

Stafford Borough Council

Health & Safety Policy

May 2009

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Introduction

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

The Council has a shared service level agreement with Lichfield District Council who provides a Health and Safety Advisor to both Stafford and Tamworth Borough Councils..

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 suitable 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 visit the Councils' intranet site or contact the Health and Safety Advisor.

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

The primary objectives of the Health and Safety Policy are:

- To recognise that the development of a positive safety culture, that is supportive of health and safety, is essential in ensuring adequate control over risks is achieved.
- To ensure that there is a systematic approach to the identification of risks and the allocation of resources to control them.
- 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.
- To support employees, to enable them to fulfil their roles and responsibilities effectively through effective health and safety training, supervision, instruction and guidance.
- To minimise the financial losses which arise from avoidable unplanned events.
- To support quality initiatives aimed at continuous improvement.

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HEALTH & SAFETY

POLICY STATEMENT

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Stafford Borough Councils Health and Safety Policy Statement

Stafford 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 Councils Statement of Health & Safety Policy is in as far as is reasonably practicable:

- **To provide adequate control of the health and safety risks arising from our work activities to all our employees whilst at work, of customers and visitors to the Council's premises and buildings and others who may be affected by Council activities**
- To provide and maintain safe plant, machinery and equipment in a condition which minimises risks to health
- To provide and maintain safe systems of work which minimise risks to health
- To ensure safe handling, storage and transport of articles and substances
- Ensure disposal of waste is carried out in an appropriate manner without risk to persons or the environment
- To prevent accidents and cases of work related ill health
- To maintain a safe, hygienic and healthy working environment with adequate welfare facilities
- To consult with our employees' representatives on matters affecting their health and safety
- To ensure all employees are competent to do their tasks, and to give them adequate training, supervision, information and instruction
- To establish and maintain a system for regular and effective control of health and safety issues and their impact upon the health, safety and welfare of all relevant persons

The Council reminds all employees of their own duties to:

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Co-operate with management to enable the Council to carry out its own health and safety responsibilities successfully.
- Not to misuse or interfere with any equipment or facilities provided in the interests of health, safety or welfare.
- Inform management of any serious, imminent dangers or shortcomings in the Councils health and safety arrangements.
- Follow all safety information, including policy, procedures, safe working practices, normal operating procedures, emergency action plans etc. that are relevant to their role.

- Comply with Council health and safety policies or procedures as failure to do so may result in disciplinary action under the Councils' Disciplinary Procedure.

Overall responsibility for carrying out this policy rests with the Chief Executive who will undertake responsibility for implementation within the Council.

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

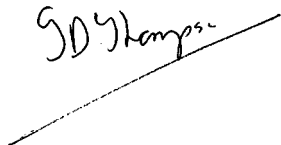
The Council expects all persons including contractors, employees and members of the public who are visiting Council premises, to observe all safety procedures, rules, instructions or legislation applicable to those premises. Any visitor or contractor who breaches the Council's Health and Safety Policy 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.

A copy of this policy statement will be placed on the health and safety notice boards and intranet site.

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 appropriate employee representatives.

Signed:

A handwritten signature in black ink, appearing to read 'Ian Thompson', written over a horizontal line.

Ian Thompson
Chief Executive.

Date: 6th May 2009



ORGANISATIONAL STRUCTURE AND RESPONSIBILITIES

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Health and Safety Roles and Responsibilities

Notwithstanding their areas of responsibilities and the Chief Executive's overall responsibilities, the Leadership Team including the Deputy Chief Executive and Heads of Service have a clear and defined duty to ensure the full implementation of this policy. In the context of effective corporate governance, managing corporate risk is a key issue for all senior managers.

Chief Executive

The Chief Executive will have overall responsibility for the effective implementation of the Council's health and safety policy and in accordance with appropriate legislation, will ensure, through the Deputy Chief Executive and Heads of Service, that all employees observe the safety rules and regulations.

The Chief Executive shall:

- Ensure that the objectives of the health and safety policy are fully understood and observed at all levels of management and by all employees
- Ensure that adequate channels of communication are maintained within the Council so that information concerning health and safety brought up by any employee is communicated to the appropriate member of management
- Delegate responsibilities for health and safety matters to all levels of Management within the Council and ensure that they are adequately trained and instructed to undertake such responsibilities
- Sanction adequate funds, materials and equipment to meet the health and safety requirements of the Council
- Through Heads of Service and in liaison with the Health and Safety Advisor, arrange for a risk assessment of all work tasks undertaken by the Council, and where necessary produce a method statement or system of work to minimise any risk of injury to the employee or other persons affected by the work activity
- Ensure that service and improvement plans make reference to the risk assessments for work undertaken within each service area
- Ensure that a health and safety service development plan is produced annually and a quarterly progress report from the Health and Safety Advisor is discussed at Leadership Team.

Leadership Team

- Will have overall responsibility for providing leadership and direction on health and safety.

Heads of Service

- Will ensure that all contracts of employment issued have a clear statement as to an individuals responsibility for their own and others health and safety.
- Will evaluate all risks, relating to matters concerning health and safety and in particular, accidents, loss or damage to Council property or risks to staff, customers or members of the public through any Council activity and ensure that the Council's liabilities are adequately covered by insurance. In undertaking this responsibility the Head of Service may call upon the assistance of their staff and the Health and Safety Advisor and Risk Management and Insurance Officer.
- Will be responsible for the implementation of the council's health and safety policy within their respective services, and will ensure that all employees and contractors engaged by the Council observe the Council's safety rules.
- Will ensure that the objectives of the Council's health and safety policy are fully understood and observed at all levels of management and by all employees within their service area.
- Will ensure that adequate channels of communication are maintained so that information concerning health and safety brought up by any employee is communicated to the appropriate member of the Leadership Team.
- Will delegate responsibilities for health and safety matters to all levels of management within their service area and ensure that they are adequately trained and instructed to undertake such responsibilities.
- Will sanction adequate funds, materials and equipment to meet the health and safety requirements.
- Will ensure that safety inspections of workplaces, sites, plant, machinery and equipment are carried out in each section as appropriate.
- Will ensure that all line managers and supervisors are trained to and carry out risk assessments in relation to work activities in their section and ensure that all employees are instructed concerning safe systems of work. These risk assessments will be reviewed when there is a need, for example, when advised by the Health and Safety Advisor due to new legislation, when the work activity changes or when there is a new starter.
- Will ensure that all employees are given appropriate instruction and training and know the outcomes of any risk assessments, what safety

equipment is provided, the safe systems of work in place and ensure that employees are familiar with the use of any equipment.

- Will ensure that the Accident & Incident Reporting Procedure is followed for any injury or accidents and a copy is sent to the Health and Safety Advisor.
- Will ensure that any accident or incident that becomes RIDDOR reportable is notified to the Health and Safety Advisor as soon as possible.

Head of Human Resources with Responsibility for Health and Safety

The Head of Human Resources will have overall responsibility for ensuring that the health and safety policy is regularly reviewed and updated, taking into account any new legislation. In addition, will ensure that the provisions of all European Directives relating to health and safety are implemented by the required dates.

They will also:

- Have responsibility for producing the annual health and safety plan.
- Have responsibility for monitoring and reviewing progress on health and safety performance, actions from risk assessments and safety inspections and progress on the health and safety plan.
- Will ensure that health and safety reports are discussed at Leadership Team and have Health and Safety issues as a standing item on the Leadership Team agenda.

Premise Management

The appropriate Head of Service will designate a manager(s) for each Council occupied premises, who will be responsible for ensuring that the premises are, so far as is reasonably practicable, safe and without risks to health.

The Premise Manager's health and safety responsibilities are as follows:

- To control contractors working on the premises.
- Ensure adequate security arrangements are maintained.
- Ensure the general cleanliness of the premises and that adequate welfare facilities are provided for employees.
- Arrange for regular inspection of areas of the premises for which they are responsible and ensure workplace health and safety including safe access and egress is maintained.
- Ensure that fire safety arrangements and emergency procedures are maintained

- Ensure that plant and equipment is adequately maintained.
- Ensure that all tests, inspections, examinations and maintenance of premise related equipment is conducted at suitable intervals (i.e. thorough examinations of lifting equipment, pressure vessels, portable appliances, fire extinguishers etc.).
- Maintain records of plant and equipment maintenance, tests, fire evacuation drills, Fire Officer inspections, and fire extinguisher maintenance.
- Ensure that all premise-related hazards are identified, risks assessed, control measures implemented and their effectiveness monitored.
- Report and investigate all premise related accidents in accordance with the accident reporting procedures.
- Ensure adequate provision of safety notices and warning signs and that they are prominently displayed around each building.
- Ensure adequate systems of communication and co-ordination with other premise managers in the case of shared workplaces.
- Ensure that they are familiar with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.
- Ensure that first-aid requirements for the building have been formally assessed and that adequate first-aid resources are made available.

Line Managers and Supervisors

- Will have direct responsibility for health and safety matters within their service area.
- Will ensure that all employees under their supervision fully understand and observe all aspects of the health and safety policy and procedures that affect them.
- Will influence attitudes towards health and safety and lead others by personal involvement and example.
- Will ensure that all employees know the outcomes of any risk assessments, what safety equipment is provided, where it is kept and are familiar with any equipment to be used.
- Will make every effort to ensure that employees use safety equipment as and when necessary and report any loss or damage.

- Will ensure that any information concerning health and safety is communicated to all persons under their control and ensure that health and safety is a standing item on team briefs.
- Will liaise with Heads of Service on any activities, equipment, areas deemed to be unsafe and any breach of statutory requirement in any area under their control and which they cannot effectively deal with.
- Will carry out the required risk assessments, and ensure that all employees are instructed on the results of the assessment and any other matters concerning safe systems of work.
- Will update the risk assessment as and when it is required to comply with any change in legislation or procedures or changes to staff and/or responsibilities.
- Will ensure that all employees understand and accept their responsibilities for health and safety and are adequately trained and instructed in those responsibilities.
- Will provide the necessary safe systems of work to employees when required.
- Will ensure that the Accident & Incident Reporting Procedure is followed for any injury or accidents and a copy is sent to the Health and Safety Advisor.
- Will ensure that any accident or incident that becomes RIDDOR reportable is notified to the Health and Safety Advisor as soon as possible.
- Will attend (or their nominee) any meetings regarding health and safety matters, as required.
- Will ensure that safety inspections of their respective sections are undertaken at least annually or when required, and the report issued to their Head of Service with a copy to the Health and Safety Advisor.

Health and Safety Advisor

The Advisor has a duty to ensure that practices are adhered to and that no breach of statute law occurs on health and safety matters. This will be carried out by regular audits of compliance with health and safety legislation and reviews of practices and procedures as agreed with the Head of Service responsible for health and safety and as outlined in the annual health and safety plan.

They will also

- Produce reports as required on health and safety performance

- Advise the Leadership Team Managers, Supervisors and Members of their responsibility and actions to be taken regarding any health and safety issues or new regulations.
- Be responsible for the interpretation of existing and new legislation relating to health and safety.
- Arrange the compilation and distribution of relevant health and safety information.
- Provide information to all service areas and sections within the Council in terms of providing advice, support for the creation of policies and/or guidance notes.
- Be the Council's competent person for health and safety advise under the Management of Health and Safety at Work Regulations 1999.

All Employees

In addition to the specific roles and responsibilities outlined previously, all employees will comply with the following:

- Will on induction complete the Employee Health & Safety Declaration, **Appendix 1** of the Health and Safety Policy
- Will fully observe the rules of the Council's health and safety policy and associated policies and procedures.
- Will report all safety hazards noticed immediately to their Line Manager/Supervisor.
- Will conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Will be sensibly and safely dressed for their particular working environment and must use all safety equipment and all protective clothing provided as per the risk assessment for the work activity in question.
- Will avoid any improvisation of any form, which could create an unnecessary risk to their personal safety and to the safety of others.
- Will maintain all equipment in good condition and report defects to their Line Manager/Supervisor.
- Will report all accidents to their Line Manager/Supervisor whether injury is sustained or not, and enter all details on the accident form.
- Will attend any training designed to further the needs of health and safety as required by the job.

- Will become acquainted with all processes, materials and substances used in connection with their work.
- Will become aware of the fire evacuation procedure and the position of fire alarms and fire equipment.
- In liaison with the immediate Supervisor, ensure that all reasonable steps are taken to protect the general public against any hazards, which may be created by the workplace activities.
- Will not be under the detrimental influence of alcohol and/or drugs at work.
- Will not participate in the taking of classified drugs or suffer from the consequences of such drugs whilst at work.
- Will co-operate with the Council, its contractors, fellow employees and all others in all matters relating to health and safety.

Trade Union Safety Representatives

- Will represent employees in consultation with employers.
- Will co-operate effectively in promoting and developing health and safety measures.
- Will make representations to the employer in writing on general matters affecting the health, safety and welfare of other persons employed at the workplace.
- Will carry out safety inspections.
- Will represent their members in consultation with officers of the enforcement agencies.
- Will receive information from Inspectors.
- Will attend meetings for the purpose of joint consultation in their capacity as a safety representative.

NOTE:

During any periods of absence by employees detailed above, either through holiday or sickness, their duties and responsibilities will be undertaken by the person conducting that persons general operational duties, thereby ensuring an unbroken line of communication at all times.

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Stafford
BOROUGH COUNCIL

HEALTH AND SAFETY MANAGEMENT

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Health and Safety Management

General

The Council requires that all Members, Senior Managers and other employees demonstrate a high concern for all measures to secure the highest reasonable standard of health and safety at work. The council will strive to exceed the basic requirements set out within Health and Safety Legislation and Codes of Practice.

Safety Management System. Greater depth of information will be regularly updated in the form of policies, procedures, management guidance notes, Normal Operating Procedures (NOP's) and Emergency Action Plans (EAP's) as appropriate.

All safe-working procedures will be supported by appropriate health and safety training.

Consultation

The responsibility placed on employers to provide employment that is safe for employees, clients and visitors can only be achieved with the co-operation of everybody involved in the organisation.

In order to facilitate this agreed consultation arrangements have 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 the Council. Managers will be responsible for ensuring that risk assessments as required under 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.

To assist officers in carrying out risk assessments the Health and Safety Advisor will issue standard risk assessment forms to guide managers in completing risk assessments and to ensure that all significant findings of the assessment are recorded.

Employees responsible for completing risk assessments will receive appropriate training and guidance to ensure competency.

Risk Assessments should be kept on file at the premises/establishment to which they relate and a copy sent to the Health and Safety Advisor who will store them in a central database.

Risk Assessments relating to individual employees (i.e. new or expectant mothers and young persons) will be kept on file at the premises with a copy being forwarded to Human Resources for enclosure into the Personal File.

When completing the risk assessment reasonable practicable steps will be taken to avoid or reduce the risk

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.

Leadership Team 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 Leadership Team may not be able to resolve some health and safety issues and as such will refer them to the elected Members (Council) for consideration and prioritising.

Monitoring Health and Safety Performance

Heads of Service will ensure that managers and supervisors of their respective services will carry out active monitoring of health and safety by regular inspection and checking to ensure that standards are being maintained and appropriate controls are working. Any items for remedial action should be reported to the Head of Service. Health and safety will be a standing item on team briefs.

Reactive monitoring will also take place if things go wrong, which will include investigating injuries, cases of illness, property damage and near misses. The Health and Safety Advisor will arrange this.

The Health and Safety Advisor will produce reports as required on health and safety issues including performance, actions from risk assessments and safety inspections and progress on the health and safety plan. This will be discussed at Leadership Team via the designated Head of Service.

The following performance indicators will be reported:

Employee Indicators e.g.

- Number of accidents to employees
- Number of accidents to employees that are to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 1995)
- Accident rate per 1000 employees
- Days lost due to accidents at work to employees

Public Indicators e.g.

- Number of accidents to the public

The Leadership Team will be responsible for the following through of any safety committee established or through the Health & Safety Advisor and Head of Service with health and safety responsibilities:

- Advising the Council of any action that may need to be taken to comply with any statute, code of practice or with the Council's approved policies on health and safety at work
- Ensuring that the Leadership Team are aware of their obligations for health and safety at work laid down by statute, code of practice, policy or procedure agreed by the Council and to take any appropriate action so that these obligations are promptly and fully met
- Generally promoting throughout the Council and its management a positive awareness of the importance of safety at work, the maintenance of a healthy working environment and of facilities for looking after the health of employees
- Encouraging the establishment of an environment for the delivery of the Council's services whereby the Authority's commitment to the participation and involvement of employees on matters affecting their health and safety may be successfully implemented

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Stafford
BOROUGH COUNCIL

HEALTH AND SAFETY ARRANGEMENTS

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Health and Safety Arrangements

General Arrangements

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

Accident & Incident Reporting

All accidents, health and safety related incidents, work related ill health, violent incidents or dangerous occurrences that occur at, **or** as a result of, work for the Council must be reported immediately following the Accident & Incident Reporting Procedure.

All incidents, accidents, ill health or dangerous occurrences will be reported verbally to their line manager and confirmed by the completion of an Accident & Incident Report Form and a copy forwarded to the Health and Safety Advisor. The forms are available on the Council Intranet site or from the Health and Safety Advisor.

Asbestos

The Council has a duty to comply with the Control of Asbestos regulations. These Regulations prohibit the importation, supply and use of all forms of asbestos. They continue the ban of blue, brown and white asbestos and the use of second hand products such as asbestos sheets and asbestos boards. The ban only applies to new use of asbestos. If existing asbestos containing materials are in good condition, they may be left in place, their condition being monitored and managed to ensure they are not disturbed.

The council has a “duty to manage” asbestos. The council as the duty holder will:

- take reasonable steps to identify if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in;
- presume materials contain asbestos unless there is strong evidence that they do not;
- make, and keep up-to-date, a record of the location and condition of the asbestos containing materials - or materials which are presumed to contain asbestos; A record of this information will be located at each of the operational premises.
- assess the risk of anyone being exposed to fibres from the materials identified;
- prepare a plan that sets out in detail how the risks from these materials will be managed;
- take the necessary steps to put the plan into action;
- periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date; and
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

Contractor Safety

The 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 with the same standards of health and safety.

All Contractors and sub- contractors, whilst working for the council will abide with all relevant health and safety legislation and follow

Premise manager's will, where appropriate, ensure that proper arrangements are made to control contractors entering their premises or onto their site by referencing the Council's Contractor Safety Procedure.

If major work is to be undertaken then the Health and Safety Advisor 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 the 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 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 Council's 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 practicable all operations carried out by contractors will be securely isolated by fencing or barriers and appropriate warning signs will be displayed.

Control of Substances Hazardous to Health

The Council is required to examine the workplace 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:

- 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
- Revised whenever there are any changes
- Brought to the attention of all employees

Display Screen Equipment

All reasonable steps will be taken by the Council to secure the health and safety of employees who work with display screen equipment (DSE). Full details are contained in the councils Display Screen Equipment Procedure.

In consultation with employees the Council will:

- Carry out an assessment of each workstation, taking into account the DSE, the furniture, the working environment and the employee.
- Take all reasonably practicable steps to remedy any risks found as a result of the assessment
- Take measures to incorporate changes of task, where necessary, within the working day, in order to prevent intensive periods of on-screen activity
- Review software to ensure suitability for the task
- Arrange for the provision of eye and eyesight tests prior to employment (as part of the standard medical clearance procedure) and at regular intervals thereafter and where a visual problem is experienced
- Arrange for the free supply of basic corrective appliances (normally glasses) where required specifically for working with DSE.
- Advise employees working with DSE, of the risks to health and how these are to be avoided.

Drugs and Alcohol

We acknowledge that working under the influence of alcohol or drugs can seriously inhibit an employee's judgement and or capabilities to undertake tasks in a safe manner. Employees are reminded to inform their manager if they are taking any prescribed or over the counter medication that could interfere with safe operations. In addition employees are able to gain support from the Councils Human Resources Team who can refer employees to Occupational Health services for counselling and support. Employees found to be under the detrimental influence of alcohol and/or illegal substances whilst at work shall be subject to an investigation, which may lead to disciplinary action under the Councils Disciplinary procedures.

Electricity at Work

The Council will ensure that the electrical installation at all 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 or 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.

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.

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.

Event Safety

The event manager will have the responsibility to ensure an appropriate event safety plan, risk assessment and event layout is documented and that the plans are put into practice during the duration of the event. The Health and Safety Adviser should be informed of all events and as a minimum a copy of the documents should be sent to the Health and Safety Advisor for review. Where external bodies co-ordinate events but use Council land it is important that there are appropriate contractual arrangements in place and an event booking form and terms and conditions of hire are accepted by the hirer.

Fire Precautions

The Council will ensure through the management system that a full and proper fire precautions procedure is operated at all its premises and fire risk assessments have been completed. The Council will liaise 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 employees will be trained in the precautions operating at their place of work and in its operation.

Fire drills will be held annually at all premises. A record of the drill including participants' names will be kept on site at all premises.

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

First Aid Provisions

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 and Health and Safety (Miscellaneous Amendments) Regulations 2002.

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 Council's First Aid Procedure documents the responsibilities of first aiders and appointed persons along with the locations of first aid boxes, their contents and a checking procedure.

In council premises where defibrillators are located, a local risk assessment conducted by a competent person, will identify the level of employees required for its safe use.

Gas Installations and Appliances

The Council shall ensure that all gas installations and appliances are inspected at suitable periods by a CORGI registered engineer. Any faults identified shall be rectified or the equipment taken out of use until a suitable alternative is identified.

Health Surveillance

In areas where Health Surveillance is identified as a requirement the advice of an Occupational Health Service will be sought.

Home Working

Home working is an essential part of local authority procedures. As such a full Home Working Procedure is available from the Health and Safety Advisor.

Legionella

Legionellosis is an infection caused by the bacterium *Legionella pneumophila*. The disease has two distinct forms:

- Legionnaires' disease, the more severe form of infection which includes pneumonia, and
- Pontiac fever, a milder illness.

Legionnaires' disease acquired its name in 1976 when an outbreak of pneumonia occurred among persons attending a convention of the American Legion in Philadelphia. Later, the bacterium causing the illness was named *Legionella*.

The Council will take steps to Identify and assess of the risk of legionella infection, manage the risks by assigning management responsibilities, providing training, prevent or control the risk of exposure to legionella bacteria and maintain appropriate records.

Lifting Equipment

Lifting Equipment is identified in the Lifting Operations and Lifting Equipment Regulations 1998, as any equipment used at work for lowering loads including attachments used for anchoring, fixing or supporting it. These regulations include a wide range of equipment including cranes, forklift trucks, lifts, hoists, mobile elevating platforms and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings and eyebolts.

The Council has a duty to provide lifting equipment that is

- Strong and stable enough for the particular use and marked to indicate safe working loads
- Positioned and installed to minimise any risks
- Used safely, for example work is planned, organised and performed by a competent person
- Subject to ongoing thorough examination (six monthly for passenger carrying lifting equipment and 12 monthly for non passenger carrying lifting equipment).
- Lifting equipment will be inspected and maintained by a competent person

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,
- Hazardous manual handling operations are avoided so far as is reasonably practicable,
- The risks of injury are reduced so far as is reasonably practicable, and
- All employees who carry out manual handling operations have received suitable training.

The Council's Manual Handling Procedure is available from the Health and Safety Advisor.

Mobile Phones

As part of our overall health and safety policy, the Council is committed to reducing the risks that our staff face and create when driving for work. All our staff are required to play their part, whether they use a company vehicle, their own or a hire vehicle.

Staff driving for work must never make or receive calls on hand held mobile phones while driving. Persistent failure to do so will be regarded as a serious matter.

The Council's Mobile Phone Procedure is available from the Health and Safety Advisor.

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 under the Management of Health and Safety at Work Regulations 1999 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.

No Smoking / Passive Smoking

Since July 2006 it has been illegal to smoke in any enclosed public place, enclosed work place or vehicle used for work

To promote better health and reduce passive smoking among employees the Council has had a no smoking policy since April 2006.

Noise

The Control of Noise at Work Regulations 2005 requires the Council to prevent or reduce risks to health and safety from exposure to noise at work. Employees have duties under the regulations too.

The Council will:

- Assess the risks to employees from noise at work
- Take action to reduce noise exposure that produces those risks
- Provide employees with hearing protection if noise cannot be reduced by using other methods
- Make sure the legal limit on noise are not exceeded
- Provide employees with instruction, training and supervision
- Carry out health surveillance where there is a risk to health

Occupational Health

The Council offers an Occupational Health Service to all employees. The service includes an immunisation programme, health surveillance and specialist medical advice.

In addition Council employees have access to a staff care counselling service.

To make use of these services please contact a member of the Human Resources Team.

Personal Protective Equipment

Employees will be provided with any protective clothing and equipment identified as being necessary to protect their health and safety. Further details are contained in the Councils Personal Protective Equipment Procedures.

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.

Personal Protective Equipment that is provided will be at no cost to the employee.

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 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 manufacturers instructions to ensure its safe operation.

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.

Safety Signs

Safety signs are covered by the Health and Safety (Safety Signs and Signals) Regulations 1996. For the council to comply with these regulations the Council is required to provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means for example safe systems of work or engineering controls. Where a safety sign would not help reduce the risk or where the risk is not significant there is no need to provide a sign. The regulations require road traffic signs to be used within workplaces to regulate road traffic. The Council will maintain all safety signs that have been provided by the Council. The Council will identify any signs that are unfamiliar to employees and tell them what to do when they see a safety sign.

Slips, Trips and Falls

Through its risk assessment process the risks of slips, trips and falls shall be assessed and action taken to reduce its risks to a reasonably practicable level.

Suspect Packages

In recent years the world has had to get to grips with terrorist crime. The threat presented in the United Kingdom had been at its greatest in connection with the affairs of Northern Ireland. But now other groups have also resorted to terrorist crime to publicise their objectives. Some of these groups are concerned with domestic issues; others operate on the international stage. Some seek to target particular organisations or individuals; others are more indiscriminate in their targeting.

It is important to keep the threat in perspective. Terrorist incidents in Great Britain are far from commonplace but when they occur they attract considerable publicity. For most of us, terrorism will remain something that we hear about on the news. Others however, may find themselves caught up in some way with a terrorist crime. For example, this may be through receiving a telephone warning that a bomb has been planted or being evacuated from an area in which Police suspect the presence of a bomb.

A guidance note for dealing with bombs or suspect packages and security of premises outlines the issues to be considered by employees whilst conducting

their duties. In addition, managers must ensure that they have considered the advice within the document and act accordingly in relation to the activities within their control.

Training, Instruction & Supervision

The 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 Health and Safety Advisor.

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 ongoing 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 etc. (NOTE: this is not a definitive list).

Working at Heights

The Council has a duty to comply with the Working at Heights Regulations 2005. In order to comply the Council will ensure:

- All work at height is properly planned and organised and risk assessments completed
- All work at height takes account of weather conditions that could endanger employees safety
- Those involved in work at height are trained and competent
- The place where work at height is done is safe
- Equipment for work at height is appropriately inspected
- The risks from fragile surfaces are properly controlled
- The risk from falling objects are properly controlled

Further information can be found in the Councils Working at Height Procedure

Workplace and Welfare Facilities

The Council shall ensure that all workplaces meet the health, safety and welfare needs of all members of the workforce.

This will include providing

- Sufficiently ventilated enclosed work areas
- A reasonable comfortable temperature in work rooms without the need for special clothing
- Suitable lighting
- Adequate space for employees within workrooms
- Suitable floor and traffic routes free from uneven and slippery surfaces

- Sufficient number of sanitary conveniences and washing facilities
- A supply of drinking water
- Provision of accommodation for clothing to store workers own and work clothing
- Facilities for changing to/from work clothes
- Facilities for rest and to eat meals

Workplace Transport

Workplace Transport means any vehicle that is used on council business. This can include but not limited too forklift trucks, compact dumpers, tractors, mobile cranes, cars, vans and large goods vehicles when these are operating on or off the public highway.

The Council must provide a safe site, this must include safe traffic routes and providing separate pedestrian routes away from traffic, ensuring traffic does not speed and identifying maximum speed limits. All sites must have appropriate signs and markings in place, good lighting and excellent housekeeping.

Vibration

The council must comply with the Control of Vibration at Work Regulations 2005. The Council will:

- Assess the vibration risk to our employees
- Decide if employees are likely to be exposed above the daily exposure action value and if they are introduce a programme of controls to eliminate risk or reduce exposure to as low a level as reasonably practicable and provide health surveillance to employees who continue to be regularly exposed above the action value.
- Provide information and training to employees on health risks and the actions taken to control the risks
- Keep a record of risk assessments and control actions
- Keep health records for employees under health surveillance
- Review and update risk assessments on a regular basis

Lone Working and Dealing with Violent, Threatening and Challenging Behaviour

A record will be maintained of all incidents of violence and challenging behaviour directed against employees and all incidents shall be investigated. All incidents of violence will be reported verbally to their line manager and confirmed by the completion of an Accident & Incident Report Form and a copy forwarded to the Health and Safety Advisor. All incidents will be investigated and remedial actions taken.

The Accident & Incident Report Forms are available on the Council Intranet site or from the Health and Safety Advisor.

Supporting Information

Stafford Borough Councils Health and Safety Policy is supported by other policies and procedures covering many aspects of health and safety.

The Council may add to, delete or amend procedures from time to time in the interest of continuous improvement of the health and safety management system. 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 various health and safety training courses. The Health and Safety Advisor should be contacted for a current list of courses.