

**REDDITCH** BOROUGH COUNCIL



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# **HEALTH AND SAFETY AT WORK**

## **HEALTH AND SAFETY POLICY AND PROCEDURES MANUAL**

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## **Introduction**

This document contains the policy statement of Redditch Borough Council with respect to Health and Safety.

It is the responsibility of all management and employees to know and fully understand its contents to ensure that they implement and comply with the policy.

The main objectives of the Health and Safety at Work etc Act 1974 is to involve the employers and all employees in creating awareness of the importance of adequate health and safety standards. All employees owe a duty of care to themselves, fellow employees and others affected by their acts or omissions.

This document outlines the responsibilities under the Health and Safety at Work etc. Act 1974 and supporting health and safety regulations, to all employees of the Council.

A copy of this document will be available for consideration by employees at each premise or establishment. Alternatively, should you wish to have a full copy of this document please contact the Councils' Senior Advisor (Health, Safety and Wellbeing).

In addition all employees, at the commencement of their employment with Redditch Borough Council will receive a summary of the Councils health and safety procedures.

All employees must be aware that failure to comply with the Councils health and safety policies or procedures may result in disciplinary action under the Councils' Disciplinary Procedure.

## **Objectives of the Health and Safety Policy**

To recognise and evaluate hazards within the Councils full range of activities and to provide information to be followed as standard safe systems of work, which will identify: -

1. The need for employee training to ensure their competence to carry out their tasks in a safe manner, and to operate work equipment safely.
2. The need for provision of suitable approved safety clothing and equipment where required by the nature of the task.
3. The need to promote a health and safety culture by providing the opportunity for employees and their representatives to be consulted.
4. To identify areas or tasks exposing employees to health and safety risks which can then preferably be removed or controlled as practicable.

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## **Health and Safety at Work Act 1974**

### **REDDITCH BOROUGH COUNCIL**

#### **GENERAL STATEMENT OF SAFETY POLICY**

Redditch Borough Council recognises its responsibility as an employer to provide a safe and healthy working environment for all employees and accepts the obligations imposed by the Health and Safety at Work etc Act 1974 and subordinate legislation.

The Council will take all reasonably practicable steps to ensure:

1. The provision and maintenance of plant, equipment and safe systems of work.
2. Safety and absence of risks in connection with the use, handling, storage and transport of articles and substances.
3. The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of employees.
4. A safe workplace with safe access and egress.
5. The provision of adequate health, safety and welfare facilities for securing a safe working environment for all staff.

The Council reminds all employees of their own duties to:

1. Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
2. Co-operate with management to enable the Council to carry out its own health and safety responsibilities successfully.
3. Not to misuse or interfere with any equipment or facilities provided in the interests of health, safety or welfare.
4. Inform management of any serious, imminent dangers or shortcomings in the Council's health and safety arrangements.
5. Follow all safety information, including policy, procedures and safe working practices that are relevant to their role.
6. Comply with Council health and safety policies or procedures as failure to do so may result in disciplinary action under the Council's Disciplinary Procedure.

Overall responsibility for carrying out this policy rests with the Chief Executive. The Directors and Heads of Service will undertake responsibility for implementation within their areas of the business.

Without detracting from the responsibilities of Managers and Supervisors to ensure safe working conditions, the Council, through its Senior Advisor (Health, Safety and Wellbeing), will provide competent advice on all matters of health, safety and welfare where this is necessary to assist the Council, employees and their representatives in their tasks and responsibilities.

The Council expects all persons including contractors, employees and members of the public who are visiting Council premises, to observe all safety procedures, rules, instructions or legislation applicable to those premises. Any visitor or contractor who breaches the Council's Health and Safety Policy or current health and safety legislation entitles the Council to take appropriate measures including requesting that the visitor or contractor etc. leaves the premises.

The success of the Council's health and safety policy depends upon the co-operation of all employees. In order to develop a positive health and safety culture, joint consultation between management and employee representatives on health and safety is necessary. The Council will therefore consult with safety representatives proposed by recognised Trade Unions, and equip them and provide facilities as required by the appropriate regulations.

A copy of this policy statement, which is a declaration of the Councils intent, will be issued to all employees. The policy shall be reviewed on an annual basis or as and when there is a major change to the structure of the policy. Any amendments will be in line with consultation with the employee representatives.



Signed: \_\_\_\_\_

K. Dicks, Chief Executive of Bromsgrove District and Redditch Borough Councils

Signed: \_\_\_\_\_  
Leader of Redditch Borough Council

Date:

Reviewed and Updated:

## ORGANISATIONAL AND RESPONSIBILITIES SECTION

**Elected Members** are responsible for:-

- a. Ensuring they fully consider all relevant health, safety and welfare implications of any report, paper or plans for their deliberation. It is the responsibility of the person presenting such reports, papers or plans to highlight any potential health, safety or welfare implications to Elected Members.
- b. Considering any potential adverse effects on the health, safety or welfare of employees and any other persons who might be affected.
- c. Ensuring they remain competent to undertake their health and safety responsibilities, Elected Members will be invited to attend training to fulfil their role provided by the Council. They will also be invited to attend any other additional training that will also support their role i.e. Members training as part of their Induction.
- d. Where appropriate, taking remedial actions including the instigation of disciplinary measures should failures occur in the Health and Safety Management System.

In addition to the above the **Elected Member representative on the Health Safety and Welfare Committee** will ensure that health and safety issues are given their full consideration within the democratic process.

**The Chief Executive** as the principal officer of the Council has overall responsibility for the management of health and safety throughout the organisation. As such he will: -

- a. Recognise his responsibility to maintain, so far as is reasonably practicable, the highest standards with regard to the health, safety and welfare of all Council employees.
- b. Ensure that adequate funds are allocated to enable the effective implementation of all legislative requirements and that arrangements exist for the effective management of health and safety.
- c. Ensure that Directors and Heads of Service implement the Council's policy for the promotion of health, safety and welfare.
- d. Ensure the appointment of competent persons to assist in the management of occupational health and safety in the workplace.
- e. Instigate disciplinary action against employees within their control who do not ensure that the Council's policy for the promotion of health and safety is implemented where deemed appropriate.
- f. Take all steps, which are reasonably practicable, and within their power to ensure that the following are provided and maintained: -
  - I. Safe articles, plant, tools, equipment and systems of work.
  - II. Safe arrangements for the use, handling, storage and transportation of substances.



- III. Premises used by employees and members of the public shall be safe and not present a hazard to the users or occupants.
  - IV. Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
  - V. A safe means of access and egress from their place of work.
  - VI. Adequate health and welfare facilities.
  - VII. A safe and healthy working environment.
- g. Provide, as far as is practicable, such medical supervision and monitoring of the working environment as is necessary to ensure safe and healthy working conditions for all employees.
- h. Support continuous improvement of safety standards through training, and to maintain awareness among all levels of management and employees of their responsibilities and obligations under the Health and Safety at Work etc Act 1974.
- i. Ensure that so far as is practicable, Contractors and Sub-Contractors with whom the Council are engaged meet the required standards laid down in health and safety legislation and in the Council's Health and Safety Policy.
- j. Liaise in conjunction with the Councils' Senior Advisor (Health, Safety and Wellbeing) or other necessary Specialists, Directors, Heads of Service, Line managers, Trade Union representatives, or other employee representatives, on health and safety matters, which affect employees in their respective areas of responsibility.

**Directors will: -**

- a. Recognise their role and responsibility to the Chief Executive to provide a safe and healthy workplace and working environment for all employees in their Service.
- b. Take all steps, which are reasonably practicable, and within their power to ensure that the following are maintained: -
  - I. Safe articles, plant, tools, equipment and systems of work.
  - II. Safe arrangements for the use, handling, storage and transportation of substances.
  - III. Premises used by employees and members of the public shall be safe and not present a hazard to the users or occupants.
  - IV. Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
  - V. A safe means of access and egress from their place of work.
  - VI. Adequate health and welfare facilities.
  - VII. A safe and healthy working environment.
- c. Ensure that adequate funds are allocated to enable the effective implementation of all legislative requirements and that arrangements exist for the effective management of health and safety.

- d. Ensure that adequate risk assessments are carried out by their Managers and brought to the attention of employees. Where changes are required to reduce the level of risk to members of staff these are prioritised and funded according to the level of risk and communicated to their employees. All such details should be included in the Action Log.
- e. Provide as far as is practicable, such medical supervision and monitoring of the working environment as is necessary to ensure safe and healthy working conditions for all employees.
- f. Ensure that Personal Protective Equipment is provided, where identified as essential, (through a risk assessment), without charge, and such clothing and equipment must be worn by staff whenever required, maintained and replaced.
- g. Support continuous improvement of safety standards through training, and to maintain awareness among all levels of management and employees of their responsibilities and obligations under the Health and Safety at Work etc Act 1974.
- h. Ensure that so far as is practicable Contractors and Sub-Contractors with whom they are involved meet the required standards laid down in health and safety legislation and in the Council's Health and Safety Policy.
- i. Liaise with Trade Union representatives, or other employee representatives, on health and safety matters, which affect employees in their area of responsibility.
- j. Instigate disciplinary action against employees within their control who do not ensure that the Council's policy for the promotion of health and safety is implemented where appropriate.
- k. Report at once to the Chief Executive and the Councils' Senior Advisor (Health, Safety and Wellbeing) immediately on being issued with an Improvement Notice or Prohibition Notice by a member of the Health and Safety Executive.
- l. Commend employees, who, by action or initiative, eliminate hazards and adopt safe working procedures.
- m. Ensure that all subordinate Managers carry out their responsibilities with regard to safety, health and welfare in accordance with the Council's Health and Safety Policy.
- n. Keep up to date, as far as is reasonably practicable, with recommended Codes of Practice and new safety literature and circulate information applicable to each level of employee under their control.

**Heads of Service will: -**

- a. Support and encourage a positive attitude towards health and safety within their own area of responsibility.

- b. Ensure that adequate resources are provided to cover the implementation of the Council's policy, systems and procedures.
- c. Ensure that suitable and sufficient risk assessments are carried out and brought to the attention of employees for all workplace activities.
- d. Ensure that any residual risks are suitably controlled and remedial actions taken wherever possible to reduce the risk further only using personal protective equipment as a last resort control measure.
- e. Ensure that all such risk assessments are reviewed at least annually or if there is a change in workplace activities, an accident or incident occurs or there is reason to believe that the risk assessments are no longer valid within their area of responsibility.
- f. Ensure that new employees (including young persons, work experience, temporary and casual employees), are instructed in safe working practices and procedures, and that they are aware of the Council's Health and Safety Policy and any Risk Assessments relevant to their work activities.
- g. Commend employees, who, by action or initiative, eliminate hazards and adopt safe working procedures.
- h. Ensure that all subordinate Officers carry out their responsibilities with regard to safety, health and welfare in accordance with: the Council's Health and Safety Policy, the Health and Safety at Work Etc Act 1974, and supporting Health and Safety Legislation.
- i. Instigate disciplinary action against employees within their control who do not ensure that the Council's policy for the promotion of health and safety is implemented.
- j. Co-operate with the Councils' Senior Advisor (Health, Safety and Wellbeing) and consult with them when necessary on health and safety matters.
- k. Ensure, that so far as is practicable Contractors and Sub-Contractors with whom they are involved meet the required standards laid down in health and safety legislation and in the Council's Health and Safety Policy.
- l. Ensure that all accidents and dangerous occurrences are reported immediately to the Councils' Senior Advisor (Health, Safety and Wellbeing) to enable them to take any action necessary under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- m. Liaise in conjunction with Councils' Senior Advisor (Health, Safety and Wellbeing), Directors and Trade Union representatives, or other employee representatives, on health and safety matters, which affect employees in their Department
- n. Ensure that arrangements are made to enable Trade Union Safety Representatives and other employee representatives to effectively carry out their functions.
- o. Within their areas of responsibility ensure that all articles, equipment, materials and substances purchased and premises and systems of work are

free from hazard, as far as is reasonably practicable. Also, ensuring all plant and equipment is adequately maintained and serviced.

- p. Ensure that all Health and Safety requests, records and reports, for which they are responsible, are up to date.
- q. Keep up to date, as far as is reasonably practicable, with recommended Codes of Practice and new safety literature and circulate information applicable to each level of employee under their control as advised by the Councils' Senior Advisor (Health, Safety and Wellbeing).
- r. Identify and assist the Councils' Senior Advisor (Health, Safety and Wellbeing) with safety training as required, and to promote an awareness of injury prevention.
- s. Ensure that all new technology, plant, articles and substances are safe to use with appropriate training undertaken for all employees.
- t. Encourage all employees in establishing and maintaining adequate standards of working conditions safety and hygiene, and to impress positive attitudes towards these.
- u. Report at once to the Councils' Senior Advisor (Health, Safety and Wellbeing) and immediate superior on being issued with an Improvement Notice or Prohibition Notice by a member of the Health and Safety Executive.

**Service Managers/Line Managers will: -**

- a. Represent and advise the appropriate Head of Service as requested on all matters of health and safety.
- b. Advise the appropriate Head of Service on the prevention of injury to employees under their control and damage to plant and equipment for which they are responsible.
- c. Ensure that suitable and sufficient risk assessments are carried out and brought to the attention of employees for all workplace activities.
- d. Ensure that all such risk assessments are reviewed at least annually or if there is a change in workplace activities, an accident or incident occurs or there is reason to believe that the risk assessments are no longer valid.
- e. Ensure sound working practices and procedures are adopted and recorded.
- f. In accordance with the Councils disciplinary rules and procedures advise their Heads of Service of any employees within their control who do not ensure that the Council's policy for the promotion of health and safety is implemented.
- g. Implement such legal requirements regarding health and safety as are delegated to them.

- h. Advise, in conjunction with the Councils' Senior Advisor (Health, Safety and Wellbeing), on the correct type and use of safety equipment and clothing needed by the employees under their control.
- i. Consult the Councils' Senior Advisor (Health, Safety and Wellbeing) on the suitability from a safety viewpoint, of new and hired plant and equipment used by employees under their control, and on the validity of all appropriate Test Certificates.
- j. Advise the appropriate Head of Service of any potential or existing hazards affecting employees under their control before work commences, taking into account any measures taken to reduce or eliminate the risk.
- k. Advise employees on safe systems of work and fire precautions.
- l. Advise in conjunction with the Councils' Senior Advisor (Health, Safety and Wellbeing) on methods of safe working at new sites or situations.
- m. Advise in conjunction with the Councils' Senior Advisor (Health, Safety and Wellbeing) on changes in health and safety legislation affecting employees under their control.
- n. Report on the apparent causes of accidents and/or dangerous occurrences, investigate as required, and recommend to the appropriate Head of Service the means of preventing a recurrence.
- o. Assist the appropriate Head of Service in the identification of safety training as required, in order to promote an awareness of injury prevention.
- p. Take part in Site or Departmental meetings or visits set up for accident prevention discussion.
- q. Keep up to date as far as is reasonably practicable and in conjunction with the appropriate Head of Service, with recommended Codes of Practice and new safety guidance and to circulate information applicable to each level of employee under their control.
- r. Foster within their respective work areas an understanding of safety procedures and injury prevention.
- s. Set a personal example and to wear appropriate protective clothing where appropriate.
- t. Ensure as far as is practicable that all plant and equipment is properly maintained.
- u. Report at once to the Councils' Senior Advisor (Health, Safety and Wellbeing) and the immediate superior on being issued with an Improvement Notice or a Prohibition Notice by a member of the Health and Safety Executive.
- v. Ensure that each employee is aware of the Health and Safety Policy and that it is communicated to them and any revisions or updates thereafter, and make it available to all employees when requested.

### **Supervisors / Team Leaders will: -**

- a. Be familiar with the requirements of relevant health and safety legislation and the Council's health and safety policies and procedures applicable to the work which employees for whom they are responsible are engaged on, and to ensure that these requirements are complied with.
- b. Incorporate safety requirements in instructions and orders and to ensure they are observed.
- c. Ensure that new employees (including young persons, work experience, temporary and casual employees), are instructed in Health, Safety and Welfare precautions, and that they are aware of the Council's Health and Safety Policy and Risk Assessments relevant to their work.
- d. Commend employees who, by action or initiative, eliminate hazards and adopt safe working procedures.
- e. Set a personal example and to wear appropriate protective clothing where appropriate.
- f. Report in writing to the appropriate Officer defects in plant and equipment as soon as a problem is identified.
- g. Report at once to the Councils' Senior Advisor (Health, Safety and Wellbeing) and the immediate supervisor on being issued with an Improvement Notice or Prohibition Notice by a member of the Health and Safety Executive.
- h. Co-operate with the Councils' Senior Advisor (Health, Safety and Wellbeing) and consult when necessary on any matters of health and safety.
- i. Ensure that all health and safety requests, records and reports, for which they are responsible, are up to date so far as is reasonably practicable.
- j. Ensure that an employee with appropriate level of health and safety competence carries out all inspections of work situations authorised by them appertaining to health and safety.
- k. Ensure so far as is reasonably practicable that all plant and equipment is properly maintained.

### **All Employees will:-**

- a. Ensure that they understand the contents of the Council's Health and Safety Policy, a copy of which is to be readily available to all staff.
- b. Familiarise themselves with any Risk Assessments, Method Statements and workplace procedures for the work activities that they are undertaking.
- c. Raise with their Line Managers any concerns that they may have regarding the risk assessments and any shortfalls which may exist.

- d. Use the correct and safe tools and equipment for the job, also use all safety equipment/protective clothing provided, and adopt a safe method of working at all times.
- e. Keep tools, equipment, plant, machinery and protective clothing in good condition, to prevent injury to yourself and/or others.
- f. Report immediately to your line manager, or to your Safety Representative, any defects found in tools, equipment, plant, machinery, and protective clothing.
- g. Develop a personal concern for safety, both for yourself and for others around you, including young persons, work experience, temporary and casual employees.
- h. Suggest ways of eliminating or reducing hazards preferably in writing or by reporting to your Safety Representative and ensure they make a written record.
- i. Co-operate with the Councils' Senior Advisor (Health, Safety and Wellbeing) and the Section Head/Supervisor, and all other supervisory staff and Trade Union appointed safety representatives regarding safety matters.
- j. Set a personal example and ensure safe working practices are observed at all times.
- k. Be aware of and carry out the requirements of the Health and Safety legislation, relevant Codes of Practices and Safety Check Lists.
- l. Report all accidents to your line manager/supervisor whether injury is sustained or not, and enter all the details into the online accident reporting form.
- m. Acquaint yourself with all processes, materials and substances in connection with your work.
- n. In liaison with your immediate supervisor, ensure that all reasonably practicable steps are taken to protect the general public against hazards, which may be created by the workplace or activities.
- o. Attend any training designed to further the needs of health and safety.

**Councils' Senior Advisor (Health, Safety and Wellbeing) will: -**

- a. Be responsible to for continually monitoring and improving, the Council's health and safety standards.
- b. Ensure that the Council's Health and Safety Policy meets legislative requirements, and advise the relevant authorities immediately any deviation from these standards.

- c. Keep up to date, as far as is reasonably practicable and in conjunction with appropriate Officers, with recommended Codes of Practice and new safety literature.
- d. Advise the Council, Chief Executive, and other employees on all aspects of health and safety legislation and precautions to ensure good and safe working practices are maintained.
- e. Motivate employees at all levels in good safety practices, and to give or arrange training sessions, briefings or lectures on any health and safety aspect as required.
- f. Liaise with the Directors, Heads of Service, Managers, Team Leaders, Trade Union appointed representatives, or other employee representatives, on health and safety matters, which affect employees in their Departments.
- g. Attend meetings of Safety Committees, or other Safety Forum, which may be formed, as considered necessary by the Human Resources & Organisational Development Manager.
- h. Liaise with the Health and Safety Executive, Chief Fire Officers, Police, and other outside bodies, with a direct interest in the health and safety of the Council's employees.
- i. Carry out regular visits, inspections and audits in conjunction with the appropriate Section Head/Supervisor, to all the Council's establishments and sites to ensure compliance with the Council's Health and Safety Policy and relevant legislation.
- j. Ensure that procedures are in place to enable regular Fire Drills and Fire Alarm Tests at all of the Council's establishments to take place.
- k. Ensure in conjunction with the Directors and Heads of Service that the Council's policies and procedures are suitable and sufficient to ensure all employees are protected while at work.
- l. Review information relating to accidents, dangerous occurrences, and diseases and, where appropriate, investigate their causes and provide advice to management on the means of preventing a reoccurrence.
- m. Encourage all employees of the Council to seek health and safety advice from their Section Head/Supervisor, in the first instance.
- n. Ensure, in conjunction with Heads of Service that so far as is reasonably practicable all plant and equipment is used by the Council's employees in a safe manner.
- o. Institute and maintain a comprehensive procedure for the notification, investigation and reporting of accidents, unsafe or hazardous situations.
- p. Make reports available as necessary on health and safety matters to the appropriate Executive Directors, Directors, Heads of Service and Committees of the Council.



### **Trade Union Safety Representatives Will Be Afforded The Right To :-**

- a. Represent employees in consultation with employers on health and safety matters.
- b. Co-operate effectively in promoting and developing health and safety measures.
- c. Make representations to the employer in writing on general matters affecting the health, safety and welfare of other persons employed at the workplace.
- d. Carry out safety inspections of the workplace.
- e. Represent their members in consultation with officers of the enforcement agencies. Receive information from Inspectors.
- f. Attend meetings of safety committees in their capacity as a safety representative.

### **Other Health Safety and Wellbeing Committee Members**

Carry out their duties as detailed in the "Terms of Reference" for the Health and Safety Committee and its members.

## HEALTH AND SAFETY MANAGEMENT & GOVERNANCE SECTION

### General

The Council requires that all Committees, Officers, and employees demonstrate a high concern for all measures to secure the highest reasonable standard of health and safety at work.

The Council will, so far as is reasonably practicable, comply with all Health and Safety Legislation and Codes of Practice.

### Health, Safety and Welfare Committee

Employers have a responsibility to provide employment that is safe for employees, clients and visitors. This can only be achieved with the cooperation of everyone within the Council.

In order to facilitate this, Health, Safety and Welfare Committee has been established to act as a forum for the exchange of views between employers and employees. Where there are difficulties that cannot be resolved at local level between supervisors and employees these committees also provide a route to bring to the attention of senior managers problems that may be resolved by a wider consideration.

### Risk Assessment

The Council will ensure that risk assessments are completed and reviewed for all hazards arising out of or in connection with the activities undertaken by all Council Departments. Designated managers will be responsible for ensuring that risk assessments required under the various Health and Safety Regulations have been undertaken, and that the hazards identified together with the preventative and precautionary control measures have been considered and recorded. The findings of the risk assessment will be passed to employees to safeguard their health, safety or welfare and issued through safe working practices and procedures.

All Risk Assessments will be reviewed on an annual basis to ensure that they continue to be suitable and sufficient. They shall also be reviewed following any accident or incident or if there is reason to believe they are no longer valid and or there is a change in the process.

To assist Officers in carrying out risk assessments the Councils' Senior Advisor (Health, Safety and Wellbeing) will issue standard risk assessment forms along with a policy and procedure to guide managers in completing risk assessments and to ensure that all significant findings of the assessment are suitably recorded.

Employees responsible for completing risk assessments will receive appropriate training and guidance to ensure competency. Any training will be provided via the Councils Health and Safety Advisor.

Risk Assessments should be kept on file at the premises/establishment to which they relate. An electronic copy of all risk assessments shall be forwarded to the Health and Safety Advisor for review and insertion into a central file.

Any actions highlighted in the Risk Assessment will be logged on an Action plan for that particular Service Area and held centrally. A hard copy should also be available

in the work area to which the risk assessment applies in order that those staff without access to a PC can read and understand them also. When the actions have been completed they will then be signed off by the Author of the risk assessment.

Risk Assessments relating to individuals (i.e. new or expectant mothers and young persons) will be kept on file by the relevant line manager at the premises with an electronic copy being forwarded to Human Resources for enclosure into the Personal File.

When completing the risk assessment all reasonable practicable steps will be taken to avoid or reduce the risk to as low as reasonably practicable. The provision of personal protective equipment for staff to wear will only be provided as a last resort.

## HEALTH AND SAFETY ARRANGEMENTS SECTION

### General Arrangements

#### Arrangements for the carrying out of the general policy on Health and Safety At Work

Though this policy comes under the remit of the Councils' Senior Advisor (Health, Safety and Wellbeing) some areas also come under the remit of the Property Services Team who will undertake works including the day to day management and upkeep of its buildings. They will be responsible for maintaining hard services and facilities for each premise in question or will authorise others to undertake the works on their behalf.

#### Fire Precautions

The Council will ensure through the management system that a full and proper fire precautions procedure is operated at all of its premises. The Council will carry out a suitable and sufficient risk assessment for each premise and work in conjunction with the County Fire and Rescue Service and seek their assistance in establishing adequate measures for fire precautions at all its premises/establishments.

Attention will be given firstly to the prevention of the outbreak of the fire and training will be given to all employees upon induction and at regular intervals. An evacuation procedure will be established for all premises and all employees will be trained in the precautions operating at their place of work and in its operation.

Fire drills will be held at least twice yearly at all premises. These will be coordinated with the Councils' Senior Advisor (Health, Safety and Wellbeing), Premises Manager and where necessary the Property Services team. A record of the drill including participants' names will be kept on site at all premises wherever possible. Following any such evacuations a full debrief will be held to establish where improvements can be made.

The Council will ensure that adequate fire fighting equipment is made available in all its premises and as required by the fire risk assessment, or as recommended by the County Fire Safety Officer. All such equipment will be adequately maintained by a competent contractor. All other fire precautions equipment (e.g. fire alarms, emergency lighting) will also be maintained at the required intervals by appropriate Contractors appointed by the Council.

The Council will ensure that any equipment is suitably maintained and will ensure that the weekly and monthly testing is carried out by authorised persons. Any problems identified during the testing process need to be reported as soon as possible.

All such firefighting equipment will be maintained under a service contract arranged by the Council at suitable intervals i.e. a minimum annually. All such works will be recorded in the onsite Log Book.

#### First Aid

The Council shall assess its requirements to provide first aid at each premise/establishment to ensure it meets the requirements of the First Aid at Work Regulations 1981.

The outcome of the assessment shall ensure that the number of qualified first aid personnel, appointed people and first aid facilities are appropriate for each premise.

The first aiders and appointed persons will ensure that the first aid boxes are stocked with adequate first aid materials. Stocks will be made available at all sites to ensure the prompt replenishment of the first aid kits.

In council premises where defibrillators are located, a local risk assessment conducted by a competent person, will identify the number of employees required to be trained in order to ensure its safe use.

### Accident reporting

All accidents, ill health, violent incidents or dangerous occurrences that occur at, or as a result of, work for the Council must be reported immediately. All injured employees involved in such incidents should report them verbally to their line manager and in writing by completing the e-form on the intranet in the first instance or in the accident book at the respective site. These should all be forwarded to the Councils' Senior Advisor (Health, Safety and Wellbeing) upon completion.

Investigations will take place as deemed necessary by either Managers or the Councils' Senior Advisor (Health, Safety and Wellbeing) or both. Violent incidents should be recorded also and are available from line managers, and the Council's intranet site.

### Workplace

As an employer the Council is required to provide a safe and healthy working environment for all staff. All such premises will be maintained by the Council and they will ensure that they are kept in good working order and shall ensure the following:-

- All areas will be kept at a reasonable working temperature for the work activities being undertaken.
- Lighting shall be suitable and sufficient for the areas and work activities. The workplace, furniture and fittings shall be kept sufficiently clean.
- Floors shall not be slippery and wall surfaces shall not increase fire risks.
- There will be adequate workspace for all members of staff to carry out their duties.
- Waste will not be allowed to accumulate and suitable receptacles shall be provided to contain the waste.
- Seating shall be provided where work can or must be done sitting and shall be suitable for the person as well as the work.

### Display Screen Equipment

All reasonably practicable steps will be taken by the Council to secure the health and safety of employees who work with display screen equipment (DSE).

The Council will, in consultation with employees:

- a. carry out an assessment of each workstation, taking into account the DSE, the furniture, the working environment and the employee.

- b. take all reasonably practicable steps to remedy any risks found as a result of the assessment.
- c. take measures to incorporate breaks and/or changes of task, where necessary, within the working day, in order to prevent intensive periods of on-screen activity.
- d. review software to ensure suitability for the task.
- e. arrange for the provision of eye and eyesight tests prior to employment and at regular intervals thereafter and where a visual problem is experienced.
- f. arrange for the free supply of basic corrective appliances (normally glasses) where required specifically for working with DSE.
- g. Inform employees working with DSE, of the risks to health and how these are to be avoided.

### Homeworking

Some members of staff are permitted to work from home on occasion. Any such works should only be undertaken for security reasons on a Council issue Laptop.

All homeworkers should consider the safety and security of the equipment they are using along with any documents which may contain personal information.

Any member of staff working remotely when setting up their workstations should consider the following:

- Glare from windows and lighting in the room where they will be working.
- They are able to sit and work comfortably at a desk or table and not be having to overstretch, sit awkwardly in order to work.
- That they are able to take regular breaks away from their screens in order to avoid eyestrain.
- The DSE Assessment undertaken on their own workstation in the office.

### Manual Handling

The Council will ensure that the Manual Handling Operations Regulations 1992 are complied with by ensuring that:-

- Suitable and sufficient assessments are completed for all workplace manual handling activities.
- Hazardous manual handling operations are avoided so far as is reasonably practicable,
- The risks of injury are reduced so far as is reasonably practicable,
- Where possible mechanical lifting devices will be provided, and staff trained in their safe operation.
- All employees who carry out manual handling operations have received suitable training which will be refreshed every three years.

## Control of Hazardous Substances

The Council is required to assess the workplace, task and/or activity, with a view to ensuring that neither the employer, employees nor any other person (whether at work or not) are exposed to any substance that may be hazardous to their health arising from any of the practices carried out or any substances used.

In order to do this an assessment of the risks to health must be made and include the following information which can be obtained from the Material Safety Data Sheet and the activity being undertaken:

- The nature of the risk - whether it is a substance or something that evolves from a practice that is carried out.
- The product and its active ingredients.
- The safe use of the substances.
- First aid procedures.
- Emergency Procedures.
- Safe disposal.

During the examination of the workplace the Council must determine whether employees are exposed to hazardous substances and if their health is affected. If so then the health of the employees will be monitored and recorded.

The COSHH assessment will be:-

- permanently recorded;
- reflect the details provided on the Material Safety Data Sheet provided by the product manufacturer.
- revised whenever there are any changes;
- brought to the attention of all employees;

## Personal Protective Equipment

Employees will be provided with any protective clothing and equipment identified as being necessary to protect their health and safety whilst undertaking their normal work duties. This will be at no cost to the individual concerned and will be supplied on the commencement of their employment.

A Risk Assessment should be undertaken to ensure that the provision of Personal Protective Equipment is only used as a last resort where all other control measures have been considered. Staff who are required to wear Personal Protective Equipment as part of their role for whatever reason will be provided with training in the safe and proper use of such equipment.

Managers/Supervisors will ensure as far as is reasonably practicable that their employees make proper use of the protective equipment made available to them and provide replacement equipment when circumstances require. It is the responsibility of all employees to use protective equipment provided to them and to report to their line manager any loss or defect of such equipment.

## Plant and Equipment

The Council will ensure that all plant and equipment is maintained in a safe condition and without defects likely to cause a risk to the health and safety of any employee.

All items of work equipment which are subject to a statutory inspection, such as lifts, hoists, pressure systems, abrasive wheels etc. will be maintained on a planned basis and also inspected by the Councils Insurance Engineer to comply with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

All plant and equipment will be maintained in accordance with the manufacturer's instructions to ensure its safe operation. In some circumstances this will involve the use of Specialist organisations with the experience and expertise.

The Council will only purchase work equipment that meets the minimum required standards laid down by the European Union and which is marked with CE logo and/or the appropriate British Standard.

All employees will receive the necessary information, instruction, training and supervision to ensure the safe operation of work equipment in line with procedures and safe working practices. No persons shall be permitted to operate any work equipment prior to them receiving the necessary training or if they under the Supervision of a training provider.

## Lifting Equipment and Statutory Inspections

All Lifting Equipment is subject to Statutory Inspections and maintenance by a competent person in order to ensure that it continues to meet the necessary standard.

Any Lifting Equipment which is required to lift persons is subject to 6 monthly inspections which includes passenger lifts, hoists etc. All other equipment is subject to annual inspection.

The majority of such equipment will be regularly inspected via the Council's Insurer and the report will be recorded onto the appropriate computer system.

## Electricity

The Council will ensure that the electrical installation at all Redditch Borough Council premises/establishments are maintained and tested at appropriate intervals to ensure safety and a certificate of satisfaction is provided by a competent electrician at least once every five years, and following any alterations etc. to the electrical installation.

All persons engaged by the Council to carry out any electrical or electrically related work will only carry out such work if they are competent to do so, and work within the limitations of their training, experience and expertise.

A list of competent members of staff can be found via .....

Where any work involves live or high voltage electricity a permit to work will be issued by a member of staff with appropriate competencies and will be authorised by the Council to undertake such works.



For any operation that requires a permit to work then the instructions as laid down by such a permit will be strictly adhered to and never deviated from unless the issuer of the permit agrees and gives written consent.

Records of any maintenance or inspection to the electrical installation or portable appliances will be kept at the premises/establishment to which the electrical maintenance relates. A copy will also be held electronically on the Councils computer system.

Portable electrical appliances will only be used for the purpose for which they were intended and in the environment for which they were designed and constructed.

Any faults to electrical appliances must be reported to the management and the equipment taken out of use immediately. Appropriate steps should be taken to prevent the equipment from being used again until a competent electrician repairs it.

### Noise at Work

Where exposure to noise exists and there is a risk of damage to hearing of members of staff, action will be taken in regard to noise prevention control in accordance with the Control of Noise at Work Regulations 2005.

An assessment of the noise levels in working areas will be carried out. Where exposure is at or above any of the action levels, employees will be informed that there is a noise hazard and given instructions on what to do to keep the risk at a minimum. Where employees have to work in noise hazardous areas, ear protectors (ear defenders or ear plugs) will be provided. These, however, will not be regarded as a substitute for noise reduction.

The Council will reduce the noise at source wherever possible and where necessary, provide technical and engineering controls to methods such as soundproofing and enclosure and by quieter equipment, machines and processes.

### Vibration at Work

Where members of staff are exposed to levels of Vibration during the course of their work action will be taken in regard to reducing the level of exposure to as low as reasonably practicable in accordance with the Control of Vibration at Work Regulations 2005.

Staff can be subject to Hand Arm Vibration and or Whole Body Vibration which can be caused by them operating work equipment. In order to reduce the risk levels to as low as reasonably practicable all work equipment shall be subject to regular maintenance and inspection.

When purchasing new equipment due consideration shall be made to purchase equipment which only produce levels of vibration within the recommended limits. Information regarding the level of vibration produced is readily available from equipment manufacturers.

All those who may be affected by Vibration in the workplace will be subject to health surveillance by the Council's Occupational Health provider at the appropriate intervals. A copy of any such reports will be held on their personal file held within the Human Resources Department.

## Control of Contractors

Redditch Borough Council recognises the need to ensure the health and safety of persons other than its own employees who may be affected by its work activities. All reasonable effort will be made to liaise with Contractors to ensure that everyone is complying to the same standards of health and safety.

The Council is responsible for ensuring the suitable selection and authorisation of Contractors in most circumstances for Council premises. However on occasion there may be circumstances where there is a local arrangement. In these circumstances the advice of the Councils' Senior Advisor (Health, Safety and Wellbeing) or other appropriate persons may be needed prior to any works starting.

All Contractors and sub-contractors, whilst working for the council will abide with all relevant Health and Safety legislation and any site rules where they are working. Failure to do so will lead them to being asked to leave site.

Line manager's will, where appropriate, ensure that proper arrangements are made to control contractors entering their premises or onto their site. If major work is to be undertaken then the Councils' Senior Advisor (Health, Safety and Wellbeing) or must be notified in writing, so that any technical health and safety information, which is required, can be brought to their attention as soon as possible.

Managers must ensure that any contractors' works being conducted within their work area is carried out in a safe manner. It is the aim of Redditch Borough Council to promote co-ordination and co-operation of health and safety arrangements between the two employers sharing the workplace.

All employees, including contractors will ensure that every effort is made to protect service users/members of the public from the contractors' activities and further to ensure a courteous approach with the minimum possible disruption as far as is possible.

All employees, including contractors will be advised of their legal duty by the contract officer to carry out their work operations in a safe manner, and to co-operate with the Council.

All contractors will be advised that under no circumstances will they be permitted to allow untrained, inexperienced or uncertified (where applicable) persons to work on the Council's sites unless they are properly supervised or undergoing appropriate training.

The Councils employees will be made aware of any work operations or processes by contractors which may affect their health, safety or welfare and be given adequate warnings, notification and instruction of any likely hazards which contractors operations may create, wherever necessary or required.

Wherever practicable all operations carried out by contractors will be securely isolated by fencing or barriers and appropriate warning signs will be displayed.

## Working at Height

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. The Council will ensure that the Work at Height Regulations 2005 are complied with by ensuring that:

- staff are able to avoid working at height where it is reasonably practicable to do so;
- where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

The Council and those in control of any work at height activity must make sure work is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.

The Council will make sure that people with sufficient skills, knowledge and experience are employed to perform the task, or, if they are being trained, that they work under the supervision of somebody competent to do it.

The Council will always consider measures that protect everyone who is at risk (collective protection) before measures that protect only the individual (personal protection). Collective protection is equipment that does not require the person working at height to act to be effective, for example a permanent or temporary guard rail.

## Control of Asbestos

The Council has a number of buildings which contain Asbestos which is currently controlled under an Asbestos Management Plan for those affected buildings. The Council will ensure the maintenance and upkeep of the management plan is kept current.

Some members of staff due to their work may also come into contact with Asbestos outside of the Council. Where possible the Council will take every step to avoid staff members being exposed as part of their job. If a member of staff believes that they have been exposed to Asbestos during the course of their work in the first instance they should report it to their Line Manager and the Councils' Senior Advisor (Health, Safety and Wellbeing).

If someone is exposed to Asbestos during the course of their working lives it is highly unlikely that it will be detected for a number of years (15-40). Therefore the Council will make a note and record the details of any potential exposure onto someone's personal file which should be kept for at least 40 years even if they leave the employment of the Council.

## Construction Design and Management Regulations

The Council will from time to time undertake building and refurbishment of Council premises. If the works is likely to run for more than 30 days or 500 man hours it will be subject to the CDM Regulations 2007 and need to be reported to the Health and Safety Executive on a form F10.

## Needle Stick Injuries

The Council is committed to the highest possible standard of health, safety and welfare for all of its employees. It acknowledges the health hazards arising from needle stick injuries and shall take all reasonable steps to protect those employees that come into contact with needles and syringes.

When a hypodermic punctures the skin, cross contamination can occur between the user of the needle and the person pricked or cut with the needle.

A risk assessment will be carried out to assess if there is a risk of needle stick injury. If there is found to be a risk then the Council will implement suitable control measures to safeguard employees.

## Driving for Work

As part of their normal duties members of staff may be required to drive whether it be using their own private vehicle or a vehicle provided by the Council.

Where persons are driving their own vehicle it should be insured for business use with their own Insurers and have the necessary road tax and hold a valid MOT Certificate where necessary. It is the responsibility of the vehicle owner to ensure that the vehicle is fit for use and suitably maintained.

Where company vehicles are provided all drivers must hold the necessary Licences in order to be able to drive the vehicles and a copy of which should be held by their Line Managers. The Council will ensure that all such vehicles are Insured etc to meet the needs of the business. The Council will also ensure that the vehicle remains in a roadworthy condition and is suitably maintained.

Where persons are required to drive as part of their work a Risk Assessment needs to be undertaken to ensure that the activity is as safe as practicable and it should also take into consideration the vehicles provided are fit for the job.

## Mobile phone

Members of staff may be required either their own or a work issue mobile phone as part of their work so that they can be contacted during the course of the day.

Where members of staff are away from their desk and driving a vehicle private or otherwise they are not permitted to make and or receive a telephone call on their mobile phone.

Please refer to the Councils Mobile Phone policy for further information.

## Lone Working

On occasion due to the needs of the business staff will be expected to work alone whether it be in one of the Council premises or out doing visits. All Managers whose staff are expected to undertake Lone Working as part of their duties shall undertake a suitable and sufficient risk assessment of any such activities. The findings of these risk assessments should then be communicated to those members of staff affected.

Where a member of staff does not feel comfortable undertaking an activity alone they should discuss this with their Manager who will then wherever possible ensure

that they are accompanied by another member of the team or an alternative visits/meeting will be arranged.

The Council has a system in place via “Lifeline” where members of staff can register with them if they are Lone Working whether it be during the day or out of normal office hours. This system is monitored 24/7 and is available for all staff to use and therefore it is strongly recommended that all such staff make use of this system.

### Violent and Challenging Behaviour

Where there have been issues in the past with a member of the public and or a residential address a report should be made to their Line Manager in the first instance. If it is deemed appropriate an entry will be made on the Staff Safety Register.

Any persons who experience such behaviours should complete the reporting form which is available on the Orb. The persons Line Manager and Service Manager will then work with the Councils’ Senior Advisor (Health, Safety and Wellbeing) to ascertain what additional controls may be needed. Further information and guidance can be found in the Staff Safety Register Guidance and Procedures which is available on the Orb.

Those members of staff who are required to go out into the Community and visit members of the public and their properties should consult the Staff Safety Register and undertake an address search to check for any known problems.

A record will be maintained of all incidents of violence and challenging behaviour directed against employees and all incidents shall be investigated.

### Health Surveillance

Due to the nature of the work of some staff there is a requirement for Health Surveillance. This will have been identified via the Risk Assessment process and all staff affected should be advised.

The Councils’ Senior Advisor (Health, Safety and Wellbeing) in conjunction with the Human Resources Department will ensure that those affected are referred to the Councils Occupational Health Provider at appropriate intervals.

Where Health Surveillance is provided all details will be handled in the strictest confidence. Any such reports produced will be discussed with the member of staff involved and a copy kept on their Personal File.

Where it is deemed that a record must be kept of such reports past when a member of staff leaves the employment of the Council this will be marked on their personal file to avoid destruction under the retention and disposal schedule.

### Training

Health and safety training needs of individual employees will be assessed by their line manager. Where a specific need is identified managers will make a written request and submit it to the Training & Organisational Development Adviser and the Councils’ Senior Advisor (Health, Safety and Wellbeing) for consideration.

Whereby members of staff need to renew any training which they have received and is relevant to the role that they are currently in it will be arranged via the Training & Organisational Development Adviser.

All managers with health and safety responsibilities within the Council will be provided with training on health and safety in order to enable them to manage safety within the workplace.

The Council will provide basic health and safety awareness training to all employees as part of their induction training and on-going refresher training. Line managers will identify the health and safety training needs of their employees and will provide basic health and safety information to new employees relative to their own working area and duties e.g. fire evacuation, toilet and welfare facilities, risk assessments work procedures etc. (NOTE: this is not a definitive list).

All training courses provided by the Council can be found on the Intranet pages. Where a more bespoke course is required in order to meet the needs of particular service areas a specific request should be made to the Councils Health and Safety Advisor in writing.

#### Procedures for identifying and dealing with priorities

Managers will prioritise and deal with safety matters within their own area of responsibility and make arrangements to rectify matters relating to health and safety. Where the matter cannot be dealt with locally then the issue must be reported to their line manager immediately.

Senior Management will prioritise health and safety issues of a general nature that potentially have a corporate effect and which involve policy decisions. It is recognised that Strategic Management Team may not be able to resolve some health and safety issues and as such will refer them to Council for consideration and prioritising.

#### Monitoring Health and Safety Performance

Managers/supervisors of their respective departments will carry out active monitoring of health and safety through review of risk assessments to ensure that standards are being maintained and management controls are working.

The Councils' Senior Advisor (Health, Safety and Wellbeing) will monitor health and safety standards within the Council to ensure that health and safety legislation is complied with and work with Managers to address any shortfalls.

Reactive monitoring will also be undertaken when something goes wrong, this will include accident, illness, property damage and near miss investigations.

## **APPENDICES**

Redditch Borough Council's Health and Safety Policy will be supported by other Service and Division policies and procedures, safe working practices, working copies of all relevant manuals, logs and forms, covering many aspects of health and safety. These documents will be kept in each departmental health and safety file

The Council may add to, delete or amend procedures from time to time. Each new or amended Policy/Procedure will, following the relevant consultation process be brought to the attention of all employees.

The Health and Safety Policy is also supported by:-

- Health and safety training courses

For further information on this policy please contact:

Councils' Senior Advisor (Health, Safety and Wellbeing)  
HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT SERVICES

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