report or request further investigation/action within 2 weeks of received draft report.
- Ensure that requirements and procedures for the reporting of accidents and incidents are adequately communicated throughout the Council to all staff.
- Ensure that any accident or incident they are aware of is reported through the appropriate procedure.
- Take the role of 'responsible person' in relation to the reporting of injuries, diseases, and dangerous occurrences under RIDDOR 2013.
- Take the lead in investigating or advising on investigating, where appropriate, any accidents and incidents occurring on Council premises or arising out of the work of the Council.
- Ensure that trade union representatives are kept informed of any serious or reportable accidents which may involve or have an impact on the health and safety of their members.
- Communicate issues relating to and arising from accidents and incidents to the Health and Safety Committee. Ensuring that the Chair is informed at the earliest opportunity.
- Ensure that trade union representatives are kept informed of any serious or reportable accidents which may involve or have an impact on the health and safety of their members.
- Ensure that the Council's Insurers are made aware of accidents and incidents as and when necessary at the earliest opportunity.
- Monitor reports of accidents and incidents for trends which may indicate the need for action at a more fundamental level.

### **8.4 Employees**

- Ensure that they are aware of the requirements and procedures for the reporting of accidents and incidents at the Council.
- Obtain the necessary first aid treatment as soon as possible.
- Ensure that any accident or incident they are aware of is reported to their Line Manager and the appropriate forms are thoroughly completed on the Orb.

- Fully cooperate in any accident and incident investigations as required by the investigating team, whether it is as an injured party or witness.

#### **8.5 Councils Insurance Officer**

- Ensure that they are fully aware of the requirements and procedures for the reporting of accidents and incidents at the Council.
- Provide any advice and support to the Health and Safety team with ensuring that any accidents are reported and recorded for Insurance purposes.
- Work with the Councils Insurance Company with regard to any claims.
- Monitor for any trends and or areas where improvements could be made to reduce claims against the Council.

### **9. INVESTIGATION OF ACCIDENTS AND INCIDENTS**

Competent investigation of both accidents and incidents will accurately identify the immediate and underlying causes. Good quality accident investigation will assist in reducing the number of accidents and their consequences should they occur.

The scale of the investigation should be based on the consequences (potential or real). The level and extent of the investigation should reflect the seriousness or potential seriousness of the accident or incident. It is important that extensive resources are not employed on conducting minor investigations.

Investigations may be initiated by the Health and Safety team, the Head of Service, Line Manager or other suitably competent persons depending on the nature of the accident or incident (persons who have completed the minimum of Managing Safely (IOSH)).

In circumstances whereby the Council is required to report to the HSE the investigations should always involve a member of the Health and Safety team.

A high level of investigation will be conducted if:

- The injury is likely to result in the injured person being off work for more than 7 days
- Major injury/ill health including fractures (other than fingers or toes), amputations, loss of sight, a burn or penetrating injury to the eye, an injury resulting in loss of consciousness, requiring resuscitation or requiring hospital admittance for over 24 hours
- The incident or near miss had the potential to cause serious damage or harm.
- The incident or near miss has a likelihood of happening again if not controlled.
- A dangerous occurrence as defined in the RIDDOR 2013
- Recurring minor injuries.

Accident investigation reports should include:



- What happened – the immediate cause of the accident
- Why it happened – underlying causes of the accident
- Necessary corrective actions
- Necessary system changes
- Details of policies or procedures requiring review.

The subsequent Action Plan will detail any proposed deadlines for completing any remedial actions. When the investigation is concluded, a draft report should be submitted to the Health and Safety team for review and validation. If the accident/incident involves a member of the H&S Team the draft report will be sent to the HR Manager.

Upon agreement from the Health and Safety Team and the HR Manager the report can be issued to those concerned. These people may include:

- Individuals to whom recommendations have been allocated
- Individuals whose employees were involved
- Individuals responsible for managing safely in that area
- Trade Unions and the Councils Insurance Officer

When recommendations are received they should be thoroughly evaluated at an appropriate level and actions agreed or, if no action is to be taken, the issuing department should be informed and given a justification for the reason. Those responsible for implementing recommendations should report on progress and completion to the Health and Safety team and the H&S Committee.

The results of any investigations will be reviewed by the H&S Committee to ensure that all necessary actions are completed, any lessons can be learnt and best practice circulated when appropriate.

## **10. DATA PROTECTION ACT 1998**

The data supplied on the Online form is covered by the *Data Protection Act 1998* and as such will be treated as confidential data and used to enable the Council to comply with its statutory obligations, to process insurance claims, to monitor health and safety and to implement appropriate remedial actions. Summary data (anonymised, wherever possible) will be presented to the Councils Health and Safety Committee and also provide anonymous data for the Dashboard.

**Specified Injuries as defined in RIDDOR**

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours



### Reportable Dangerous Occurrences covered by RIDDOR

The list of Dangerous Occurrences below does not cover all that are listed in the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013*, but is a selection of those that might be associated with the Council's activities. Where doubt exists about whether an incident is reportable or not, advice must be sought from the Health and Safety Office.

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- explosions or fires causing work to be stopped for more than 24 hours.

For a full, detailed list, refer to the online guidance at: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

### Reportable gas incidents

A distributor, filler, importer or supplier of flammable gas learn, either directly or indirectly, that someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with the gas you distributed, filled, imported or supplied, this can be reported online.

A gas engineer registered with the Gas Safe Register, must provide details of any gas appliances or fittings that are considered to be dangerous to the extent that people could die, lose consciousness or require hospital treatment. This may be due to the design, construction, installation, modification or servicing, and could result in:

- an accidental leakage of gas;
- inadequate combustion of gas; or
- inadequate removal of products of the combustion of gas

### Reportable occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

## Appendix 4: Level of Investigation

	MINOR	SERIOUS	MAJOR	FATAL
CERTAIN				
LIKELY				
POSSIBLE				
UNLIKELY				
RARE				

**MINOR:** No injury or short term harm, minimal first aid treatment required.

**SERIOUS:** Semi-permanent harm

**MAJOR:** Permanent or long term harm

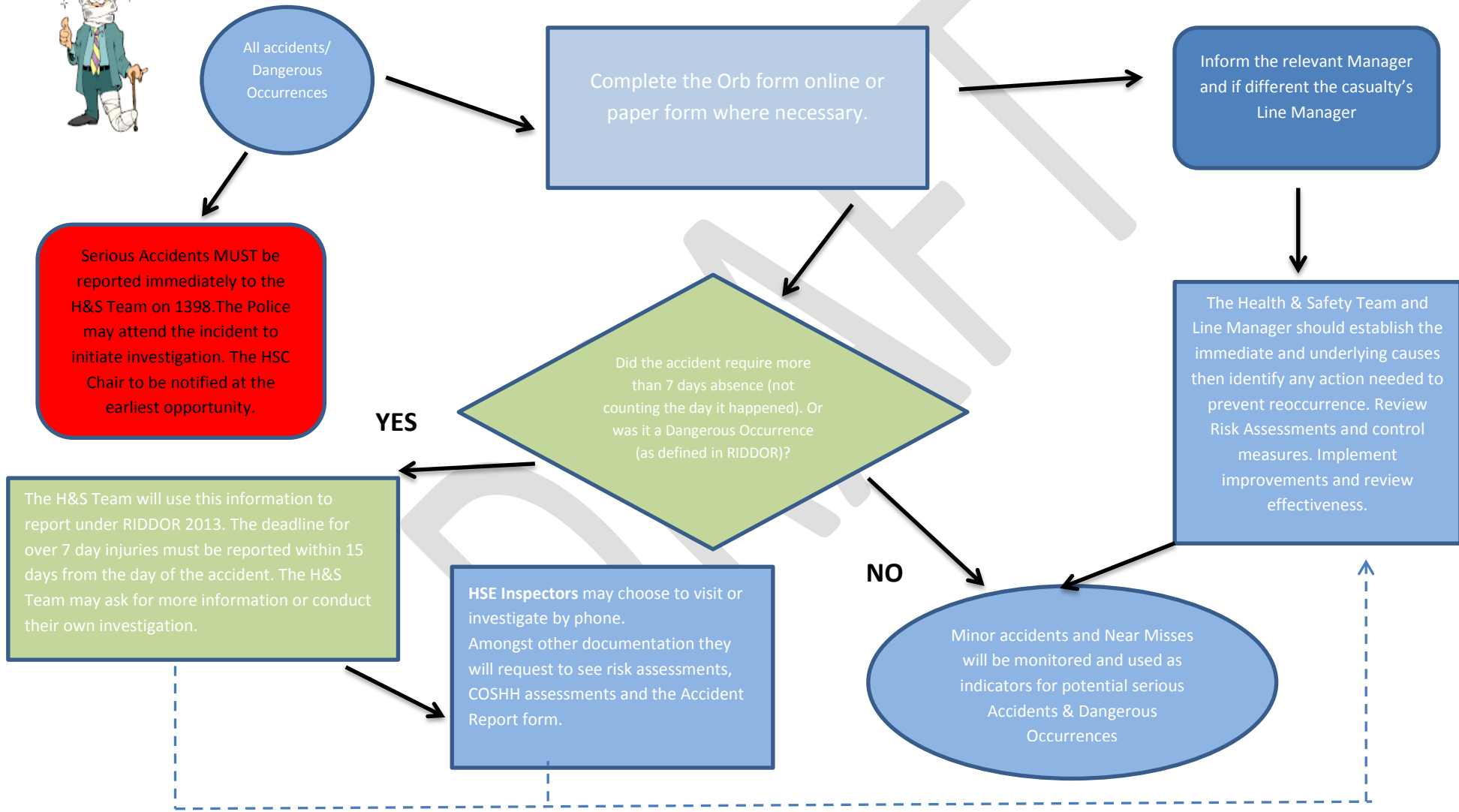
**FATAL:** One or more fatalities

	Low level investigation by Service area into immediate and underlying causes. Short investigation into circumstances and immediate, underlying and root causes to try and prevent a recurrence and learn any general lessons.
	Medium level investigation involving the H&S team and will involve Service line managers and employee representatives.
	High Level investigation under the direction of a member of Senior Management Team

**Appendix 4**



**Accident and Incident Reporting procedure**





**REDDITCH** BOROUGH COUNCIL



[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)

# **HEALTH AND SAFETY AT WORK**

## **DISPLAY SCREEN EQUIPMENT POLICY AND PROCEDURES**

Human Resources and Organisational Development  
Redditch Borough Council  
Walter Stranz Square  
Redditch  
Worcestershire.  
B98 8AH

Health and Safety Team 01527 64252

## DSE Policy and Guidance

### 1.0 INTRODUCTION

- 1.1 The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to assess potential risks to the health of users of display screen equipment (DSE) and take appropriate action to control them.

This policy is intended to assist the identification of those employees at risk from the use of DSE – and is designed to reduce risks and protect the health of DSE users. It also provides a framework to identify, report and deal with identified problems. It will ensure that DSE use is monitored and will provide support to staff who report any health problems associated with the use of DSE. Whilst it is the Councils obligation to see that the assessment is done, in practice it is much better for employees to assess their own work stations with a trained DSE Assessor and then discuss their findings with their supervisor.

It is recognised the display screen equipment may cause, in some instances, adverse effects on health in some circumstances. It is the Councils responsibility for assisting staff and providing any necessary additional equipment to reduce any risks so far as is reasonably practicable.

### 2.0 RELEVANT LEGISLATION

In compiling this policy, the following documents have been referred to:

- Health and Safety At Work Act 1974 – Section 2
- Health and Safety (Display Screen Equipment) Regulations 1992
- Management of Health and Safety At Work Regulations 1999 (amended by the Health Safety (Miscellaneous Amendments) Regulations 2002.
- Workplace (Health, Safety and Welfare) Regulations 1992 (as amended)
- Provision and Use of Work Equipment Regulations 1998 (as amended)

### 3.0 DEFINITIONS

**DSE** (Display Screen Equipment) – any alphanumeric or graphic display screen includes microfiche viewers, computer monitors and laptop computers, but not calculators, cash registers or typewriter.

**DSE User** – an employee who habitually uses display screen equipment as a significant part of his/her normal work. Including working at their base office workstation, home workstation or at another employee's workstation.

**VDU** – Visual Display Unit, an alternative name for Display Screen Equipment.

**Workstation** – the immediate work environment around DSE, including screen, disk drives, keyboard, mouse, telephone, printer, document holder, chair and desk/work surface.

**Laptop** – a laptop is a portable computer often used for working outside the routine office environment. The screen is attached to the keyboard, which often has an integrated mouse.

### 3.1 Defining DSE ‘user’

As a basic guide, a user is someone who uses a DSE on most days. I.e. intermittently for a total of more than three hours a day or continuously for periods of at least an hour.

Part-time workers should be assessed using the same criteria – e.g.: if an employee works only two days a week, but spends most of the time on DSE work, that person should definitely be considered a user.

Young persons are not classed as “users”, except when they are on work experience with an employer. For those who fall outside this definition, the employer still has a general obligation to ensure their health and safety so the issues discussed are relevant although specific requirements which relate to more intensive use e.g. eye tests are not required.

## 4. RESPONSIBILITIES

4.1 The Elected Members, the Chief Executive, Directors and Heads of Service of Redditch Borough Council recognise, and as far as is reasonably practicable, will fulfil their responsibilities to:

- Acknowledge the risks faced by its employees and provide a working environment and processes designed to minimise those risks. This may include risk assessments, monitoring and health surveillance.
- Ensure that suitable and sufficient DSE risk assessments are undertaken that, whenever possible, eliminate or, if not, reduce all identified risks to as low as is reasonably practicable.
- Provide sufficient resources to monitor and control use of DSE equipment
- Provide appropriate risk assessment training for all managers whose staff are likely to be affected by the use of Display Screen Equipment;
- Provide additional training for all managers whose staff are likely to use equipment and to ensure that they take appropriate action if health problems are identified, including follow up procedures and advice;

### 4.2 Managers Responsibilities

- Will ensure that employees under their supervision are conversant with relevant parts of the DSE policy and safe working practices in order that they may carry out their duties safely and without risk;
- Will ensure employees receive a workplace induction prior to starting work and adequate, appropriate information and training in safe use of equipment and will maintain adequate records of such information and training;
- Ensure that all necessary information, training and support to users and operators to enable them to understand and manage these risks is in place

- Will ensure that as part of a new starters induction that a DSE Assessment is undertaken of their workstation by a trained DSE Assessor
- Will periodically inspect workplaces and work-activities, in order to determine whether the DSE policy is being complied with and whether the highest standards of health, safety and welfare, which are reasonably practicable to attain, are being achieved;
- Will ensure that procedures for reporting of accidents, incidents and near-misses are being followed. Investigations into such reports are carried out and suitable remedial action, where necessary, is taken to prevent a recurrence.
- Ensuring that the results of assessments are discussed with employees.
- Arranging for further assessment if they are advised of a pre-existing health problem.
- Resolving any problems highlighted by the assessments as soon as possible with assistance from Occupational Health when required.

### 4.3 Employees

In accordance with the Health and Safety at Work Etc. Act, all employees will:

- report any defects in equipment to their line manager supervisor and will not use any equipment that is deemed to be faulty or unsafe.
- Will follow the procedures and information given in training sessions or information supplied by the employer.
- Undertake a DSE Assessment with a qualified DSE Assessor for workstations at work (or at home if applicable) and submitting this to their Manager.
- Adopting good posture at their workstation.
- Organising their work in order to take suitable breaks from their DSE (which allow change of posture).
- Reporting any pain, discomfort or eyestrain to their Manager/Supervisor.
- Reporting any medical conditions, so that appropriate action can be taken.

### 4.4 DSE Assessors

Staff members have been trained to undertake DSE Assessments in support of the Health and Safety Team. They have been provided with suitable and sufficient training in order that they have the ability to:

- identify hazards and assess the risks from a workstation and the type of DSE work being undertaken;
- draw upon additional sources of information on risk as appropriate;
- identify steps to reduce risks;
- plan work activities to avoid prolonged periods of DSE use;
- make a clear record of the assessment and communicate the findings to those who need to take action, and the employee concerned;
- provide training to users.

Where complex issues are identified these can be referred to the Health and Safety Team for further assessment.



## 5. DSE AND HEALTH ISSUES

The following conditions have been associated with the use of display screen equipment:

- Musculoskeletal disorders such as back pain;
- Upper limb disorders such as pains and discomfort in hands, wrists, arms, neck, shoulders or back (also called Repetitive Strain Injury [RSI], which occurs especially after long periods of uninterrupted DSE work);
- Visual fatigue (including sore eyes, eye strain and headaches),
- Fatigue
- Mental stress
- Photo-sensitive epilepsy, where people may be susceptible to seizures from flickering screens

Early detection of health problems will allow the Council to tackle the cause and protect staff from permanent damage. Every option will be fully explored, in consultation with staff and the Councils Occupational Health provider.

Generally potential problems can be prevented by: -

- Adequate training, instruction and understanding
- Assessment of the workplace and work patterns
- Visual assessment (eye and eyesight tests) and appropriate action

## 6. RISK ASSESSMENT

Redditch Borough Council is required to assess all DSE workstations. In addition all new DSE workstations should be assessed prior to use for the first time and if the nature of the work changes significantly.

All existing workstations should be re-assessed when there is a significant change in matters such as software, hardware, furnishings, increased use time, task change, workstation re-location or if there are environmental changes e.g. lighting significantly modified. Any reported ill health associated with DSE use should also trigger a re-assessment. The Council's Health and Safety team are available to offer advice and assistance, but will not routinely undertake risk assessments.

The volume of work expected of the user will form part of the assessment and in any event regular breaks will be expected. For most tasks, natural breaks or pauses will occur as a consequence of the work and most 'users' will have some discretion over the organization of their work to introduce appropriate change in activity. Where this is not possible, with jobs such as data entry, then rest breaks should be introduced.

The Health and Safety Executive do not give detailed guidance on rest breaks, but suggest that shorter breaks taken more frequently e.g. five minutes after sixty minutes, are likely to have more beneficial effect than occasional longer breaks.

Like all risk assessments of workplace activities they should be subject to periodic review by a competent Assessor. The typical circumstances when DSE assessments need to be revised are when:

- major changes to the DSE, furniture or software are made;
- new users start work or users change workstation;
- workstations are re-sited;
- the nature of the work changes considerably;
- a user complains of discomfort or pain.

## **8. EYESIGHT TESTS**

Sometimes, users can experience discomfort and fatigue whilst using DSE. Also it may make users with pre-existing vision defects more aware of them. If problems are experienced, it is important that simple physical causes are eliminated like draughts, very dry atmospheres and even staring at the screen – which tends to reduce the rate of blinking.

Employees wishing to take advantage of “free” optometrist tests and/or special correction (if this is required exclusively for DSE work), should make their request via Human Resources who will provide an Eye care voucher.

If spectacles are required solely for DSE use the Council will pay a contribution of £50.

The guidance to the regulations does allow the Council to select optometrists. This facilitates a good professional relationship between the optometrist and the Council.

The full eye test includes a check for disease and should certainly be taken up if an employee experiences symptoms such as persistent headaches and/or gritty eyes, which cannot be attributed to more general work problems like stress or draughts.

For those who need no correction initially, repeat tests or screening should be offered at regular intervals ideally every 2 years. If in the meantime should employees experience any difficulty they should raise the problem with the Health and Safety Team.

The screening and eyesight tests are entirely voluntary and employees cannot be required to have a test against their will. However, if an eye test is deemed appropriate and an employee refuses to have one this should be noted on their Personnel file.

## **9. MOBILE WORKING AND USE OF LAPTOPS**

Portable DSE such as laptops and handheld devices are also subject to the Regulations if in prolonged use for work purposes. People who habitually use portable DSE should be trained in how to minimise risks, for example by sitting comfortably, angling the screen so it is easy to read and taking frequent breaks.

Wherever possible, portable DSE should be placed on a firm surface at a comfortable height. Where portables are in prolonged use at the user's main place of work, additional steps can be taken to reduce risks, e.g. by using a docking station.

Increasingly staff are working with a laptop rather than a conventional PC, in such cases they should comply with guidance on workstation set up, as far as they can.

It is important to provide portable DSE users with sufficient training and information to make their own risk assessment. This training should also include advice on how to set up and use equipment in the locations where it is to be used.

Short periods of work or work where typing volume is not intensive should not cause any undue difficulty. However wherever possible and for lengthy or repeated use in the same location the laptop should be "docked" or supplied with separate keyboard, mouse and monitor riser/racking system, which will assist in reduction of repetitive strain injuries. This is appropriate when using a laptop in the base office or their home office. The use of laptops on without a proper workstation should be kept to a minimum.

Employees using laptops should be aware that some design compromises inherent in portable DSE equipment, can lead to postural or other problems. For example a bent neck or headaches arising from low, fixed position of the screen, for these reasons it is recommended to "dock" the portable DSE equipment wherever possible.

Employees with laptops who satisfy the criteria of 'users' must complete the DSE assessment and share their results with their Manager. The following practical points should also be considered when selecting portable computers:

- Low weight (less than 3kg if possible). Keep accessories as few and as light as possible.
- Largest screen possible. If possible, choose a detachable or height-adjustable screen.
- Purchase a lightweight carrying case with handle and shoulder straps. To reduce risk of theft or assault, avoid manufacturer-branded cases.
- Choose portables capable of being used with a docking station or at least a separate keyboard and mouse.

As well as the risks associated with the use of desktop computers, users of laptops need to take into account the risks due to manual handling when moving between locations. The risk assessment should also consider the risk of theft, possibly involving assault.

For equipment other than laptops i.e. notebooks and tablets, ensure that such hand held computers for prolonged use are carefully selected for ergonomic features, which match requirements of the tasks undertaken. For example

equipment to be used outdoors should be adequately waterproof, legible in bright sunlight and keyboards and screen should be large enough to be used comfortably.

## 10. HOT DESKING

The use of 'shared' workstations is becoming increasingly common within Council premises. Relevant health and safety issues associated with such arrangements include the following:-

- It is essential that the furniture and equipment used in a shared workstation are good quality and appropriate to meet the health and safety standards. It is foreseeable that the 'Hot Desk' could become the recipient of the unwanted, recycled and even damaged furniture etc. This will contravene the requirements of the Display Screen Equipment Regulations.
- Employees who are required to 'Hot Desk' should have received appropriate Training and instruction to enable them to arrange the workstation accordingly to reduce their risks to musculoskeletal disorders and upper limb disorders.
- They will also be required to complete a DSE Assessment for their main, or most frequently used, workstation.
- Extra hygiene precautions are required. Anti-Bacterial wipes should be available and used to wipe down telephones and desks where people are 'Hot Desking'.

## 11. REFERENCES

In compiling this policy, the following documents have been referenced:

- HSE information leaflet – INDG36 (rev2)
- HSE Guidance Notes – HSG90 – the law on VDU's, and easy guide
- HSE Guidance Notes – L26 – Work with Display Screen Equipment - Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)

## 12. EVALUATION AND REVIEW

This policy document shall be monitored, and reviewed as appropriate to evaluate its effectiveness. The document shall be revised as necessary, and in light of such evaluation.

## Appendix 1

**TRAINING, INSTRUCTION AND UNDERSTANDING**

All staff will be made aware of the DSE Policy and provided with the necessary training during staff Inductions. Managers/Supervisors will be responsible for ensuring that a DSE Assessment is undertaken of all new starters' workstations as part of their Induction process.

Users will get the best out of their equipment and working arrangements if they understand the principles behind good workstation layout and use. However, in particular, they should be able to:

1. Minimise glare by adjusting the position of the DSE in relation to room lighting sources and windows.
2. Arrange the optimum layout and relative heights of keyboard, screen and seating.
3. Recognise correct posture: limb joints neutral, e.g. back of wrist in line with the forearm, head in line with spine, not bent unnaturally backward or forward.
4. Forearms and thighs parallel to the floor.
5. Appreciate the key role of the chair (and footrest if necessary) in permitting the user to adjust seat height and back rest to permit correct posture irrespective of the desk height.
6. Position work material; document holders and papers to avoid undue twisting from side to side.
7. Realise the importance of changing position regularly and relaxing, to avoid holding fixed positions for long periods.
8. Understand that periodically changing eye focus by looking away or even going away from the screen to do a different job helps to prevent fatigue.
9. Make use of an offer of an eye check.
10. Use simple mobility exercises to keep the body supple.



**REDDITCH BOROUGH COUNCIL**



[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)

# **HEALTH AND SAFETY AT WORK**

## **CONTRACTOR SAFETY**

### **POLICY AND PROCEDURES**

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## Policy Statement

The council will take all reasonably practicable steps to ensure that Council employees are not put at risk from the work performed by contractors, and that contractors are aware of the risks and preventative measures they may be exposed to by council activities.

The Council acknowledges and accepts its statutory responsibilities to ensure, so far as is reasonably practicable, the health, safety and welfare for all who are employed or contracted to work within any Council premise.

### 1. PURPOSE

The procedure below details the arrangements that shall be made between the Council, Place Partnership Limited (PPL) and Contractor(s) to ensure safe working in all Council owned premises.

### 2. SCOPE

A contractor is anyone who works for the council but is not an employee (including PPL). This policy includes all Contractors who may work in number of different types of Contractor including:

- short term one off, employed for a particular task
- short term repetitive, employed for a recurring task
- medium term, such as to carry out a small refurbishment or maintenance task
- long term, continuing function.

The following provides examples of the type of work that is covered:

- non-Council employees working on buildings, plant or equipment
- service or maintenance engineers working on Council equipment.

This list is not exhaustive but any works which is undertaken by another party on behalf of the Council. Some contracted works may be a one off or on a regular basis.

Any contractors employed to undertake any services/work for the Council are required to follow this procedure. Likewise any staff members who employ Contractors to undertake works for whatever purpose are to familiarise themselves and comply with this policy.

Apart from the potential financial and legal penalties for failing to plan and manage contractors work, poor management of contractors is likely to expose people and property to unacceptable risks. Almost certainly, poor planning and management will increase costs, cause delays and/or disruption of services as well as increase the likelihood of accidents or ill health.



Contractor's staff carrying out maintenance work can be a significant cause of accidents in the workplace as they are generally less familiar with the workplace and yet often carry out hazardous tasks.

### 3. POLICY

As a controller of premises, the Council has a statutory duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, visitors and guests, and further, to take necessary actions to ensure Council activities do not endanger others, including contractors, who may undertake work on or visit any Council premises or its neighbours.

This policy aims to ensure, so far as is reasonably practicable, the health, safety and welfare of contractors working on Council premises and also those affected by their work, through:

- identifying the potential for harm arising from the proposed work
- identifying who may be affected
- instigating appropriate controls.

Those staff who manage contractors undertaking work at Council premises will conform to the provisions of this Council policy. If there is a requirement to deviate from this policy another process must be followed which ensures, as far as is reasonably practicable, the health safety and welfare of contractors and those affected by their work. Observation of this policy does not in any way relieve contractors of their own statutory and other contractual obligations.

All building occupiers/users must organise any works to buildings and their associated services via Place Partnership Ltd.

Place Partnership must ensure that Officers in Charge are consulted and provided with the necessary information of work being undertaken by contractors on behalf of Place Partnership which may affect their operations. Wherever possible they must be notified when the works will be carried out so that any necessary adjustments can be made and staff notified.

### 4. RESPONSIBILITY AND AUTHORITY

#### 4.1 General

Contracting is a recognised method of transferring risk but this does not mean that responsibilities for health, safety and legal liability are also transferred. The Council and the contractor are employers and have the same responsibilities to **ensure**, so far as is reasonably practicable, the health and safety of:

- Their employees;

- Other people working on their site; and
- Members of the public who may be affected by the work.

Good communications, cooperation and coordination are therefore essential. Both parties must exchange information on hazards, risks, emergency procedures and welfare provisions to ensure safe working. Further measures will be needed if the work is taking place in a publicly accessible area and may pose a risk to members of the public.

#### 4.2 The Council

The Council has a duty to ensure that contractors (and sub-contractors) have safe working practices and adhere to them. In reality, this means that for every contract there should be a council officer who is responsible for placing and supervising the contract. These officers must have the competencies for placing and managing contracts and have the authority to suspend work that puts council or contractor employees at risk.

The supervising council officer could be a project manager, a representative of Place Partnership / officer-in-charge, a line manager, administrator, or suitably qualified person depending on the size and complexity of the project. Some of these responsibilities will be done by PPL on our behalf and others will need to be undertaken at a local level. Their responsibilities are to **ensure**:

- The contractor is competent to carry out the required work
- There is clarity about the work to be performed and the timescales
- The contractor is aware of site information including emergency procedures and welfare provisions
- Employees and the public (where appropriate) are notified of the work being performed and the risks to them
- That work is carried out in a safe manner
- That they have seen the any Risk Assessments and Method Statements from the Contractor before work commences and that they are happy with their content.
- That agreed health and safety procedures that we as a Council require are followed
- That the work is monitored and,
- That channels for communication, cooperation and coordination are maintained.
- Arrangements are in place to review risk assessments, method statements and safe systems of work before work commences, and monitoring of practices takes place during contracted works.
- Arrangements are in place to ensure sufficient communications with those that may be affected by the works undertaken.
- Any contractor-related incidents, including near misses, reportable accidents, diseases and dangerous occurrences are reported and that appropriate actions taken to prevent a recurrence, so far as is reasonably practicable (refer to section 6).

#### 4.4 Heads of Service

All contract works to buildings, services and infrastructure must be communicated and agreed by Place Partnership Ltd. A premise must not start up its own contract procurement process.

#### 4.5 All Staff

All Council staff, engaged with or affected by contracted work, must ensure they take notice of all information available concerning contractors who are working in their area. Staff should report any hazards or concerns regarding contractors working in their area to their line manager. Staff also have a general duty to ensure that their work does not endanger others, including contractors who are working in their vicinity.

#### 4.6 Contractors

Place Partnership and Council employees must ensure that contractors comply with current legislative requirements, best practice and industry standards, contractual terms and conditions and Council policy and procedures.

### 5. THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 (CDM)

Under the CDM Regulations 2015, a construction phase plan is required for every construction project and where works are of a simple nature and involving a single contractor the need to demonstrate that health and safety on site has been considered in a simple plan.

Construction projects over 30 days, 500 person days or more than 20 people on site at any one time shall be notifiable to the Health and Safety Executive via an F10 form and will require a more rigorous approach to managing the Health and Safety of the project in the form of construction phase plans, health and safety files and Health and Safety folders handed over at completion of works.

Construction projects are defined as any works to construct, dismantle, maintain, repair or alter a structure and also includes domestic households.

#### 5.1 CDM Contracts

CDM projects integrate the five steps approach into a framework where roles and duties of stakeholders are more clearly defined. The roles are defined as follows:

- **Client** – an organisation or individual for whom the work is carried out.
- **Designer** – organisations or individuals who as part of a business develop the initial concept, prepare the construction drawings and

specifications. The designers' role extends beyond the construction phase and must consider the health and safety aspects of the building's whole life, e.g. maintenance, repair, cleaning, refurbishment and eventual removal or demolition.

- **Principal Designer** – Designers appointed by the Client in projects involving more than one Contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role. Liaise with Principal Contractor to help in the planning, management, monitoring and coordination of the construction phase.
- **Principle Contractor** – Contractors appointed by the Client to coordinate the construction phase of a project where it involves more than one contractor.
- **Contractors and Workers** – those performing the work.

The council will ordinarily have the role of Client and Principal Designer and some service functions may be either the Principle Contractor or Contractor. A summary of duties for each role are given in Appendix 2.

## 5.2 Specific Risks to Manage

Construction work is a high-risk activity and contractors are expected to provide risk assessments, safe schemes of work and / or method statements for the work they are performing. Specific risks associated with construction work are detailed below.

### 5.2.1 Asbestos

Every building owned by the Council shall have an asbestos register and a copy of the Policy and Procedures for Managing Asbestos. Any work in a Council owned property, with the potential to release asbestos fibres, must be assessed by a competent council officer or a representative of Place Partnership and a procedure to minimise the release of asbestos fibres agreed with the contractor(s). All contractors shall sign the asbestos register before starting any work.

Employees that have concerns about asbestos should contact a representative of Place Partnership or their H&S Adviser.

### 5.2.2 Equipment and Plant

- Contractors are not permitted to borrow and use any item of equipment owned or controlled by the Council.
- It is expected that contractors will provide their own plant, equipment, tools, etc that are necessary to carry out the work safely.

### 5.2.3 Vehicles and Traffic

- Contractor's vehicles must obey any traffic controls pertaining to the site.

- All contractor's employees driving or operating vehicles must have a valid driving license and / or certificate of competence.
- The Council expects all contractors to use vehicles that are well maintained and in good condition. Test certificates and inspection records must be produced on request.

#### 5.2.4 Protective Clothing

- The contractor will determine what personal protective equipment (PPE) is necessary for safe working and ensure that their employees abide by that decision.
- Council employees entering any area where construction work is taking place are expected to wear PPE that conforms to that determined by the contractor.

#### 5.2.5 Noise

- Noise levels produced by construction work should not exceed 75dB(A) taken as an average over an eight hour working day.
- Where employees consider that the noise levels are unacceptable they can request noise measurements to be taken by contacting OH&S.

#### 5.2.6 Power Tools

- All power tools must operate from a 110v 50Hz centre tapped earth transformer.
- All cables must be routed to minimise trip hazards.
- Cartridge fixing tools can only be used if authorised by a representative of Place Partnership
- The Council may inspect any power tool that is considered to be in a dangerous condition.

#### 5.2.7 Welding and Hot Work

- Welding and hot work may not be performed without written authorisation from a representative of Place Partnership under a permit to work.
- Welding and similar equipment must not be left unattended with the gases turned on.
- All gas cylinders (especially acetylene – maroon colour) will be supported in an upright position.

#### 5.2.8 Paints, Adhesives

- Adhesives, paints and similar materials will only be used in well-ventilated areas.
- Any council employee who feels unwell or develops signs of an allergic reaction (skin rash, asthma) to any of the substances being used must report the fact immediately to a representative of Place Partnership/

Officer-in-Charge and the Health and Safety Team. The representative of Place Partnership / Officer-in-Charge should ensure that the employee is removed to fresh air or an area unaffected by the fumes.

- If exposure to the fumes results in the collapse of any employees then the emergency procedures should be followed.

#### 5.2.9 Locating and Breaking into Services

- Contractors must not interrupt any services or utilities without prior consent from Redditch Borough Council represented by representative of Place Partnership / Officer in Charge and/or Principal Designer. This shall be a signed consent agreed by all parties.

#### 5.2.10 Radiation

- Contractors are not permitted to bring any source of ionising radiation into any Council properties (land or structures)
- Any proposed use of any sources of ionising radiation must be agreed by Redditch Borough Council, represented by a representative of Place Partnership, Officer in Charge and/or Principal Designer or Designer. This shall be a signed consent agreed by all parties.

#### 5.2.11 Storage

- The contractor must ensure that all equipment, materials and substances are stored correctly and in accordance with manufacturer's instructions.
- Flammable substances (including petrol) should be stored in a separate locked purpose built cabinet.
- All substances stored on site must comply with local environment and fire prevention strategies.

#### 5.2.12 Waste Disposal

- Contractors are responsible for disposing of any waste they create and for keeping their work areas clean and tidy. Employees should notify a representative of Place Partnership if this does not occur.

#### 5.2.13 Work at ground Level

- Contractors must ensure that their work areas are isolated and protected by fences, ropes, tapes or any other barrier that is suitable for the work being performed.
- Where a site has been handed over to a contractor for the period of the contract a secure fence or other barrier must be erected.
- The barriers must be maintained in a serviceable condition and appropriately signed.
- Contractors must make arrangements to segregate pedestrians and vehicles, with appropriate signage.

- Contractors must take suitable precautions when working in the vicinity of overhead power cables.

#### 5.2.14 Work below Ground Level

- A ground plan or survey must be used to identify any buried services (or other buried artefact or human burials). A written declaration shall be produced to confirm that there are no buried services (or other burials) in the area of the excavation and shall be signed by a member of Place Partnership.
- CAT scans to be undertaken to verify specific location of services, prior to excavating.
- Caution should be taken with any excavation and where services are expected hand digging should be used.
- Ensure that there is an emergency plan to deal with damage to cables or pipes with a system in place to notify the service owner.
- Trenches and excavations should be made in accordance with HSE guidance and best practice:
  - Regular inspections and maintenance
  - Shoring of side walls
  - Safe access and egress
  - Lighting and ventilation
  - Barriers and warning signs.
- Spoil heaps should not be so close to excavations that material can collapse / fall into the excavation.

#### 5.2.15 Work above Ground Level

- Ladders must be maintained in good condition and, when used, must be tied off (at the top) or footed.
- Access to, and use of, ladders must be prevented at night.
- Scaffolding must be erected and dismantled by approved contractors.
- Erected scaffolding must be properly maintained and inspected (written record) every week and after severe weather.
- All scaffolding must be erected on solid ground, securely braced, tied to the building, otherwise supported and have toe boards and guard rails.
- Edge protection or suitable anchorages and safety harnesses shall be used for roof work or on ledges.
- Mobile elevating equipment shall conform to relevant legislation and be used by trained competent persons.

## 6. EMERGENCIES, FIRE AND FIRST AID

If an accident, incident or dangerous occurrence occurs involving a Contractor they should notify their employer and follow their procedures.



They should also notify the Council Officer overseeing the work so that a suitable report can be made.

Place Partnership or the Officer in Charge will provide the contractor(s) with details of emergency and fire procedures pertaining to the site upon arrival.

The contractor is expected to provide first aid support for their employees. Contractors shall keep their own records of accidents and are responsible for reporting accidents, if appropriate, to the enforcing authorities.

## **7. RECORDS**

A file shall be produced and maintained for any construction project. Where the project invokes CDM a separate H&S file shall also be produced. The files will contain all risk assessments, safe systems of work, method statements, permissions and permits to work.

Prior to any construction project being undertaken a pre-work checklist shall be completed.

Letters, memos and minutes of any meetings shall be kept in the project file.

## **8. APPENDICES**

Appendix 1: Assessing the competence of Contractors

Appendix 2: Pre-work instructions and checklist

Appendix 3: Summary of CDM duties



## Appendix 1

**Management of Contractors**

No matter how small the job is, or how fast it can be completed it is necessary to consider any Health and Safety implications before the contractor arrives on site. The five steps approach below provides the framework.

**Five Steps**

The following steps should be part of the project plan with information gathered being used in subsequent steps.

## Planning

- Define the job, impact on site activities and timescales
- Identify the physical and operational hazards
- Assess physical and operational risks
- Eliminate and reduce the risks
- Specify H&S conditions
- Discuss H&S issues with the contractor.

## Choosing a contractor

- What safety and technical competence is needed?
- Ask questions and gather evidence
- Review the job, the site and site rules with the contractor
- Ensure risk assessments, safe schemes of work and method statements are obtained and discussed with the contractor
- If sub-contractors are to be used then find out how Health and Safety is to be managed.

## Contractors working on site

- Hold a pre-meeting and run through checklist (Appendix 1)
- Contractors to sign in and out and display a visitor/contactors badge
- Provide a site contact / liaison at all times
- Reinforce Health and Safety information and site rules
- Review job parameters before allowing work to start.

## Keeping a check

- Assess the frequency of site meetings
- Monitor work and progress
  - Timescales
  - Health and Safety
  - Accidents
  - Sub-contractors and changes in personnel
- Have a system for dealing with changes to specifications and problems.

## Reviewing the work

- Schedule a review meeting before handover
- Record and lessons to be learnt.

**APPENDIX 1: Pre-work instructions and Checklist**

<b>LOCATION:</b>		<b>DATE:</b>	
<b>DESCRIPTION OF WORK BEING UNDERTAKEN:</b>			
<b>START DATE:</b>		<b>END DATE:</b>	
<b>START TIME:</b>		<b>FINISH TIME:</b>	
<b>WILL OUT-OF-HOURS WORKING BE REQUIRED?</b> (if YES, please supply details below)			<b>YES</b>
			<b>NO</b>
<b>DETAILS OF OUT-OF-HOURS WORKING:</b>			
<b>CONTACTS</b>		<b>PHONE</b>	<b>EMAIL</b>
<b>WCC:</b>			
<b>CONTRACTOR:</b>			
<b>OTHER:</b>			
<b>DOCUMENTS RECEIVED FROM CONTRACTOR:</b>			
H&S POLICY / POLICY STATEMENT?			<b>YES</b>
			<b>NO</b>
RISK ASSESSMENTS?			<b>YES</b>
			<b>NO</b>
SAFE SYSTEMS OF WORK?			<b>YES</b>
			<b>NO</b>
METHOD STATEMENTS?			<b>YES</b>
			<b>NO</b>
<b>DOCUMENTS GIVEN / MADE AVAILABLE TO CONTRACTOR:</b>			
H&S POLICY / POLICY STATEMENT?			<b>YES</b>
			<b>NO</b>
EMERGENCY PROCEDURES?			<b>YES</b>
			<b>NO</b>
RISK ASSESSMENTS?			<b>YES</b>
			<b>NO</b>
PERMITS TO WORK?			<b>YES</b>
			<b>NO</b>
OTHER? (please specify)			<b>YES</b>
			<b>NO</b>
<b>INDUCTION CHECKLIST (tick when completed):</b>			
Fire alarms and emergency procedures			
Accident reporting			
First aid			
Welfare			
Access / access restrictions			
Permits to work			
Utilities			
Hazardous substances			

Asbestos register	
Vehicle routes and parking	
Storage of materials	
Security arrangements	
Other (please specify)	
<b>DETAILS OF CONTRACTORS COMPOUND, FENCING AND BARRIERS:</b>	
<b>MEASURES TO CONTROL NOISE, DUST AND OTHER NUISANCE FACTORS:</b>	
<b>DETAILS OF ANY ACCESS AT HEIGHT (work off ladders, scaffolding, mobile equipment etc):</b>	
<b>DETAILS OF ANY WORK IN CONFINED SPACES (possibility of low oxygen atmosphere):</b>	
<b>DETAILS OF ANY 'HOT WORK' (soldering, brazing, welding):</b>	
<b>DETAILS OF WASTE MANAGEMENT / REMOVAL (skips etc):</b>	
<b>DEALING WITH COMPLAINTS:</b>	
<b>MANAGEMENT OF CHANGE ORDERS AND DELAYS:</b>	
<b>FREQUENCY OF PROGRESS MEETINGS:</b>	

SUPERVISING PPL/RBC OFFICER(print name): .....

Signed: ..... Date: .....

**APPENDIX 2: Summary of duties under Construction (Design and Management) Regulations 2015 (CDM 2015)**

Summary of duties for CDM dutyholders	
CDM Dutyholders* – Who are they?	Main duties – What they need to do
<p><u>Clients</u> – Organisations or individuals for whom a construction project is carried out.</p>	<p>Make suitable arrangements for managing a project, including making sure:</p> <ul style="list-style-type: none"> <li>• other duty holders are appointed</li> <li>• sufficient time and resources are allocated.</li> </ul> <p>Make sure:</p> <ul style="list-style-type: none"> <li>• relevant information is prepared and provided to other duty holders</li> <li>• the principal designer and principal contractor carry out their duties</li> <li>• welfare facilities are provided</li> </ul>
<p><u>Domestic clients</u> – People who have construction work carried out on their own home (or the home of a family member) that is <b>not</b> done as part of a business.**</p>	<p>Though in scope of CDM 2015, their client duties are normally transferred to:</p> <ul style="list-style-type: none"> <li>• the contractor for single contractor projects</li> <li>• the principal contractor for projects with more than one contractor</li> </ul> <p>However, the domestic client can instead choose to have a written agreement with the principal designer to carry out the client duties.</p>

<p><u>Designers</u> - Organisations or individuals who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> <li>• construction</li> <li>• the maintenance and use of a building once it is built</li> </ul> <p>Provide information to other members of the project team to help them fulfil their duties.</p>
<p><u>Principal designers</u> - Designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>• identifying, eliminating or controlling foreseeable risks</li> <li>• ensuring designers carry out their duties</li> </ul> <p>Prepare and provide relevant information to other duty holders.</p> <p>Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.</p>

<p><u>Principal contractors</u> – Contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>• liaising with the client and principal designer</li> <li>• Preparing the construction phase plan</li> <li>• organising cooperation between contractors and coordinating their work</li> </ul> <p>Make sure:</p> <ul style="list-style-type: none"> <li>• suitable site inductions are provided</li> <li>• reasonable steps are taken to prevent unauthorised access</li> <li>• workers are consulted and engaged in securing their health and safety</li> <li>• welfare facilities are provided</li> </ul>
<p><u>Contractors</u> – Those who do the actual construction work, contractors can be an individual or a company.</p>	<p>Plan, manage and monitor construction work under their control so it is carried out without risks to health and safety.</p> <p>For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.</p> <p>For single contractor projects, prepare a construction phase plan.</p>

<p><u>Workers</u> – Those working for or under the control of contractors on a construction site.</p>	<p>Workers must:</p> <ul style="list-style-type: none"> <li>• be consulted about matters which affect their health, safety and welfare</li> <li>• take care of their own health and safety, and of others who might be affected by their actions</li> <li>• report anything they see which is likely to endanger either their own or others' health and safety</li> <li>• cooperate with their employer, fellow workers, contractors and other duty holders</li> </ul>
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\* Organisations or individuals can carry out the role of more than one duty holder, provided they have the skills, knowledge, experience and (if an organisation) the organisational capability necessary to carry out those roles in a way that secures health and safety.

\*\* CDM 2015 applies if the work is carried out by someone else on the domestic client's behalf. If the householder carries out the work themselves, it is classed as DIY and CDM 2015 does not apply.



**REDDITCH** BOROUGH COUNCIL



[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)

# **HEALTH AND SAFETY AT WORK**

## **LONE WORKING**

### **POLICY AND PROCEDURES**

Human Resources and Organisational Development  
Redditch Borough Council  
Walter Stranz Square  
Redditch  
Worcestershire.  
B98 8AH

Health & Safety Team  
Tel: 01527 64252

## Redditch Borough Council

### Lone Working/Working Alone Policy and Procedures

#### Introduction

Redditch Borough Council is committed to protecting the health, safety and welfare of all their employees and recognises that working alone/lone working is a health and safety issue and acknowledges the importance of identifying the potential health and safety risks associated with it.

Whilst there is nothing to prevent an individual working alone, this policy will support managers and employees to meet the requirements of the **Health and Safety at Work Act (1974)**, the **Management of Health and Safety at Work Regulations (1999)** and **Health and Safety Executive guidance on Lone Working/Working Alone**, with the aim of reducing the risks associated with lone working/working alone.

Only trained and experienced staff that have completed lone worker training shall be permitted to undertake lone working.

This policy will apply to every employee of the council.

#### 1. Purpose

The purpose of the policy is to specify the way in which the organisation deals with Lone Working. It is to be used to establish standards and a commitment to safety, and therefore should be used to aid the carrying out of specific Lone Working Risk Assessments and as a guideline to judge all relevant lone working activity.

#### 2. Relevant Legislation

There are two key pieces of legislation regarding lone working (in addition to the legislation applicable to the type of work being undertaken, which may include manual handling, workstation, display screen equipment etc.):

- **Health and Safety at Work etc. Act 1974** requires all employers to provide safe places and systems of work, including those who work alone.
- **The Management of Health and Safety at Work regulations 1999** require all employers to carry out risk assessments. This includes assessments of particular risks associated with lone working. Employers have a duty (as far as is reasonably practicable) to take all necessary steps to prevent risks including adapting the work to suit the individual.

**When two or more people have to be involved in the work:-**

Although there is no overall prohibition on working alone there are some circumstances when there is a legal requirement for at least two people to be involved in the work. These include:

- Work at or near live electrical conductors – **Electricity at Work Regulations 1989**
- Entry into confined spaces (e.g. entry into storage tanks, inspection holes, boilers etc) – **Confined Space Regulations 1997**
- Young person(s) (under 18) working with certain specified machines who must be under adequate supervision from a person who has thorough Knowledge and experience of the machines – **The Management of Health & Safety at Work regulations 1999**

**3. Who are Lone Workers?****Definition of ‘Lone Working’**

A Lone Worker can be anyone who works by themselves without close or direct supervision. This group of people includes people in fixed establishments who work alone in premises, separately from others or outside normal working hours, or mobile workers working away from their fixed base.

Detailed below are some examples of employees who, as part of their day to day activities, may be required to work alone:

- Repair and Maintenance Staff
- Caretakers
- Cleaners and Cleansing staff
- Frontline Workers
- Community centre staff
- Community Wardens
- Out of hours workers
- Home Visitors e.g. Tenancy, Rents, Revenue & Benefits Officers, Environmental Health officers, etc.

This list is not exhaustive and will cover all staff who in the course of their employment duties works alone.

**4. Potential Hazards associated with Lone Working**

The following are examples:-

- An employee going out on site visits to places they may not be familiar with and/ or meeting persons unknown to them. Staff may not know who/what to expect on arriving on site particularly if it is their first visit.

- An employee being threatened by a member of the public and or an animal whilst out on visits in the Community and as a result sustain an injury whether it is verbal or physical.
- An employee who, as part of their role, have to travel alone to an unfamiliar area of the District in inclement weather. Road conditions due to weather may not be suitable for driving especially where there has been heavy rain or snow.
- A vehicle being driven by an employee breaks down or they are involved in a road traffic incident on the way to the visit. The Council can recommend that staff have suitable breakdown cover on their vehicles but this cannot be enforced. If such an incident should occur the member of staff could be left vulnerable and alone unexpectedly. Staff should also consider drawing up a travel plan risk assessment for long journeys in particular to ensure that they are fully prepared in the event of something happening.

#### **5. Special Cases that need to be considered regarding Lone Working**

Certain groups of employees may be subject to increased risks from working alone. For example:

- Expectant mothers may experience specific health problems associated with her condition which requires specialist emergency treatment.
- Employees with a disability may be more at risk due to factors arising from the nature of their disability, such as restricted mobility in an emergency situation.
- Temporary or new workers may also be at an increased risk from lone working due to their lack of familiarity with the working environment or with the type of work undertaken.

Lone workers may be exposed to hazards due to sudden illness, for example an asthma attack, fainting episode or heart attack, which may lead to loss of mobility or consciousness in a situation where it may be some time before they are discovered and receive attention.

#### **6. Lone Working Procedure**

The procedure below is documented as the method to be employed to carry out effectively an enhanced risk assessment and control programme to minimise the risk associated with lone working. Please also refer to the Councils Risk Assessment Policy for further guidance.

Managers of lone workers are required to ensure that risk assessments are carried out and the required precautions taken and they are recorded. Managers are required to ensure that staff do not experience significant stress as a result of lone working. Any such incidents whereby a member of staff feels vulnerable and/or has been threatened should be recorded on a "Near Miss Form" and where appropriate the details recorded on the Staff Safety Register.

***Where it is not possible to devise arrangements for a person to work alone in safety then alternative arrangements are required, Managers shall be responsible for ensuring that this is in place and staff are aware of the process.***

Employees should be reminded of the potential risk associated with lone working, and will be required to follow procedures and to report problems back to their manager.

Employees must work with their Manager in the production of such risk assessments.

Agreed procedures must be followed whilst working alone to be discussed and drawn up by employees and Managers.

## **7. Lone Working Monitoring System**

Consideration should be given to use of the Lone Worker Monitoring system through the Lifeline Service. This is an automated 24 hour a day Lone Worker monitoring system which uses the employee's own mobile phone to monitor their whereabouts and raise an alarm should expected contact be lost. Details of the Lone Worker Monitoring System are included at Appendix 3.

If the Lifeline Lone Working Monitoring System is not used an alternative comprehensive written procedure must be identified by Managers and adhered to by all their team members. Failure to adhere to the Lone Working procedures could result in disciplinary action against members of staff and or Managers.

Members of the Lifeline Team have access to the Staff Safety Register via the Orb. Therefore if a member of staff is working out of hours they can check the Register via the Lifeline team who will be able to advise accordingly.

### **7.1 Staff Safety Register**

As part of the Council's strategy for controlling the risk of violence or other harm to staff, it operates a system which alerts employees by keeping a central register of persons and/or premises that may pose a risk and permits the marking of those individuals' files or records.

By recording details of these persons and premises on a register, the risk to those officers can be reduced by forewarning them of likely problems thus allowing them to take appropriate additional steps to protect their health and safety.

## 8. Training and Instruction

Suitable training and instruction is required under the Health & Safety at Work Act 1974 and this will assist in minimising injury to employees and other persons who they may come into contact with their work.

The specific training and supervisory needs of the lone worker will be entirely dependant on the nature of the work for which they are employed. In seeking to assess such needs, the relevant issues relating to the type of risk to which the employee is exposed (as identified in the risk assessment) should be addressed in the training.

## 9. Roles and Responsibilities

### 9.1 Heads of Service

- Ensure that all members of staff within their Service Area who have to Lone Work have been identified
- Ensure that suitable and sufficient risk assessments have been undertaken on those members of staff who have to Lone Work
- Ensure that procedures are in place in the event of someone not making contact with their Manager and procedures are robust enough to cover any eventuality.

### 9.2 Managers

Whilst Heads of Service need to check that procedures are in place for staff who work alone it shall be the responsibility of Line Managers to put this into practice. They will be responsible for:

- Identifying those members of staff who have to lone work as part of their role however frequently
- Undertake a suitable and sufficient risk assessment of staff who have to lone work taking into consideration their personal circumstances etc. ensuring that sufficient control measures are in place to protect them.
- Ensure that identified Lone Workers are fully aware of the procedures to follow when working alone and what to do in the event of a problem occurring.
- Ensure that they can account for the whereabouts of their staff at any time and if a member of staff cannot be accounted for there is a robust system in place for tracing their movements.
- Ensure that all Lone Workers have received the necessary training prior to undertaking such activities.
- Ensure that all Lone Workers know the procedures to follow with regard to checking in with Managers, Lifeline etc. as identified in the Risk Assessment and local work procedures (all of which should be thoroughly documented in writing).
- Ensure a suitable '**Safe System of Work**' is developed and documented to control any residual risks

- Ensure all your staff are fully **aware** of and able to comply with Safe Systems of Work. Regularly **check** that your Safe Systems of Work are effective. Ensure that any **personal protective equipment** identified is available, working and used correctly.

***Managers have a responsibility and duty of care to their employees, failure to comply with any of the above procedures could lead to disciplinary action being taken.***

### 9.3 Employees

All staff must take responsibility for their Health Safety and Welfare when at work and that of those who may be affected by their actions and omissions. They also have the following responsibilities:

- Follow any guidance provided by their Line Manager with regard to the Lone working arrangements that are in place.
- Report any incidents/accidents to their Line Manager at the earliest opportunity (including Violence & Aggression).
- Assist in the production of Risk Assessments relating to Lone Working and provide all the necessary personal information and contact details as requested.
- Participate in any training with regard to health and safety as identified by their Line Manager.
- Ensure that their work schedule/diary contains relevant information relating to any lone visit/appointment, including address, contact name and telephone numbers, and this information is available for all authorised persons to view.
- Ensure that their mobile phone is fully charged so that they can be contacted.
- Only undertake lone working activities if they have been suitably trained.

## 10. Record Keeping

### **Keeping safety records for lone working**

The record keeping required for compliance with legal requirements and achievement of best practise is divided into three key elements:

- Audit Check Reports
- Communication and induction – ensuring that everyone knows what do and how.
- Any incidents which may have left a member of staff feeling vulnerable or they have felt threatened in any way.

### **Records to be kept**

- Risk Assessments for each element of lone working for all members of staff
- Directorial procedure to be followed by lone workers (including communication arrangements, supervision etc).
- Records of logging in and out of work.
- Any incidents where a member of staff has not been able to be contacted or has not rung in where required as per local procedures.

## 11. Risk Assessments (controlling the risk)

Please refer to the Councils Risk Assessment Policy which is available on the Orb.

When carrying out an individual risk assessment the following will need to be taken into account:-

- Identification of 'at risk' employees who work alone
- The nature and reason for them working alone including times they will be working alone.
- The activities that the employee will be undertaking whilst working alone, and if they make them more susceptible to any type of threat.
- Assessing the hazards and risks the work involves
- Assessment of the working environment, including any limitations imposed on employees.
- Devise and implement safe working arrangements to ensure that the risks are eliminated or adequately controlled.
- Ensure employee is suitably instructed and trained in the necessary procedures for lone working and implement training if not.

**Managers, or the person completing the Risk Assessment, MUST take into account the following considerations when completing the Risk Assessment of Lone Workers and these steps should be followed before any member of staff goes out on a visit and ideally on the day of the visit as circumstances may change.**

1. **Check 'Staff Safety Register.'** For the address that they will be visiting.
2. Has account been taken of the suitability of individual employees for lone working?
3. Can the risk of the job be adequately controlled by one person?
4. Does the workplace (place of work) present a special risk to the worker?
5. Is there a safe way in and out for the lone worker?
6. Can all the plant, equipment and goods involved be handled by one person?
7. Is there a risk of violence?
8. Are women at risk if they work alone?
9. Is the individual a new or expectant mother?
10. Does the individual have a disability which may affect his/her ability to work alone?
11. Is the employee a young person (under 18 years of age) who requires specific induction, training and supervision?
12. Is the individual a new or temporary employee who requires specific induction or training?
13. Has account been taken of the fitness and medical history of the individual?
14. What additional training is required to ensure their safety whilst working alone?



## **12. Recording of Risk Assessments**

All Risk Assessments must be recorded on the standard Risk Assessment Form available on the Orb. Wherever possible the level of risk should be as low as is reasonably practicable for any employee required to work alone for whatever reason.

The findings of any risk assessments should be shared with those involved and they should be allowed to make any comments. If any member of staff has any concerns regarding the risk assessment and having to work alone they should initially raise this with their Line Manager.

As with any Risk Assessment it should be the subject of periodic review, please refer to the Councils Risk Assessment policy for further guidance.

If any assistance is required to complete a risk assessment or to consider control measures please contact the Health and Safety team.

Even following a comprehensive risk assessment has been completed for a member of staff with their Line Manager all persons who undertake Lone Working should take some responsibility for their own health and safety when working. When arriving at your destination whether it be somewhere you are familiar with or a new location all staff must undertake a "Dynamic Risk Assessment" of the situation. If for whatever reason they are not comfortable in working alone they should not proceed and make alternative arrangements. This should then be reported into their Manager at the earliest opportunity.

Staff should not be put under pressure to undertake Lone Working in a situation in which they feel vulnerable and or at risk and have the right to walk away.

## **Lone Working Guidance for Managers and Employees**

**Appendix 1****Guidance for Managers and Employees with regard to Lone Working**

The following questions should be considered when assessing the impact of regular or occasional Lone Working:-

- What work and relevant risk are undertaken by people working alone?
- Does the nature of the work require at least two people to be involved?
- Does it involve work at or near live electrical conductors or the use of machines?
- Does it involve a person under 18 working with specified machinery who MUST be under adequate supervision?
- Is it necessary for the work to be undertaken alone?
- Is there a risk of violence to the lone worker?
- Have all hazards associated with the work been assessed?
- Did the assessments take account of the increased hazards associated with lone working?
- Have adequate control measures been implemented?
- Have emergency procedures been identified?
- Is the individual aware of the procedure in place, with regard to:
  - Access and egress points
  - Foreseeable emergency situations and procedures?
  - Signing in and out of workplace
- Has special safety and PPE equipment been provided, i.e. Mobile phone, personal alarm etc?
- What provisions are in place for First Aid?

**Communication**

Are there appropriate communication systems in place? (Tracker systems)  
Are Communication systems tested at regular intervals? (Lifeline/Mobile Phones)

**Training, Supervision and Monitoring**

- Have all employees working alone received adequate training, taking into account any increased risks associated with lone working and the specific vulnerability of individual employees?
- Do lone workers receive recorded monitoring and supervision?
- Are working practices reviewed on a regular basis, assessed revised and recorded as necessary?
- Are accidents, dangerous occurrences and near misses experienced by those working alone properly reported, recorded, investigated and monitored?

## Appendix 2

**Further specific Advice and Guidance For Lone Working****Personal safety when visiting clients at home or at other premises**

- Consider whether the same outcomes could be achieved if the meeting could take place at a safer venue.
- Ensure you are aware of and able to follow your section's Safe Systems of Work.
- Review any sources of information that may be available regarding the client and the premises i.e. local registers, corporate information, police etc.
- Assess if client information justifies taking extra precautions i.e. taking a colleague or other professional to accompany you on the visit.
- Ensure a responsible person at your base knows where you are visiting or working, who you are visiting, when you are visiting or working and when you expect to finish.
- Agree communication procedures and methods e.g. mobile phone, two-way system etc.
- Agree an emergency response in the event of danger or no communication.
- Consider if a personal attack alarm is required.
- Always make appointments for home visits
- Arrange visits during daylight and working hours if possible.
- Plan travel arrangements and parking if needed, avoid parking or walking in poorly lit areas.
- Visit the bathroom prior to the visit
- If someone attempts to take something from you let them have it, but throw it onto the floor to distract them, allowing you to escape.
- Be on time for appointments. Contact the client if you are going to be late.
- Do not peer through letterboxes.
- State clearly who you are, where you are from and provide I.D.
- Clarify who you are talking to.
- Do not enter premises unless invited by a responsible adult.
- Ensure that any family dogs are safe or under control before entering.
- If you feel uneasy do not enter premises or a particular room.
- Only sit if the client intends to do so and choose a seat near an exit.
- Ensure your mobile phone, two-way system or panic alarm is accessible.
- If you start to feel threatened or an incident occurs collect your belongings, stand slowly and move towards the exit. Briefly explain why you are leaving and how the meeting can be re-arranged.
- If someone attempts to prevent you leaving, stay calm, be assertive, talk and ask questions, this may deter or distract the person enough to allow you to escape.
- If you have a personal attack alarm use it or shout to draw attention and distract the assailant.
- After the visit report back to base at the earliest opportunity or as directed in the safe system of work.

**Personal safety when working in isolation from other colleagues**

- Consider if the activity could be avoided or working alone avoided.
- If working alone, ensure a responsible person at your base knows where and when you are working and when you expect to finish.
- Ensure you are aware of and able to follow your section's Safe Systems of Work.
- Ensure you are trained and competent to carry out the work.
- Ensure appropriate equipment for the task is available and fit for purpose.
- Ensure all safety devices and emergency stops on equipment are in working order.
- Ensure any relevant personal protective equipment is available, serviceable and compatible.
- Ensure you are aware of procedures in the event of an emergency e.g. fire, abuse, accidents.
- Dress appropriately for the activity and avoid wearing valuable jewelry or items that can be grabbed.
- Consider if a personal attack alarm system is appropriate.
- Sign off/report back at the end of the activity as directed in the safe system of work.

**Personal safety when travelling by car**

- Ensure the vehicle is in good working order – visual checks, regular maintenance, sufficient fuel etc.
- If working alone, ensure a responsible person at your base knows where and when you are working and when you expect to finish.
- Have emergency breakdown cover.
- Carry a small first aid kit in your vehicle along with a torch to be used in the event of a breakdown. Consideration should also be given to carrying a personal attack alarm.
- Plan your route – have directions and carry maps. Plan your journey including routes to be taken prior to travelling and let people know of your plans.
- Plan to travel in daylight hours where possible.
- Ensure an effective communication system is in place
- Have money, cash cards, etc. available in the event of emergency
- Inform those at your destination your estimated time of arrival.
- Stay alert and be aware of your surroundings. If for whatever reason you feel tired or unwell do not proceed with your journey and report in to your Manager.
- Keep vehicle doors locked and windows closed when possible.
- Keep any valuables out of sight.
- Never leave vehicles unlocked and unattended.
- If possible avoid parking in quiet or unlit areas.
- When using car parks – if at all possible, park on ground level, near to exits, avoid pillars and reverse into spaces.
- Always have your keys ready when returning to your vehicle.

- If you leave the vehicle unattended check the back seat area before re-entering.
- Do not pick up hitchhikers or give lifts unless you know and trust the person and you are authorised to do so.
- If you see an incident or someone attempts to flag you down: THINK! – Is it safe to stop and get out?
- Is it safer to stop and summon help via your mobile phone or drive to a phone box?
- If another driver follows you or becomes aggressive; try to stay calm and appear pleasant, avoid eye contact, try to get away from the other car safely and without speeding, drive to a busy area where you can stop and there are other people around – make sure your doors and windows are locked, then write down the registration number and any other relevant details.
- If the other driver follows you - switch on your lights, hazard-warning lights and sound your horn. Continue driving until you reach a police, fire or ambulance station or other busy safe area.
- If another driver pulls in front of you, forcing you to stop – check all doors and windows are locked, keep your engine running, switch on hazard warning lights and sound your horn. If you feel in any way vulnerable do not hesitate to call the police.
- If you are stationary and approached on foot - check all doors and windows are locked, keep or start the engine running. If in doubt drive off. If you are unable to drive off sound your horn and switch on head and hazard lights.
- Use your mobile phone to report the incident to the police.
- Do not leave your car. Do not get out and confront other drivers.

If you break down:

- Pull as far off the road as you are able - If it is feasible, in a well-lit and busy area.
- If you have a mobile phone, call your breakdown organisation, giving your location and description of your vehicle.
- If you do not have a mobile – place a note on the dashboard of the vehicle, hide valuables, lock the vehicles and make your way safely to the nearest phone point to summon assistance.

If you breakdown on a motorway:

- Drive or coast to the nearest emergency phone, stopping with the front passenger door adjacent to the booth.
- If you cannot drive the car any further, pull onto the hard shoulder and switch on hazard warning lights.
- Get out of the vehicle on the passenger side and get behind the barriers away from the vehicle, do not stay in your vehicle. Give the control room your details – registration, location, breakdown organisation and details of any passengers.
- If possible, lock all doors except the passenger door and remove keys.
- It may be safer to wait on the verge than in the car, unless you have disabled, elderly or very young passengers.

- When the breakdown vehicle arrives verify it is from your breakdown organisation.

#### **Personal safety when travelling on public transport –**

- If travelling alone, ensure a responsible person at your base knows where and when you are travelling and when you expect to return /arrive.
- If you need to wait for public transport - try to choose a busy well-lit stop or station.
- Have your fare already separated from other money or valuables.
- Avoid having your hands full or carrying valuables – only carry essentials.
- Have a personal alarm at hand.
- Stay alert and appear confident.
- Select a seat near to the driver if possible, in view of others and close to any alarms. Avoid closed compartments, upper levels and corner seats.
- When using taxis only call known reputable companies.
- Before entering the hire-car check the driver knows the name you gave as the pickup.
- Do not hail hire-cars in the street. Only use licensed hackney carriages.

#### **Personal safety when travelling on foot**

- If travelling alone, ensure a responsible person at your base knows where and when you are travelling and when you expect to return /arrive.
- Plan ahead – choose a busy, well-lit route that avoids groups or gangs and stick to the route.
- Stay alert – keep your head up and stride purposefully.
- Avoid waiting around – if it is unavoidable, wait in a well-lit area and stay alert and confident.
- If you think you are being followed make your way, at once, to the nearest busy area, open shop or well-lit house and ask for help if necessary.
- Carry a personal attack alarm at hand and use it if you feel threatened.
- Avoid walking in the same direction of traffic.
- Do not accept unplanned lifts unless you know and trust the driver and vehicle.
- If a vehicle stops and you feel threatened in any way, turn and walk in the opposite direction to which the vehicle is facing.
- Take the registration number of any vehicle causing you harassment.
- If you feel unduly threatened, in any way, use your mobile phone or the nearest phone point to summon appropriate assistance.

## Appendix 3

**Lone Worker Monitoring System**

- A lone worker will be required to complete a registration form through the Lifeline service. Once completed a 4 digit pin code will be assigned to the employee for use of the system.
- The Lone Worker System operates by dialling 01527 66454 into the Monitoring Centre system via a mobile phone.
- Before leaving for their first appointment the lone worker will enter a unique PIN number to log on to the Lone Worker System. The lone worker must leave a message stating the address of their visit.
- The lone worker will enter the duration of their visit in minutes from 1 minute to 1,440 minutes (24 hours). For example, 1 hour should be entered 060 minutes. The time should be commensurate with the task to be undertaken. For an installation and demonstration the maximum period permitted is 120 minutes. For all other tasks, the maximum time is 60 minutes. There is no minimum limit; if a call is expected to take 5 minutes then 005 should be entered.
- After each visit the lone worker should enter their PIN number again to show they are travelling, up-date their voicemail message and update the system again on arrival at their next call. This should be repeated until all calls are completed.
- If the lone worker goes over the time they have entered the automated Lone Worker System will attempt to dial their phone every 5 minutes for a maximum of 3 calls. If the lone worker has not responded after the 3<sup>rd</sup> attempt the system will send a remote message to the Monitoring Centre where an Operator will receive an alarm call and respond to the suspected emergency.
- When an alarm call is raised at the Monitoring Centre the lone workers details will be displayed on the screen. If the Operator is unable to make contact then they will retrieve the message left on the lone workers voice message file to determine their location.
- The Monitoring Centre Operator will contact the lone workers Manager to advise them that the lone worker has failed to check in and to ask them how they wish the Monitoring Centre to proceed.
- If the Line Manager is unavailable the Operator will firstly contact the next of kin and then the Police.
- The Emergency Services will be given details of the lone worker including their description, vehicle details, last known whereabouts etc.



**Instructions on Use of Monitoring System**

To log on: dial the Lone Worker number: **01527 66454**.

You will hear: “**Welcome to the Lone Worker Monitoring System**”  
**Please enter your 4 digit Pin Code (xxxx)**

**You will then be asked to confirm your Pin Code: (xxxx)**

**To re-enter your Pin Code press 1**

**To continue press 2**

**Please leave your message after the tone and press \* when complete**

You will then hear the following options and be asked to leave a message (it is essential that you leave a message including the name, address and telephone number of the visit you are making for the system to operate effectively and for your safety):

**To listen to your current voice message press 1**

**To change your voice message press 2**

**To continue press 3**

You will now be required to input/amend your check time interval (this is the time you are likely to be at your visit):

**Your check interval is ??? minutes**

**To change your check interval press 1**

**(Enter a check interval time of between 010 and 900 minutes)**

**To continue press 2**

Your Lone Worker details will then be summarised and the call ended:

**Pin code (xxxx) is logged in with a check interval of ??? minutes. Goodbye.**

**Disconnect the phone call.**

Once your visit is complete; log back on to the system and either Log Off by dialling the Lone Worker number as above and re-entering your Pin No and selecting Option 5 or amend your details when requested by selecting the relevant option as shown below.

To check your calls: If you do not check back in with the Lone Worker Monitoring System within the check interval entered your mobile will ring. When you answer the phone you will hear:

**This is your automatic check call. Please enter your 4 digit Pin Code (xxxx)**

You will then be given the following options:

**In an emergency - press 1**

**If you are OK - press 2**

**To change your voice message - press 3**

**To change your check interval - press 4**

**To Log Off - press 5**



**REDDITCH** BOROUGH COUNCIL



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REDDITCH BOROUGH COUNCIL

SUBSTANCE MISUSE  
(DRUGS, ALCOHOL & OTHER SUBSTANCES)  
AT WORK POLICY

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## 1.0 INTRODUCTION

Concern has been expressed at a national level, about the rise in consumption of alcohol, drugs and other substances (e.g. solvents) and the associated increase in violence and other anti-social behaviour linked to their use. Alcohol alone is responsible for an estimated 3-5% of all absences from work which equates to approximately 8 -14 million working days lost each year.

This document forms an integral extension to the policy statement contained within the authority's (Redditch Borough Council's) Health and Safety Policy document made under section 2(3) of the Health and Safety at Work Etc. Act 1974.

By promoting and implementing these arrangements and procedures, the council intends to raise employees' awareness and communicate its approach to the issue of drug and alcohol related problems at work. This document will also assist the council in meeting their legal obligations.

Redditch Borough Council is committed to ensuring a safe, healthy and productive working environment and to minimising problems arising from the misuse of drugs and alcohol at work.

## 2.0 THE LAW

Under the Health and Safety at Work Act 1974 every employer must ensure that employees do not endanger their own health and safety or that of their colleagues. Under the Misuse of Drugs Act 1971, it is an offence for non-prescribed drugs to be knowingly used, kept or supplied on the premises. It is also an offence to ignore these activities. Arguably, the employer is also at risk of civil law claims from any party injured by an employee under the influence of alcohol or drugs whilst at work.

Section 7 of the Health and Safety at Work Act requires employees to take reasonable care of themselves and others who may be affected by their acts and omissions at work. This clearly has implications for the use of alcohol and drugs that affect the safety of the individual and or others in and around the workplace.

Employers have a duty under the Management of Health and Safety at Work Regulations 1999, to assess the risk to the health and safety of our employees. Prosecution may be brought against an employer if the employer knowingly allowed an employee under the influence of drugs, alcohol and other substances to continue working and his or her behaviour places the employee or others at risk.

Under common law, there is also potential for civil claims to be brought against an individual employee in the event of an accident, which resulted in damages or injuries being incurred by an employee who was under the influence of alcohol and drugs.

Employees should also be aware of their duties under the Road Traffic Act 1988 and the Transport and Works Act 1992. Drivers of road vehicles must not be under the influence of drugs or alcohol while driving, attempting to drive or when they are in charge of a vehicle on a road or other public place.

Please note that this procedure runs in conjunction with the Redditch Borough Council's Equal Opportunities Policy.

The right to privacy under article 8 of the Human Rights Act 1998 (HRA) extends to workplace and cannot be interfered with unless it is in accordance with law and necessary for a variety of purposes, including the protection of health and the protection of others.

### **3.0 AIMS & OBJECTIVES**

From the viewpoint of health and safety at work, the policy of Redditch Borough Council is to safeguard, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors and any others who may be affected by the operations of the council (e.g. general public). This includes the decision of the Council to include a Substance Misuse Policy to run in conjunction with the Councils Health and Safety Policy as a general duty of care under the Health and Safety at Work etc Act 1974.

The Substance Misuse Policy covers all Council employees (incl. Members) Contractors and includes the requirement to be in a fit condition whilst engaged in Council operations. This requires that the use or misuse of alcohol and drugs is prohibited at work. The Council considers that the creation of a health and safety culture, based on welfare principles, is only achievable by total commitment and complete co-operation between all parties concerned.

Redditch Borough Council has no desire to interfere with an individual's personal life or to reduce any social activities carried out in a reasonable manner. They should however, understand that the psychological and physical effects of alcohol and other substances that affect behaviour could inadvertently be brought into the workplace.

The allocation of duties for safety matters, and particular arrangements that are made to implement the Policy are included in this Substance Misuse Policy Document and are also referenced in the Councils Health and Safety Policy documents.

**OUR AIMS:**

Successfully tackling substance misuse can benefit the authority and our employees by:

- Promotion of health, safety and welfare of all employees.
- Reducing the risk of accidents and damage caused by impaired judgement.
- Creating a more productive environment by offering support to those employees who declare a substance related problem and improving employee morale.
- Enhancing both the employees and the public's perception as a responsible employer.
- Reducing the cost of absenteeism or impaired productivity.
- Saving the cost of recruiting and training new employees to replace those whose employment might be terminated because of untreated substance misuse.

Our aims will be achieved through working towards and achieving the following objectives.

- By establishing if and where a drug or alcohol problem exists or may occur, and if it does to what extent.
- By intervening appropriately, at the earliest stage possible, where a drug, alcohol or substance misuse problem has been identified, for Health and Safety reasons only.
- By offering professional treatment and support where it is needed in order to maintain a safe and healthy workforce and environment.
- By agreeing a positive and progressive improvement programme and by setting realistic performance improvement targets for individual requiring assistance.

**4.0 ORGANISATIONAL RESPONSIBILITIES****4.1 Cllrs, Chief Exec & Directors Heads of Service**



Have overall the responsibility of ensuring that this procedure is implemented within each area of the authority, with an aim to improving the overall standards of health and safety.

#### **4.2 Managers and Team Leaders**

Managers and Team Leaders have responsibility for communicating and implementing this procedure and ensuring that all action taken within their department, whether signposting or referring on, is done so in accordance with this procedure and that reasonable steps are taken to maintain and where necessary, improve health and safety standards. It is the responsibility of managers to ensure that their employees read this policy and attend any training as appropriate.

#### **4.3 Human Resources Advisors**

It is the responsibility of the Human Resources Advisors to offer support and advice, whether signposting or referring on, to both managers and Team Leaders to implement and manage this policy, and employees who may require help to overcome any health issues relating to substance misuse..

#### **4.4 Senior Advisor (Health, Safety & Wellbeing)**

The Senior Advisor (Health, Safety & Wellbeing) is responsible for developing and maintaining such policies and procedures jointly with the Human Resources Department, Managers and Trade Union Representatives, offering support and advice to managers and employees where appropriate.

#### **4.5 Trade Union representatives**

Local/ branch Trade Union reps are able to discuss with members and assist and liaise with HR and Management and explain the benefits of the procedures , they are also able to assist and signpost to services should members want to seek support or help on a voluntary basis.

#### **4.6 All Employees – inc. permanent, temporary or casual**

All employees (including permanent, temporary or casual staff and no matter what level and status) have a responsibility for their own safety and the safety of others and to comply with these procedures. Employees also have a duty to report any potential health and safety risks or concerns that they become aware of to their manager.

#### **4.7 Agency**

All Agency staff will be made aware of this policy procedure during their induction. All Agency staff must comply with the contents of this procedure. Any Agency staff failing to comply with this procedure will be referred to their Employer (the Agency) for assistance and for this policy to be adhered to.

#### **4.8 Contractors & Sub-Contractors**

All contractors and sub-contractors will be made aware of this policy procedure when applying or being commissioned to carry out any work for RBC. Sub-Contractors and their employees must comply with the contents of this procedure. Failure to comply with this procedure will mean the failing contractor being removed from the list of approved sub-contractors.

### **5.0 PROCEDURES**

#### **5.1 ESTABLISHING THE PROBLEM – Key Indicators**

Managers and Team Leaders should be aware that the misuse of drugs, alcohol or other substances by employees might come to light in various ways. The characteristics highlighted within this section, especially when arising in various combinations, may indicate the presence of an alcohol, drug or other substance misuse related problem.

The characteristics are for general guidance only and the presence of some or indeed all of them are not an exhaustive list to alcohol or drug misuse. Other illnesses such as Alzheimer's, diabetes, thyrotoxicosis, epilepsy, depression or cerebral tumour and even the accidental misuse of 'over the counter' medication may mimic alcohol or drug misuse.

It is also important that employees notify their immediate supervisor if they are taking either prescribed drugs or taking 'over the counter' medication that may affect or impair their judgement or performance. Employees who are in doubt or have any concerns relating to any medication being taken or received that could affect their performance, should discuss this issue with their Line Manager or the Human Resources Department. An Occupational Health Advisor can advise both the employee and the employer on the appropriate course of action.

#### **General characteristics:**

- Absenteeism
- High accident levels
- Work performance may be affected
- Mood swings
- Physical symptoms
- Misconduct

An employee's alcohol, drug or substance misuse problem may come to light as a mitigating factor in a disciplinary interview. It should be treated as a mitigating factor for certain "less serious" disciplinary offences, such as poor time keeping or lateness, provided the person is prepared to undergo treatment.

## 5.2 INTERVENTION

Managers and Team Leaders who feel an employee's unsatisfactory performance may be drug, alcohol or other substance related should inform their line Manager and the Human Resources Department in order to discuss the matter, logging any evidence/reasons for suspecting a problem.

It is important to remember to be non-judgemental and that it is not a foregone conclusion that an employee is guilty of using or being under the influence of alcohol, drugs or other substances without a full investigation into the facts. The issue must be dealt with, with integrity and with the employee's health as the foremost paramount importance. Employees will be treated with dignity and respect at all times.

If thought necessary the Manager or the Team Leader in conjunction with the Human Resources Departmental Advisor should arrange for a meeting with the employee. This should be arranged and conducted in private and without it becoming obvious to other colleagues.

During the interview all parties should endeavour to establish the cause of the problem (although it must be noted that some individuals with drugs or alcohol problems may go to great lengths to conceal the situation). Sensitive enquires should be made to whether there are any domestic issues causing concern or difficulties.

At the meeting the unsatisfactory performance or conduct should be discussed in detail with the employee and his/her representative, if requested. Employees should not be interviewed if the consensus of opinion of the interviewing panel is that the employee is not fit to be interviewed. In particular, if they suspected that the employee has been drinking, is actually drunk or suspected of being under the influence of another substance. In such cases management should reschedule the meeting.

The Manager and or the Human Resources Advisor should reiterate, in detail, the authority's expected and required standards of behaviour, ensuring the employee clearly understands what is expected of him or her.

The highlighted shortfall in standards or performance being currently achieved must be discussed in detail and the difference between his/her current performance and what is expected must be agreed. Measurable

targets should then be set by the Manager and the Human Resources Advisor and communicated to the individual concerned in writing.

On health and safety grounds, it may be decided and necessary to refer an employee to an Occupational Health Advisor to ascertain the degree of the problem and to seek advice on the most appropriate course of action. The referral may interrupt the interview process, but corrective action should continue as soon as possible after the referral is concluded. The Human Resources Advisor may intervene in the interview process, if it is deemed the meeting is becoming unproductive or it is thought to be too stressful for the employee concerned.

The Data Protection Act (part 4) applies to the records being kept by the Occupational Health Provider and Redditch Borough Council.

The employee should be informed of the assistance the authority is prepared to give an employee who is trying to overcome a drink, drugs or other substance related problem and should also be informed and guided towards outside agencies where help can be obtained.

The employee should be informed that the authority requires his or her performance to be improved to a measurable, quantifiable and acceptable standard and that failure to achieve this over an acceptable, specific period of time may result in further action being taken.

Management should then agree a realistic and appropriate course of action is to be taken. Where it is established that alcohol, drugs or other substances is, or could be, the problem, an appointment will be arranged with the Occupational Health Advisor or Doctor as soon as possible.

However, if there are strong signs and suspicions that the employee's unsatisfactory performance is drug or alcohol related and he or she will not admit or acknowledge this, further encouragement and support should be given at all stages of the investigation to recognise the true underlying problem.

At all stages throughout this process the employee must be treated with respect and dignity and all information relating to the situation will be dealt with in the strictest confidence.

### **5.3 TREATMENT & SUPPORT**

Where employees acknowledge that they have a problem and are given help and supportive treatment, this will be on the understanding that:

- a) Whilst they are undergoing treatment, they will be on sick leave and will be entitled to the usual sick pay benefits. Some treatment may be built into a working pattern or programme and not affect work.

To enable an employee to continue working, professional advice will be sought by way of a personal risk assessment to ascertain an employee's ability to continue working in a safe manner.

- (b) Every effort should be made to ensure that on completion of the recovery programme employees are able to return to the same or equivalent work.

All those seeking help will be treated sympathetically and in confidence.

However, where such a return would jeopardise either a satisfactory level of job performance or the employee's recovery the Manager or Human Resources Advisor will review the full circumstances surrounding the case and agree a course of action to be taken. This may include the offer of suitable alternative employment within the organisation, subject to the individual's capabilities, the consideration of retirement on the grounds of ill-health or dismissal.

#### **5.4 WHERE FURTHER ACTION IS LIKELY**

Further action may be likely in certain circumstances as highlighted below.

- In the event of a relapse
- Where recovery is unlikely
- Serious misconduct caused by alcohol, drugs or other substances
- Alcohol, drugs or other substance abuse on the premises
- Supplying, selling, consuming or possessing drugs on the premises or whilst at work

##### **5.4.1 Relapse**

Where an employee, having received treatment, suffers a relapse, the authority will consider the case on its individual merits. Medical advice will be sought in an attempt to ascertain how much more treatment or rehabilitation time is likely to be required to facilitate a full recovery. At the authority's discretion, more treatment or rehabilitation time may be suggested or given in order to help the employee to recover fully. Accurate confidential records should be kept of all absences relating to this particular issue.

##### **5.4.2 Recovery unlikely**

If, after an employee has received treatment and a full recovery is reported as unlikely, affecting the employee's ability to return to full work duties, dismissal of the employee may result. Such action will only be taken after a full internal and medical investigation has been carried out.

## 6.0 SERIOUS CASES OF MISCONDUCT

Employees are expressly forbidden to take, consume, use or supply drugs, alcohol or other substances (such as solvents, legal highs, etc) when at work, on authority's premises or on authority's business. Breach of this rule could result in disciplinary action being taken which may result in summary dismissal.

If an employee is known to be, or strongly suspected of being, intoxicated by alcohol, drugs or other substances during working hours, the Manager or Human Resources Advisor must be informed and consulted immediately.

Where a serious accident or incident has occurred or another employee has expressed a sincere concern or suspicion that an employee may be under the influence of alcohol, drugs or any other substance(s), the Manager and authority's Health and Safety Advisor must be informed immediately. In serious cases the Police are likely to be informed and involved in investigations.

In such extreme cases externally qualified personnel will be requested to carry out immediately, or as soon as is practicably possible, a series of in-offensive and dignified, simple but scientific tests to ascertain whether the employee is under the influence of alcohol, drugs or other known substances at work.

To ensure that these tests are sensitively and professionally carried out the following principles apply:

- That a Trade Union Representative or another person within the organisation, of choice by the employee, is present while the test is being carried out.
- That the tests are carried out immediately or as soon as is practicably possible after the request is made.
- That the tests are carried out sensitively and discretely.
- That the test results are shared with the employee and the representative immediately and are recorded as positive or negative evidence.
- That the Manager will lead the initial and immediate corrective action following a positive result.

Any employee refusing to participate in such a test, following a serious incident relating to their or another person's health and safety will be suspended pending an investigation. Usual suspension criteria apply.

A disciplinary investigation will be initiated immediately by the appropriate Manager who will be appointed by the Head of Service. The authority's disciplinary procedures and guidelines will be followed.

## **7.0 DRUG ABUSE ON THE PREMISES**

Employees who take drugs, which have not been prescribed, on medical grounds will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves likely to be dismissed. Any employee believed to be buying or selling drugs, or in possession of unlawful (i.e. un-prescribed) drugs will also be committing an act of gross misconduct. In these cases the Police are likely to be informed and involved.

The Council reserve the right to undertake drug and alcohol testing where appropriate.

## **8.0 CONFIDENTIALITY**

All matters relating to individuals employed by Redditch Borough Council concerning alcohol, drugs and other substances at work will be dealt with in the strictest of confidence. Only those people who need to know will be made aware of the problem. All employees are entitled to representation during all the stages of these processes, Trade Union or otherwise, and at the request of the individual concerned.

Detailed notes and records relating to these issues must be kept private and confidential. Management must ensure that the numbers of employees involved with an individual case and the procedural processes are kept to a minimum.

## **9.0 TRAINING AND DEVELOPMENT**

All employees' will be made aware of the effects of alcohol, drug and other substance misuse. Employees will be encouraged not to cover up for colleagues that suffer with a drink, drug or substance misuse related problems, but alternatively to recognise that collusion represents a false sense of loyalty and that false sense of loyalty to one of our fellow colleagues, will, in the longer term, have a damaging or devastating

effects on those employee's lives and quite possibly directly or indirectly on others.

Employees who recognise that they have a drink, drug or substance misuse related problem, or that they are at risk of developing one, should be encouraged to come forward for confidential and supportive help.

Employees should be encouraged to seek support, in confidence, with the Human Resources Department, our Occupational Health Advisor, a colleague that they may have an affinity or an independent professional.

Contacts of outside agencies where help can be obtained will be made readily available to all employees via staff notice-boards.



**EXECUTIVE COMMITTEE**

8<sup>th</sup> March 2016

**Finance Monitoring Quarter 3 2015/16**

<b>Relevant Portfolio Holder</b>	Councillor John Fisher, Portfolio Holder for Corporate Management.
<b>Relevant Head of Service</b>	Jayne Pickering
<b>Wards Affected</b>	All Wards
<b>Ward Councillor Consulted</b>	N/A
<b>Non Key Decision</b>	

**1. SUMMARY OF PROPOSALS**

This report details the Council’s final financial position for both General Fund Revenue for the period April – December 2015 (Quarter 3 2015/16)

**2. RECOMMENDATIONS**

The Executive Committee is asked to:

- 1) RECOMMEND that the HRA capital budget for 2016/17 is increased by £60k to £160k for a Demand Case Management IT system, funded by HRA reserves, and
- 2) RESOLVE that the current financial position on Revenue and Capital as detailed in the report be noted.

**3. KEY ISSUES**

- 3.1 This report provides details of the financial information across the Council. The aim is to ensure officers and members can make informed and considered judgement of the overall position of the Council. The report reflects the financial position across the Strategic Purposes to enable Members to be aware of the level of funding attributed to these areas. This following summary shows the financial position for revenue funding for the period April – December 2015.

**EXECUTIVE COMMITTEE**

8<sup>th</sup> March 2016

**Revenue Budget Summary – Overall Council  
Financial Year 2015/16**

3.3 Internal recharges have not been included in these figures to allow comparison for each service area. However Support costs have been included.

Strategic Purpose	Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000	Projection £'000	Projected Variance £'000
Keep my place safe and looking good	4,216	4,012	3,912	-100	4,055	-161
Help me run a successful business	-82	-188	-197	-8	-88	-6
Help me be financially independent	377	402	368	-35	326	-50
Help me to live my life independently	411	195	226	31	442	31
Help me find somewhere to live in my locality	1,379	1,009	960	-49	1,299	-80
Provide Good things for me to see, do and visit	2,217	1,710	1,779	70	2,275	58
Enable others to work/do what they need to do (to meet their purpose)	6,824	5,588	5,486	-102	6,730	-95
<b>Totals</b>	<b>15,343</b>	<b>12,728</b>	<b>12,534</b>	<b>-193</b>	<b>15,039</b>	<b>-303</b>
Minimum Revenue Provision (Borrowing Costs)	1,057	1,057	933	-124	933	-124

**Financial Commentary:**

For the period April to December 2015 there is an overall underspend showing which is then forecast to a significant saving by the end of the financial year. This relates partly due to essential spend only across the council following the financial settlement announcement, together with vacancies and additional income generated in a number of services. In addition to the overall general underspend of £303k it is anticipated there will be a saving on our borrowing costs of £124k due to slippage on the capital programme.

**EXECUTIVE COMMITTEE**

8<sup>th</sup> March 2016

**Capital Budget Summary – Overall Council  
Financial Year 2015/16**

3.3 Internal recharges have not been included in these figures to allow comparison for each service area. However Support costs have been included.

Strategic Purpose	Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000	Projection £'000	Projected Variance £'000
Keep my place safe and looking good	4,713	3,535	3,339	-196	3,885	-828
Help me run a successful business	12	9	8	-1	10	-2
Help me be financially independent	0	0	0	0	0	0
Help me to live my life independently	887	665	508	-157	632	-255
Help me find somewhere to live in my locality	9,611	7,333	6,575	-759	9,611	0
Provide Good things for me to see, do and visit	133	100	17	-83	137	4
Enable others to work/do what they need to do (to meet their purpose)	230	190	140	-50	230	0
<b>Totals</b>	<b>15,586</b>	<b>11,832</b>	<b>10,587</b>	<b>-1,246</b>	<b>14,505</b>	<b>-1,081</b>

**Financial Commentary:**

The capital expenditure in the third quarter of the financial year 2015/16 shows that most projects are currently work in progress. There will be requests made to carry budgets to next financial year within the strategic purpose 'keep my place safe and looking good' on the Crematorium Enhancements and the town landscape scheme due to due to works not being able to take place in the winter months.

**EXECUTIVE COMMITTEE**

8<sup>th</sup> March 2016

**Treasury Management**

- 3.4 The Council’s Treasury Management Strategy has been developed in accordance with the Prudential Code for Capital Finance prudential indicators and is used to manage risks arising from financial instruments. Additionally treasury management practices are followed on a day to day basis.

**Credit Risk**

- 3.5 Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council’s customers. Credit risk is minimised by use of a specified list of investment counterparty criteria and by limiting the amount invested with each institution. The Council receives credit rating details from its Treasury Management Advisers on a daily basis and any counterparty falling below the criteria is removed from the list.

- 3.6 At 31<sup>st</sup> December 2015 short term investments held comprised:

	<b>31<sup>st</sup> Dec 2015 £'000</b>
Deposits	5,000
<b>Total</b>	<b>5,000</b>

**Income from investments**

- 3.7 An investment income target of £25k has been set for 2015/16 using a projected rate of return of 0.25 %.

**General Fund Balances**

- 3.8 The General Fund Balance as at the 31<sup>th</sup> March 2015 was £2.005m. Should the projected savings be made in the financial year as forecast the revised balance will be £2.432m

**Legal Implications**

- 3.9 No legal implications have been identified.

**Service/Operational Implications**

- 3.10 Budget holders manage their financial position on a monthly basis to ensure that services are delivered within the financial budget allocated to each area.

**EXECUTIVE COMMITTEE**

8<sup>th</sup> March 2016

**Customer / Equalities and Diversity Implications**

- 3.11 In delivering a robust financial framework the Council can deliver services to all members of its community..

**4. RISK MANAGEMENT**

The robust and accurate financial monitoring is a key area within the Council that is managed to ensure any risks are mitigated.

**5. APPENDICES**

Appendix 1 – Strategic purposes financial position April – December 2015

**6. BACKGROUND PAPERS**

None.

**AUTHOR OF REPORT**

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<b>Keep my place safe and looking good.</b>
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please note figures have been rounded

Department	Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Bereavement Services	-353	-264	-350	-86	-488	-136
Building Control	-33	-25	-7	18	-9	25
Community Services - Community Safety	542	410	397	-13	534	-8
CCTV	332	249	212	-37	299	-33
Development Management	211	159	90	-69	126	-85
Environmental Health	571	429	428	-1	598	27
Highways & Drainage	471	353	378	24	509	38
Landscape and Ground Maintenance	1,350	1,857	1,887	30	1,351	1
Planning Policy	246	185	212	28	257	10
Waste Management - Refuse & Recycling	880	660	665	5	879	-1
<b>Totals:</b>	<b>4,216</b>	<b>4,012</b>	<b>3,912</b>	<b>-100</b>	<b>4,055</b>	<b>-161</b>

**Financial commentary:**

Bereavement Services income is higher than anticipated due to an increase in the number of cremations.

Within Development management there is an underspend due to an increase in income against budget and also some salary vacancies.

In Highways & Drainage the variance is due a reduction in Civil Parking Enforcement income as a result of higher levels of compliance. There have also been staffing issues resulting in fewer penalty charge notices being issued however there is a saving in the fee payable to Wychavon District Council to offset this.

CCTV has received extra one off funding from Police and Crime Commissioners due to community safety bid.

The estimated variance for Landscape and Waste Management may change to reflect savings as the final analysis for the new place team structure is projected to the end of the year

<b>Help me run a successful business</b>
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Department	Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Asset & Property Management	-329	-336	-321	15	-311	19
Economic Development	177	133	127	-6	188	11
Manager Taxi Licensing	-172	-157	-166	-9	-186	-14
Community Services - Grants to Vol bodies	242	172	164	-8	220	-22
<b>Totals:</b>	<b>-82</b>	<b>-188</b>	<b>-197</b>	<b>-8</b>	<b>-88</b>	<b>-6</b>

**Financial commentary:**

There are no significant variances this quarter.

**Help me to be financially independent (including education & skills)**

Department	Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Benefits	160	160	149	-11	124	-36
Council Tax	202	231	208	-23	187	-15
Property Management - Rents grants	15	11	11	0	15	0
<b>Totals:</b>	<b>377</b>	<b>402</b>	<b>368</b>	<b>-35</b>	<b>326</b>	<b>-50</b>

**Financial commentary:**

This saving is due to a combination of opportunities taken to reduce expenditure. There has been reduced spend on bailiffs costs and a number of vacant posts within the service. As with Customer Services shared management arrangements have realised further savings which have been reflected in the 16/17 budgets.

**Help me to live my life independently (including health & activity)**

Department	Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Community Services (incl dial a ride & Shopmobility)	424	283	287	4	431	6
Lifeline	-63	-137	-110	27	-38	25
Manager Care & Repair	50	50	50	0	50	0
<b>Totals:</b>	<b>411</b>	<b>195</b>	<b>226</b>	<b>31</b>	<b>442</b>	<b>31</b>

**Financial commentary:**

Lifeline has a variance is due to a loss of supporting people funding.



**Help me to find somewhere to live in my locality**

Department	Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Housing General Fund	1,224	908	870	-37	1,168	-56
Community Services - Housing Policy	179	134	123	-11	165	-14
Democratic Services - Land charges	-23	-32	-33	-1	-33	-10
<b>Totals:</b>	<b>1,379</b>	<b>1,009</b>	<b>960</b>	<b>-49</b>	<b>1,299</b>	<b>-80</b>

**Financial commentary:**

The variance in community services - housing policy is due to salary vacancies.  
The variance within housing general fund is because of additional income received.

**Provide things for me to do, see and visit**

Department	Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Cultural Services	658	520	514	-7	649	-9
Leisure & Cultural Man	127	84	77	-6	121	-5
Parks & Green Spaces	769	573	575	3	763	-6
Sports Services	665	533	612	79	741	76
Business Development - Cultural	0	0	1	1	2	2
<b>Totals:</b>	<b>2,217</b>	<b>1,710</b>	<b>1,779</b>	<b>70</b>	<b>2,275</b>	<b>58</b>

**Financial Services:**

There is a projected overspend on sports services due to a rates revaluation at Abbey stadium, an increase in licence fees payable for fitness classes and overtime payments incurred for covering vacant posts (these posts have now been filled).  
Income at the Abbey stadium on health and fitness is down due to difficulties in retaining members due to limited capacity in dance studios resulting in customers being unable to access classes and ultimately cancelling membership. However there are savings within sports development due to staff vacancies( which have now been filled) and a refund on Business rates for Hewell road which has reduced the overall variance.

**Enable others to work/do what they need to do (to meet purpose)**

Department	Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Asset & Property Management - Town Hall	981	839	840	1	985	4
Asset Maint	344	258	258	0	344	0
Business Development	139	104	85	-19	124	-15
Business Transformation	1,124	843	819	-24	1,093	-31
Corporate Admin, Central post and printing	456	347	302	-45	396	-61
Corporate Management & Audit	176	131	138	8	206	30
Corporate Services	707	761	756	-4	663	-44
Corporate Strategy	86	65	67	2	88	2
Cultural Services - Management	125	99	102	3	132	7
Customer Support Services	555	426	390	-36	533	-23
Democratic Services	341	256	247	-9	339	-2
Elections	230	172	173	1	238	8
Financial Services & Procurement	600	533	547	14	609	9
Human Resources	451	344	355	11	464	14
It Licences Direct Services	154	154	157	2	164	10
Legal Services	253	205	203	-2	254	1
Property Management	21	7	7	-0	22	1
Sports Services - Management	73	55	52	-3	70	-3
Supplies And Transport	-0	-0	-2	-2	-3	-3
Climate Change	8	-10	-10	1	9	1
<b>Totals:</b>	<b>6,824</b>	<b>5,588</b>	<b>5,486</b>	<b>-102</b>	<b>6,730</b>	<b>-95</b>

**Financial commentary:**

The elections budget, whilst currently projecting on target may result in savings when the current work on analysing any external funding is complete.

Customer Services - Reduced demand and transformation of service delivery means there is a reduced resource need and therefore vacant hours have not been filled. In addition shared management arrangements are now in place across Customer Service and Benefits services realising a further saving. These have been reflected in the 16/17 budgets.

There has been a review of printing facilities, which has generated a projected underspend for the year of £33k. There is also a projected saving of £17k within postal services, however this is a demand led budget, therefore the final outturn figure may change.

Corporate Services savings is due to unfunded superannuation actual lower than original estimation from the County.

**EXECUTIVE COMMITTEE**8<sup>th</sup> March 2016**VOLUNTARY AND COMMUNITY GRANTS PROGRAMME – FUNDING APPLICATIONS**

Relevant Portfolio Holder	Councillor G Chance
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis
Ward(s) Affected	All
Ward Councillor(s) Consulted	N/A
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

This report makes recommendations for allocation of the remainder of the budget for major grants for 2016/17.

**2. RECOMMENDATIONS**

**The Committee is asked to consider the report and recommendations and RESOLVE**

**That the following major grants be awarded for 2016/17:**

<b>Theme</b>	<b>Organisation</b>	<b>Project name</b>	<b>Amount</b>
Help me to be financially independent	What's Your Point	Young People - plan for financial independence	£1,569
Help me to be financially independent	Compass Community and Education Group	Money Matters	£3,325
Help me to live my life independently	What's Your Point	Introduction to mindful relaxation	£850
Keep my place safe and looking good	Redditch Community Amateur Boxing Club	Young Peoples Projects	£2,000

**3. KEY ISSUES****Financial Implications**

- 3.1 At its meeting in January the Committee considered recommendations for the allocation of major grants for 2016/17. The full amount was not allocated and it was agreed that the unallocated sums be retained and their availability be readvertised in parallel with the Stronger Communities Grant applications.

**EXECUTIVE COMMITTEE**8<sup>th</sup> March 2016

3.2 The sums retained were:

<b>Theme</b>	<b>Unallocated sum £</b>
Help me to be financially independent	5,000
Help me to live my life independently	2,200
Keep my place safe and looking good	2,000

**Legal Implications**

3.2 The Council is able to award grants as part of its general power of competence..

**Service/Operational Implications**3.3 The Grants Panel met on 24<sup>th</sup> February and considered 8 applications from the second round of advertising in accordance with the requirements of the Council's grants policy.

3.4 Agreeing the grants now will enable early notification to the applicants.

**Customer/Equalities and Diversity Implications**

3.5 None arising from this report.

**4. RISK MANAGEMENT**

Risk of bias in the awarding of grants is avoided by considering applications in a cross party group of councillors against the criteria within the Council's grant policy. Details of grants awarded are published on the Council's website.

**5. APPENDICES**

None

**6. BACKGROUND PAPERS**

None

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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

8th March 2016

**ADVISORY PANELS, WORKING GROUPS, ETC - UPDATE REPORT**

Relevant Portfolio Holder	Councillor John Fisher, Portfolio Holder for Corporate Management
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

To provide, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels, and similar bodies which report via the Executive Committee.

**2. RECOMMENDATIONS**

The Committee is asked to **RESOLVE** that

**subject to Members' comments, the report be noted.**

**3. UPDATES****A. ADVISORY PANELS**

	<b><u>Meeting :</u></b>	<b><u>Lead Members / Officers :</u></b> (Executive Members shown <u>underlined</u> )	<b><u>Position :</u></b> (Oral updates to be provided at the meeting by Lead Members or Officers, if no written update is available.)
1.	Planning Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: Cllr Bill Hartnett Ruth Bamford	Meeting dates: Tuesday 8th March Tuesday 19th April
2.	Housing Advisory Panel	Chair: <u>Cllr Mark Shurmer</u> / Vice-Chair: <u>Cllr Bill Hartnett</u> Liz Tompkin	Next meeting – 15 <sup>th</sup> March 2016.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

8th March 2016

B. OTHER MEETINGS

3.	Constitutional Review Working Party	Chair: <u>Cllr Bill Hartnett</u> / Vice-Chair: <u>Cllr John Fisher</u> Sheena Jones	Last meeting – 27 <sup>th</sup> January 2015
4.	Member Support Steering Group	Chair: <u>Cllr John Fisher</u> / Vice-Chair: <u>Cllr Bill Hartnett</u> Sheena Jones	Last meeting –19 <sup>th</sup> January 2016.
5.	Grants Assessment Panel	Chair: Cllr David Bush / Vice-Chair: <u>Cllr Greg Chance</u>	Last meeting 24 <sup>th</sup> February 2016..

**AUTHOR OF REPORT**

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