

# Worcester City Council

# CORPORATE

# HEALTH AND SAFETY

# POLICY

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## **Introduction**

It is a legal requirement for an organisation employing five or more people, to have a health and safety policy which is evidenced in writing. This policy provides an overall philosophy in relation to the management of health and safety and this document aims to fulfil this requirement by setting out the details of Worcester City Council's commitment to securing the health, safety and welfare of its employees, contract and agency workers and other visitors.

Health and safety forms an integral part of our everyday process for running the Council and an integral part of our behaviour and attitudes. The Council recognises that the core elements of effectively managing our health and safety are:

- Strong Leadership and Management
- A trained and skilled workforce
- An environment where people are empowered, engaged and actively involved.

This policy document is supported and amplified by corporate health and safety management arrangements or procedures, which explain how to ensure compliance with the health and safety policy in particular subject matter area.

### **The Policy is divided into three sections:**

- Section 1 Health and Safety Policy Statement
- Section 2 Health and Safety Management Organisation
- Section 3 Health and Safety Arrangements

## **Section 1 – The Policy Statement - the organisational commitment to health and safety**

The purpose of the Policy Statement is to outline the commitment of The Council through the Managing Director and Senior Management Teams, to secure the effective management of workplace health and safety, in accordance with the requirements of the Health and Safety of Work etc. Act 1974 and all of the subordinate regulations.

## **Section 2 – The 'Organisation' for health & safety – the responsibilities**

Everyone has a part to play in the effective organisation and management of health and safety in the workplace. However there are differing levels of responsibility associated with different roles and these are outlined in this section of the policy. All staff are therefore expected to fully familiarise themselves with this part of document and identify which specific responsibilities relate to them in their particular role within the organisation.

## **Section 3 – The 'Arrangements' for health & safety – the management processes and procedures**

The 'Arrangements' are the sets of procedures outlining how the organisation will ensure that it fully complies with specific requirements to provide a safe workplace for its staff, contract and agency workers and other visitors. All of these management arrangements or procedures are contained in a series of separate documents which are subordinate to this main policy document. A synopsis of each management arrangement is provided in Section 3.

## **Scope of this policy**

This health and safety policy is relevant to everyone connected with Worcester City Council and its business operations. All sites and activities are covered by this policy and all employees, agency workers, contractors and other visitors, are expected to comply with the relevant local safety arrangements.

All employees, agency workers and contractors engaged by The Council will be given access to this policy in order to gain an understanding of the Council's commitment to health and safety in the workplace and consider their personal responsibility in ensuring the safety of themselves and others who may be affected by their acts or omissions. Workplaces without access to the Intranet must ensure that they have a printed copy of this health and safety policy available for reference by managers and staff.

## 1 Health and Safety Policy Statement

Worcester City Council (The Council) recognises that good health and safety management supports the delivery of our services to the citizens of Worcester.

The Council is committed to providing and maintaining a healthy and safe working environment for all its employees, contract and agency workers and ensuring that their work does not adversely affect the health and safety of other people such as service users, visitors and contractors.

In order to achieve this aim The Council has the following key objectives:

- to comply, as a minimum standard, with all relevant regulatory requirements and associated Health and Safety Executive Approved Codes of Practice (ACoPs) and Guidance on best practice;
- promote health and safety as a fundamental element of line management responsibility at all levels within the organisation, as well as an integral part of quality management and staff development processes;
- to provide sufficient resources to enable operational managers to properly implement The Council's Health and Safety Policy;
- to strive to adopt, so far as reasonably practicable, appropriate levels of current best practice, in an effort to ensure that the organisation's activities do not adversely affect the health and safety of its employees, agency workers, contractors and/or members of the general public;
- to continually strive to further improve health and safety management performance so that accidents and incidents of work-related ill-health, are reduced, so far as is reasonably practicable;
- to produce a statement of The Council's key health and safety objectives and priorities in the form of an annual health and safety management report and action plan for the entire Authority;
- to appoint one or more competent persons to provide assistance in undertaking the measures needed to comply with the requirements and prohibitions imposed by the relevant statutory provisions;
- to ensure compliance with the policy through a process of delivery of programmes of staff training, inspection of workplace activities and auditing of safety management practice and reviewing safety management performance annually;
- to identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised) and manage those risks;

- to ensure that employees (and others as appropriate) are adequately informed of the identified risks and where appropriate receive instruction, training and supervision;
- to ensure that employees and agency workers are provided with all the information, instruction, training and health surveillance they need to enable them to work safely and secure the health, safety and welfare of themselves, their colleagues and others, through targeted programmes of training linked to their personal development;
- to consult with employees' representatives on health and safety matters;
- to provide and maintain safe and healthy premises and work equipment;
- to ensure that employees are competent to undertake their tasks correctly and safely, providing instruction and training where necessary;
- to ensure that contractors are competent to manage the health and safety aspects of their work and require contractors and all other business partners, to demonstrate the same level of commitment to continuous improvement in standards of health and safety performance;
- to maintain appropriate health and safety management systems and arrangements and monitor and review the effectiveness of the safety management systems and arrangements and where appropriate implement improvements;
- to commit to the maintenance of the Occupational Health and Safety Assessment Series 18001:2007 standard and working towards ISO 45001
- to co-operate fully with relevant enforcement authorities and work with relevant external agencies to further the understanding and development of health and safety management and best practice.



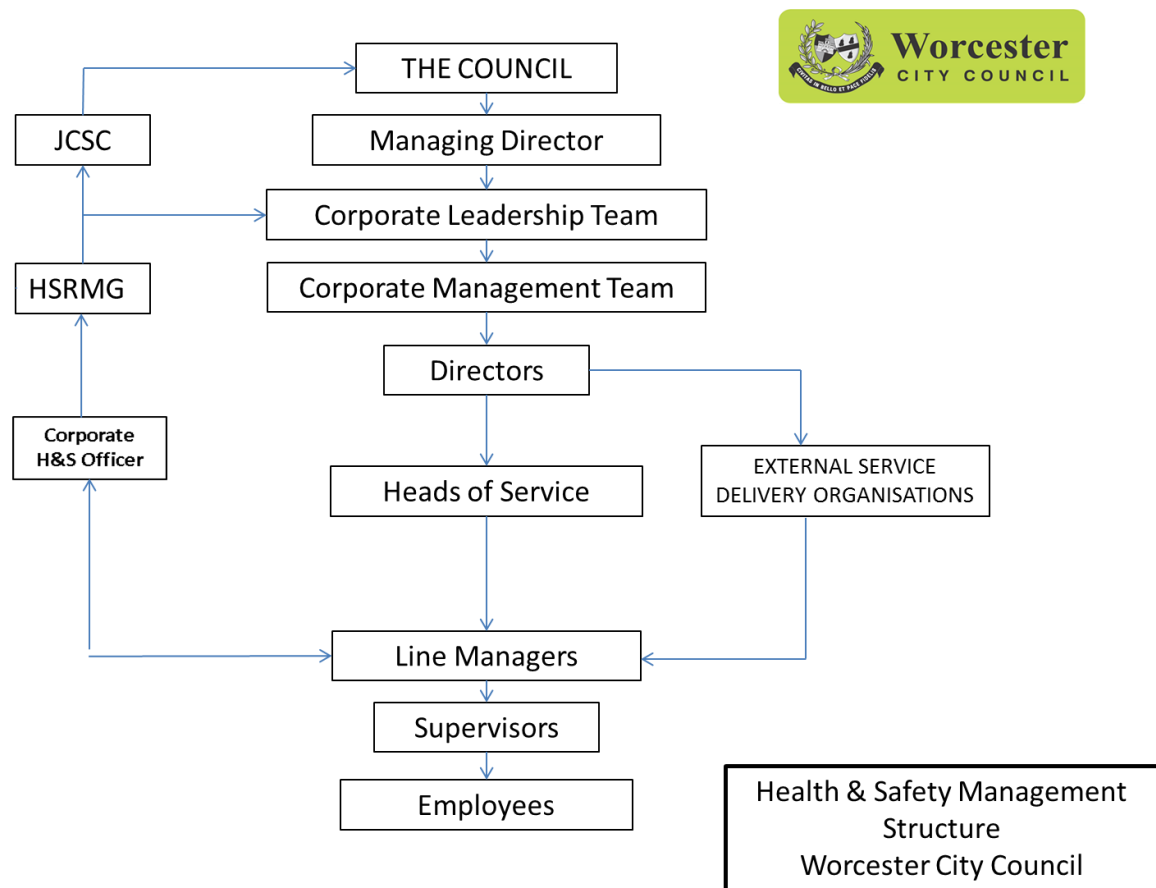
**David Blake**  
**Managing Director**  
**18 December 2018**



**Cllr Marc Bayliss**  
**Leader of the Council**

## 2 Health and Safety Organisation

### 2.1 Health and Safety Management Structure



### 2.2 Roles and Responsibilities

This section identifies the health & safety responsibilities of each of the following:

- The Council
- Managing Director
- Corporate Leadership Team
- Corporate Management Team
- Directors
- Heads of Service
- Managers, Team Leaders and Supervisors
- Employees
- Joint Consultative Safety Committee (JCSC)
- Health and Safety Risk Management Group (HSRMG)
- Corporate Health and Safety Officer
- External Service Delivery Organisations

### **2.2.1 Worcester City Council**

Worcester City Council, as an employer, is responsible for ensuring that health, safety and welfare standards are set and maintained and will continuously seek to reduce accidents and incidents of ill health in the workplace. The Council will ensure that sufficient resources are available to achieve and maintain these high standards of safety proficiency, including the provision of any health and safety training and information for employees, safety equipment or clothing and welfare facilities and also to monitor and review the health and safety standards of the Council by both internal and external audit.

### **2.2.2 Leader of The Council and Elected Members**

The Council's elected members have a responsibility to conduct their business and make decisions in conformity with health and safety legislation and the Council's own policies. Members must ensure that the decisions they make take account of health and safety issues and that sufficient resources are allocated for this purpose.

The Council, as a 'body corporate', represents The Council as employer and therefore holds ultimate responsibility at law for the health and safety of The Council's employees, contract workers and all others who may be affected by The Council's various business activities and undertakings. The responsibilities of The Council as employer in the context of workplace health and safety are broadly to:

- nominate a member of The Council to take the lead on health and safety matters and hold the Managing Director and his/her Corporate Leadership and Corporate Management Teams to account for operational health and safety management performance;
- ensure that a suitably robust Corporate Health and Safety Policy is produced for The Council and that it is regularly updated and signed up to by both the Leader of The Council and the Managing Director;
- ensure that sufficient resources are devoted to the health and safety function to enable the policy to be effectively implemented across the entire Authority;
- encourage and support the work and activities of the Council's Joint Consultative and Safety Committee;
- require the production of a sufficiently detailed and robust annual health and safety management report for The Council, to include an action plan outlining the proposed measures to be adopted over the forthcoming year to further improve safe working practices and minimise all operational risks.



### **2.2.3 Managing Director**

The Managing Director holds ultimate operational responsibility for ensuring that the Council's Health and Safety Policy is fully implemented, with the effective management of health and safety in all of The Council's business undertakings and activities thereby assured. Acting through the Corporate Leadership and Corporate Management Teams, their Directors and Heads of Service and respective senior operational managers and, acting with the advice and support of the Council's professional Health and Safety Officers, the Managing Director is responsible for ensuring that suitably robust arrangements are in place to secure compliance with all applicable statutory requirements. The responsibilities of the Managing Director in the context of health and safety are broadly to:

- be accountable to The Council for establishing and implementing The Council's Health and Safety Policy and ensuring that it is periodically reviewed;
- be accountable to The Council for its overall safety management performance;
- advise The Council in respect of the resources required to secure full compliance with all relevant statutory requirements;
- ensure adequate operational management of health and safety across the Council by delegation of tasks through the Corporate Leadership and Corporate Management Teams, their Heads of Service and respective senior operational managers;
- ensure adequate consultations between management, relevant specialist advisers and employee representatives, prior to the introduction of any change in the workplace likely to impact upon workplace health and safety;
- actively encourage and support the work and activities of the Joint Consultative and Safety Committee. To make all of the necessary arrangements to ensure that trades union appointed Safety Representatives and/or elected Representatives of Employee Safety are able to perform their duties effectively;
- promote and support the provision of training in health and safety for staff including any agency workers and to ensure that sufficient training is delivered to managers to make them fully aware of the nature and extent of their health and safety responsibilities.

### **2.2.4 Corporate Leadership Team**

The Corporate Leadership Team comprising The Council's most senior Directors is responsible for:

- providing strategic direction and endorsing corporate health and safety strategies;
- ensuring that robust health and safety management systems, arrangements and organisations exist in each Service Area; and

- supporting the Managing Director in meeting his safety responsibilities for the Council as a whole.
- providing an integrated corporate forum for the implementation of The Council's health and safety strategy;
- leading on embedding core management competencies across the organisation e.g. leadership, individual performance management, risk and resilience, business continuity, financial management and health and safety;
- helping to promote and further develop a positive organisational health and safety culture;
- providing an integrated corporate forum for development and implementation of The Council's health and safety strategy;
- leading on the development and implementation of The Council's health and safety strategy and also take the lead on key strategic initiatives;
- undertaking horizon scanning of local, regional and national initiatives on health and safety;
- providing health and safety leadership support to the Corporate Management Team;
- receiving quarterly reports by exception from Corporate Management Team on health and safety, risk management and the strategic programme board.
- signing off health and safety reports for Council and committees as appropriate.

### **2.2.5 Corporate Management Team**

Under the direction of the Managing Director, the Corporate Management Team, working through the Director of Finance and Resources, Head of Property and Asset Management and with the support and guidance of The Council's Health & Safety Officers, is responsible for achieving effective implementation of The Council's Health and Safety Policy and establishing health and safety management standards and priorities in respect of the services they are responsible for. The responsibilities of the Corporate Management Team in the context of health and safety are broadly to:

- secure the effective implementation of The Council's Health and Safety Policy including the health and safety and fire safety organisational arrangements across their service areas, together with the achievement of the health and safety objectives set out in The Council's annual corporate health and safety management plan;

- ensure that all operational managers for whom they are responsible, are fully aware of and adequately discharge their health and safety responsibilities;
- ensure that operational managers across The Council adopt a pro-active approach to the management of all workplace hazards through a process of risk assessing work tasks and activities and by adopting suitable control measures designed to either eliminate or at least reduce the risks to as low a level as is reasonably practicable in the circumstances, with timely advice and assistance sought from the Council's Health & Safety Officers where necessary;
- ensure that the health and safety arrangements, such as emergency evacuation arrangements, are fully developed, properly implemented and periodically reviewed, seeking specialist advice where necessary, in particular, with regard to; proposed changes to current workplace arrangements; planning new operations or methods of work; and designing or acquiring new buildings, plant and/or equipment, etc;
- make sufficient resources available for health and safety matters as deemed necessary, to ensure that The Council's Health and Safety Policy is fully implemented, with management performance suitably measured and periodically reviewed;
- working in conjunction with the Council's Health & Safety Officers, establish annual key performance indicators (KPIs) for workplace safety standards and safety management performance, across the Authority;
- actively encourage and support the work and activities of the Council's Health and Safety Committee and make all of the necessary arrangements to ensure that trades union appointed Safety Representatives and/or elected Representatives of Employee Safety are able to perform their duties effectively;
- promote and support the provision of training in health and safety matters for staff and agency workers, to ensure that sufficient and appropriate training is delivered to their operational managers, in order to make them fully aware of the nature and extent of their health and safety responsibilities and the various safety-related tasks members of their teams are expected to undertake as an integral part of their work;
- update the Managing Director on the implications of any applicable new health and safety legislation brought to their attention by the Council's Health & Safety Officers;
- receive and suitably action, in collaboration with the Head of Property and Asset Management and the Council's Health and Safety Officers, all official health and safety, fire safety and site security reports originating from the Health and Safety Executive, Safety Representatives, Hereford & Worcester Fire & Rescue Service, West Mercia Constabulary, the Council's insurer and/or Worcestershire County Council, etc. and keep the Managing Director fully briefed regarding all requirements and actions taken;

- facilitate and support periodic joint workplace health and safety inspections involving trades union-appointed Safety Representatives, relevant operational managers and The Council's Health and Safety Officers;
- adopt a corporate approach to the management and delivery of health and safety within the Council functions;
- make health and safety recommendations to Corporate Leadership Team for the agenda of Wider Management Team meetings;
- maintain the corporate and service risk registers and manage the delivery of investigations and actions; and
- cascade key health and safety messages to wider Management Team/Service areas.

### **2.2.6 Directors**

Directors are responsible for the health, safety and welfare of their team members, whether they be employees or agency workers, together with visitors to their areas. Consequently senior managers have a responsibility to ensure that The Council's Health and Safety Policy is effectively implemented in their areas, with all relevant corporate management arrangements adhered to by their staff at all times. Senior managers are therefore expected to ensure that health and safety matters pertinent to their areas and to the activities over which they exert operational control, are given a sufficiently high priority and made an integral part of the overall management processes.

All of The Council's directors are expected to be fully committed to achieving a continued improvement in health and safety management performance and to always lead by example in the workplace. With the guidance and support of The Council's Health and Safety Officers, all directors are expected to establish and set appropriate operational health and safety management targets for their junior managers and team leaders, in order to be able to demonstrate a continuing improvement in overall health and safety management performance. Therefore as an integral part of their operational management responsibilities, directors will:

- ensure that operations under their control are conducted without detriment to the health and safety of members of their teams and others who may be affected by their activities and, seek timely advice and guidance from The Council's Health and Safety Officers, as and when required;
- ensure that their managers fully familiarise themselves with the contents of this Health and Safety Policy together with the contents of all associated health and safety procedural documents and that all relevant health and safety procedures and safe systems of working are properly implemented within their areas;

- ensure that they fully familiarise themselves with the legal requirements relevant to the workplace activities over which they have operational control, including the hazards and level of risk associated with the operations and activities for which they are directly responsible;
- ensure that all activities for which they have operational responsibility, are properly planned and resourced, that appropriate controls to minimise any associated risks are implemented and that the personnel involved are adequately instructed, trained and supervised;
- ensure that their teams properly risk assess the work activities they undertake, adopt measures commensurate with the level that the risk demands and, be able to demonstrate that they have done so in the form of completed risk assessments of all of the potentially more hazardous work activities their team members undertake;
- ensure that a sufficient number of staff within their teams are nominated to act as Fire Marshals to 'sweep out' their local work areas in the event of the sounding of the fire and emergency evacuation alarm and, ensure that these staff receive the necessary instruction and training to be able to undertake these essential workplace emergency tasks;
- ensure that a sufficient number of staff within their teams are encouraged and supported to become trained emergency first-aiders to be able to adequately deal with first-aid emergencies arising in the work areas over which they exert operational control and for which they have operational responsibility;
- ensure that all equipment and machinery in their areas and for which they are directly responsible, is maintained in good order and repair and that up to date records are always available in their service areas of all equipment and machinery statutory examinations, servicing, repairs and replacements;
- ensure that staff and agency workers for whom they are responsible, are always appropriately supervised, suitably instructed and trained and, provided with all of the personal protective equipment and clothing (PPE) they need to be able to undertake their tasks correctly and safely;
- ensure that suitable specific, measurable, achievable, realistic and time-bound (SMART) operational health and safety management targets are set for their team members, in order to enable The Council to achieve a continuing improvement in its overall health and safety management performance;
- ensure that they promptly report all cases of work-related staff absenteeism and/or sickness, to both their People Services Business Partner and to The Council's Health and Safety Officers;

- consult in good time with their team members on all matters of health, safety and actively support the work and activities of The Council's Health and Safety Committee.

### **2.2.7 Director of Finance and Resources**

In addition to the generic health and safety management responsibilities listed above applicable to all Directors, the Director of Finance & Resources, in their capacity as head of the health and safety function and acting through the Head of Property and Asset Management, Head of Finances, Head of People Services and The Council's Health & Safety Officers, is responsible for:

- establishing and ensuring the maintenance of appropriate standards of workplace health and safety and safety management performance across the Authority;
- securing adequate resourcing of The Council's health and safety support function;
- securing adequate resources for the effective training of all employees and agency workers on workplace health and safety matters;
- securing adequate resources for the maintenance and repair of all Council owned and/or controlled premises, facilities and equipment used by Council employees and agency workers.

### **2.2.8 Heads of Service**

Responsibilities are essentially similar to those of Directors listed above. Heads of Service are responsible for establishing their own practice specific to operations namely:

- producing Health and Safety plans that support the Corporate objectives;
- identifying the hazards and relevant legislation applying to their activities and assessing the associated risks;
- planning and implementing arrangements to eliminate or control significant risks and to comply with the relevant legislation;
- monitoring the above arrangements to ensure that they are working effectively;
- recording the significant findings of their risk assessments in an appropriate manner;
- ensuring their managers are competent in health and safety management techniques, the minimum standard being as set out in the City Council's Competency Framework;
- ensure that staff are involved and consulted on relevant health and safety matters in good time and ensure that their views are considered;

- obtaining assistance from the Corporate Health and Safety Officer where necessary;
- reviewing the health and safety performance of their Service Area annually and provide a summary of that review to the Health and Safety Risk Management Group;
- reporting to the Corporate Directors any situation where the standards set out in the City Council's General Statement of Health and Safety Policy cannot be implemented.

### **2.2.9 Head of People Services**

In addition to the generic health and safety management responsibilities listed above applicable to all Heads of Service, the Head of People Services and their team are responsible for formulating, organising and co-ordinating staff training/continuing professional development programmes, including those relating to essential workplace health and safety training. A nominated member of the People Services Team acting as The Council's Staff Development Manager, regularly meets with The Council's Health & Safety Officers to review staff and agency worker health and safety training requirements, including any training needs identified by operational managers. This information is used to formulate an annual health and safety staff and agency worker training plan, which is presented to both the Corporate Management Team and The Council's Health and Safety Committee (JCSC) for formal approval.

### **2.2.10 Managers, Team Leaders and Supervisors**

Managers, Team Leaders and Supervisors are responsible for the health, safety and welfare of their staff and agency workers and other visitors to their areas. Consequently all managers have a responsibility to ensure that The Council's Health and Safety Policy is effectively implemented in their areas, with all relevant management arrangements and local procedures, such as fire and emergency evacuation and accident investigation and notification procedures, are adhered to by their staff and agency workers at all times. The responsibilities of operational managers and their supervisors in the context of workplace health and safety are therefore broadly to:

- ensure that operations under their control are conducted without detriment to the health and safety of employees, agency workers and others who may be affected by the activities;
- ensure that all employees and agency workers for whom they are directly responsible, are fully familiarised with the contents of The Council's Health and Safety Policy including the 'arrangements' for safety contained within all of the associated health and safety procedural documents;

- ensure that equipment is provided that is appropriate for the task, maintained in good order and repair and only ever operated by suitably trained and experienced operatives who are subject to appropriate levels of supervision;
- ensure that staff permitted to operate potentially more hazardous work equipment and machinery have all received an appropriate level of instruction and training to a recognised level in the correct and safe use of the equipment or machinery concerned;
- ensure the safe handling, use and storage of all substances and especially substances classed as irritant, harmful or toxic;
- ensure that 'suitable and sufficient' risk assessments of all of the potentially more hazardous workplace activities are carried out by suitably trained team members and recorded, with appropriate action taken to eliminate or minimise the risks associated with those workplace activities;
- develop local procedures and safe working practices in line with the local risk assessments;
- ensure that, where found to be necessary following risk assessment, suitable and sufficient personal protective clothing and equipment be made available to relevant staff and agency workers alike, with periodic checks made to ensure that all such equipment is being worn and properly maintained;
- ensure that all personal protective equipment provided in the interests of health and safety is regularly cleaned and maintained and kept in clean and separate accommodation;
- ensure that employees and agency workers receive appropriate induction, task or equipment specific training, fire and emergency evacuation training and retraining in health and safety matters, as required;
- ensure that members of their teams are always fully consulted on matters affecting their health and safety in the workplace;
- ensure that accidents and incidents within their areas of control are recorded on The Council's form designed for this purpose, properly investigated and suitably actioned in an effort to prevent a recurrence;
- ensure that staff and/or agency workers reporting a work-related illness are duly referred to The Council's occupational health service provider, via People Services;
- undertake regular management 'safety tours' of their areas of responsibility either with or without the local trades union appointed Safety Representative and/or one of The Council's Health and Safety Officers, to help ensure that they are fully familiar with the range of activities being undertaken by their staff and agency workers and, ensure that their staff are undertaking their activities to an appropriate standard and in a safe manner;



- ensure that all employees and agency workers under their control, are made fully aware of all health and safety matters, fully understand their responsibilities and, in particular, are made aware of what they must do in the event of a fire or other similar workplace emergency;
- ensure that a sufficient number of staff within their teams are nominated to act as Fire Marshals to 'sweep out' their local work areas in the event of the sounding of the fire and emergency evacuation alarm and ensure that these staff receive the necessary instruction and training to be able to undertake these essential workplace emergency tasks;
- ensure that a sufficient number of staff within their teams are actively encouraged and supported to become trained Emergency First-Aiders, to deal with first-aid emergencies arising in the local work areas for which they have operational responsibility;
- ensure that all equipment and machinery in their areas and for which they are directly responsible, is maintained in good order and repair and that up to date records are kept in their departments of all equipment and machinery statutory examinations and tests, servicing, repairs and replacements;
- immediately stop any work process or activity which might foreseeably place anyone at risk of serious injury or where breach of statutory requirements has been identified or is suspected;
- seek timely specialist advice on any health and safety matter for which clarification or assistance is required and, where necessary, meet with one of The Council's Health and Safety Officers, to review health and safety matters affecting their areas of responsibility;
- make themselves available to carry out periodic safety inspections and/or safety management audits of the work areas under their control with one of The Council's Health and Safety officers, as required;
- facilitate the necessary arrangements to release Safety Representatives and Representatives of Employee Safety to attend meetings of the Joint Consultative and Safety Committee, each quarter;
- ensure that all local contractor activities are notified in good time to the Head Property & Assets so that any necessary permits-to-work can be properly organised and issued by the relevant Officer in Charge or Facilities Manager;
- as soon as they are made aware of the fact that a member of staff or agency worker is pregnant, inform their designated HR Officer and, carry out a risk assessment of that person's work activities, with the assistance of one of The Council's Health and Safety Officers, where required;
- suitably action the training needs of their staff and agency workers, including any essential health and safety training identified following a risk assessment of their work activities;

- ensure all work related hazards are identified and suitable and sufficient risk assessments are undertaken;
- ensure that they and their staff have adequate levels of competency to complete their work tasks safely;
- ensure that local health and safety systems are maintained, monitored and reviewed;
- report and investigate incidents as necessary;
- comply with the corporate health and safety policy and procedures; and
- comply with the requirements of their areas health and safety documentation.

### **2.2.11 Employees including agency workers**

Employees and agency workers are responsible for:

- taking reasonable care of their own health and safety and that of others affected by their acts or omissions;
- co-operating with the management of their Service Area so far as is necessary to enable risks to be controlled and achieve compliance with relevant legislation;
- using all work equipment and substances in accordance with the instruction and training received;
- promptly reporting all accidents, incidents, near misses and instances of suspected work-related illness to their line manager;
- not intentionally misusing anything provided in the interests of health, safety and welfare; and
- reporting to their supervisor, team leader or manager any health and safety problem which they cannot deal with themselves or any shortcoming they consider to be in the health, safety and welfare arrangements.

### **2.2.12 Joint Consultative and Safety Committee (JCSC)**

The function of the JCSC is to act as the Council's Health and Safety Committee as required by the Health and Safety at Work etc. Act 1974 and, more specifically, by the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Section 2(7) of the Health and Safety at Work etc. Act 1974 states that the function of this committee 'shall be to keep under review the measures taken to ensure the health and safety at work of employees and such other functions as may be prescribed'.

The JCSC is the forum where all staff are afforded an opportunity to have a say in The Council's short and long-term decision making on workplace health and safety matters and standards of practice. The Health and Safety Executive (HSE) emphasise the importance of establishing a properly constituted and active Health and Safety Committee in order to develop a positive organisational safety culture and state that this has to be a 'two-way process where the employer and workers:

- talk to one another
- listen to one another's concerns
- raise concerns and solve problems together
- seek and share views and information
- discuss issues in good time
- consider what everyone has to say
- make decisions together'

### **Constitution and membership of JCSC**

The Safety Representatives and Safety Committees Regulations 1977 stipulate that an employer must establish a safety committee within three months, if requested to do so in writing by two union appointed Safety Representatives, to act as a forum for consultation with them on workplace health and safety matters. For any Health and Safety Committee to be successful, there has to be a positive organisational safety culture with positive attitudes displayed towards safety matters by everyone and especially by senior managers. There has to be active involvement not just from managers but also from all sections of the workforce. As a result of this, JCSC will be comprised of:

- a chairperson who will be a representative from the Corporate Leadership Team, to embed strong leadership as well as demonstrate organisational commitment to resolving the workplace health, safety and welfare issues highlighted by staff via their trades union appointed or other elected representatives;
- management representatives from key service areas who have the authority to give proper consideration to views and recommendations relating to particular aspects of the work undertaken by staff and the working environment;
- employee representatives, either formally appointed by a trade union (Safety Representatives), elected/nominated by staff groups (Representatives of Employee Safety), or a combination of both, who have knowledge and understanding of the work tasks and processes undertaken by those groups of staff they represent;
- representatives of others in the workplace such as agency workers and other contractors; and
- other co-opted workers as 'ex-officio' members - people who will be included because of their specific competencies such as the Corporate Health and Safety

Officers, Occupational Health Adviser(s) and other specialist business support staff, as required.

Full details of the current representation, chair, officers and functions of JCSC can be found in the Councils Constitution, Part 3 Responsibility for Functions - [Appendix A](#).

**The principal remit of the JCSC includes;**

- review of incident and accident statistics and trends;
- examination of safety audit reports and the findings of enforcing authority inspection reports;
- consideration of any reports on issues made by the safety representatives themselves;
- assisting in the development of workable safety rules and safe systems of work;
- evaluate the effectiveness and adequacy or otherwise of staff health and safety training;
- monitoring the adequacy of internal health and safety communication and publicity;
- evaluating revisions to The Council's Health and Safety Policy and making recommendations for further improvement, etc.
- to keep under review the measures taken to ensure the health, safety and welfare at work of employees; and
- to consider any matters referred to the Committee by Departmental Safety Representatives.

**Role of the Council's trades union appointed 'Safety Representatives'**

The trades union appointed Safety Representatives have the right to make and accompany certain types of safety inspection, consult with The Council, receive safety information upon reasonable request and, undergo 'reasonable' training on health and safety matters. Furthermore, Safety Representatives have the right to be consulted 'in good time', in relation to certain key workplace changes and arrangements which could foreseeably affect the safety, health and welfare of their members.

Safety Representatives therefore have the functions of representation and consultation with The Council on health and safety matters and in particular, are able to, either jointly or independently, undertake the following, namely:

- investigation of potential hazards, dangerous occurrences and causes of accidents in the workplace;

- investigation of complaints by employees concerning health, safety and welfare matters;
- performing regular workplace inspections, having given reasonable written notice to the employer;
- representing employees in workplace consultations with inspectors of the appropriate enforcing authority, including the receipt of information/advice from them; and
- representing employees' safety interests at safety committee meetings, where any particular concerns regarding workplace safety matters, may be raised.

### **Role of The Council's staff elected 'Representatives of Employee Safety'**

The Health and Safety (Consultation with Employees) Regulations 1996 extended the consultation requirements to all employees, irrespective of their membership of a trades union. Under these Regulations The Council can either consult with such employees directly, or consult with one or more persons who have been elected from amongst their number, to represent their particular group's interests. Such persons are correctly referred to as 'Representatives of Employee Safety' rather than the customary 'Safety Representative' and although they have very similar roles to those of Safety Representatives, listed above, their statutory powers are not quite so extensive.

#### **2.2.13 Health and Safety Risk Management Group (HSRMG)**

The Health and Safety Risk Management Group (HSRMG) oversees the on-going operational management of Health and Safety Risk Management at Worcester City Council and associated partners/contractors. The HSRMG:

- Ensures continued application of the OHAS 18001 standard;
- Oversees implementation of the current Corporate Health and Safety Policy and approve revisions as required;
- Assists the Corporate Health and Safety Officer with rolling out best practice for the above across all teams of the City Council to ensure corporate buy in;
- Receives and reviews Risk Management reports prior to Corporate Leadership Team, JCSC or other management group receiving them;
- Considers Health and Safety risk management training requests and other applications for expenditure and agree budget submissions for approval by the Personnel and General Purpose's sub-committee, as required;
- Reviews and revises Health and Safety policies and procedures prior to CLT/senior management sign off;

- Receives Health and Safety contract compliance and monitoring reports regarding partner organisations and key contractors from responsible officers;
- Develops responses and review actions against current Insurance Audit recommendations; and
- Reviews Insurance claims and develop solutions to issues

#### **2.2.14 Corporate Health and Safety Officers**

In order to assist the Council, the Corporate Health and Safety Officer will provide competent advice and make recommendations to the Health and Safety Risk Management Group on the development of the corporate safety management arrangements and implementation plans.

The principal functions of the health and safety professional as described by the Health and Safety Executive are as follows:

- formulating, developing and updating health and safety policies, not just for existing activities but also in relation to new acquisitions and planned future operations;
- engendering and promoting a positive health and safety culture through the effective implementation of the organisation's health and safety policy and the delivery of both formal and informal staff instruction and training on a range of safety-related topics;
- planning for health and safety by helping operational managers set realistic short- and long-term objectives for improvement, decide priorities based upon an assessment of risk and, establish adequate safety management systems and performance standards;
- the day-to-day monitoring of effective policy implementation through programmes of workplace inspections, together with reviews of operational management plans and workplace accidents and incidents, including, where appropriate, their prompt reporting to the Health and Safety Executive;
- the review of safety management performance through programmes of formal departmental health and safety management audits.

To do all of this effectively the health and safety professional must:

- maintain his/her knowledge and professional 'competence' through programmes of continuing professional development;
- maintain adequate information systems on topics including civil and criminal law, health and safety management and technical advances;
- interpret the law in the context of the organisation's activities and planned future operations;

- be involved in establishing organisational arrangements, systems and risk control standards relating to hardware and human behaviours, by advising line management on matters such as legal and technical standards;
- establish and maintain procedures for reporting, investigating, recording and analysing accidents and incidents;
- establish and maintain procedures, including monitoring and other means such as review and auditing, to ensure senior managers get a true picture of how well health and safety is being managed by their operational managers; and
- be ready to have to liaise with a wide range of external bodies and individuals including; local authority environmental health officers and licensing officials, architects and consultants, the Fire Service, contractors, insurance companies, HSE Inspectors, equipment suppliers, HM Coroner, the Police and occupational health professionals.

Specifically, the Council's Health and Safety officers are expected to perform the following functions:

- provide support to managers on all work-related health and safety matters;
- prepare, periodically review and as necessary revise, The Council's Health and Safety Policy and Corporate arrangements/procedures relating to workplace safety and fire safety;
- assist the Corporate Management Team establish annual key performance indicators (KPIs) for workplace safety standards and safety management performance, across the Authority;
- keep up to date on developments in health and safety legislation and practice;
- periodically conduct joint workplace health and safety inspections in conjunction with the relevant Safety Representatives and operational managers;
- assist with the undertaking of workplace health and safety management audits;
- monitor the implementation of The Council's Health and Safety Policy and associated management arrangements/procedures for workplace safety;
- help identify staff and agency worker health and safety training needs and prepare training materials and provide health and safety instruction and training in a variety of formats, including identifying external training as appropriate, as and when required;
- receive and review accident and incident reports, assist investigation as appropriate, compile and analyse accident and incident data and advise on appropriate action; and
- liaise with recognised trade unions and their appointed workplace representatives on issues relating to the health and safety of their members.

While the Corporate Health and Safety Officers will provide competent advice and support, Heads of Service retain the primary responsibility for ensuring that adequate health and safety compliance measures are in place in relation to their sphere of operations, as described in Section 2.2.8 above.

#### **2.2.15 External Service Delivery Organisations**

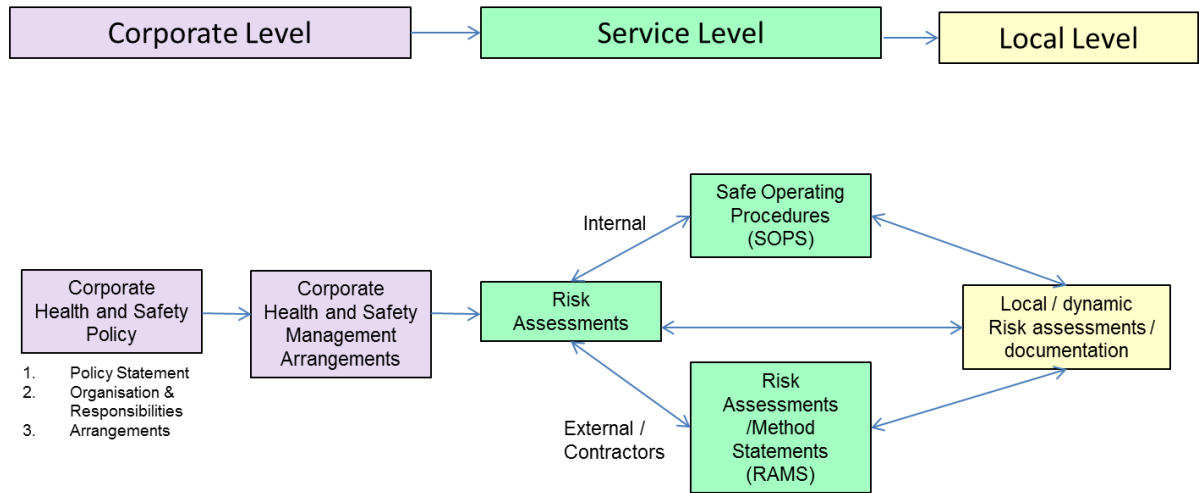
Health and Safety arrangements for External Service Delivery Organisations (ESDO's) are governed by the contractual relationship between the Council and individual partners. As a minimum partners are required to specify that they agree to this policy and adhere to Council Policy and Procedures when undertaking Council business.



### 3 Operational Arrangements

Health and Safety Arrangements are structured on three basic levels.

- Corporate
- Service
- Local



Corporate documentation consists of one Corporate Health and Safety Policy. The Corporate Health and Safety Policy is split into three sections; The Policy Statement, Organisational Roles and Responsibilities and Arrangements.

The Corporate Health and Safety management arrangements outline how health and safety should be being managed operationally.

Service level documentation meets as a minimum the standards and requirements set out in the Corporate Health and Safety management arrangements and takes the form of risk assessments, safe operating procedures and method statements.

Local documentation covers any health and safety procedures, risk assessments, safe operating procedures and requirements unique to a site or area.

Listed below, is a synopsis, of the corporate health and safety arrangements for health and safety. All current health and safety documentation can be found on the staff intranet.

#### 3.1 Accidents and Near Misses

The Council strives to prevent accidents and to reduce the number and severity of accidents that arise as a result of its activities. All accidents that do occur must be reported by the injured/involved person to the manager or supervisor in charge. A

record must be kept of all reported accidents. It is the responsibility of the manager/supervisor of the injured /involved person to ensure that the reported accident is investigated, (personally or by delegation to a competent person), calling upon suitable assistance as necessary. The purpose of the investigation is to ascertain the root causes of the accident and to identify remedial actions in order to prevent a recurrence, which must then be implemented.

Accident statistics (for example, relating to the frequency, type and severity, cost) must be compiled and monitored by the Corporate Health and Safety Officer in order to review the effectiveness of the management of Health and Safety. Local statistics and the results of investigations must also be considered by individual managers and department heads in order to monitor accident rates within their own areas and to track the effectiveness of actions taken to maintain and improve levels of health, safety and welfare.

The Council will ensure that all accidents or incidents that are notifiable will be reported to the relevant authority within the specified timescales.

### **3.2 Asbestos**

The Council, in partnership with Place Partnership Ltd until 31<sup>st</sup> March 2019, will take steps to identify any asbestos containing material in properties within our portfolio, and if found, its amount, location and condition. Records of all materials known or presumed to contain asbestos will be made, kept up to date and made available to anyone who is liable to work on or disturb them. The risk of anyone being exposed to fibres from the materials will be assessed. Plans must be set out in detail and implemented to manage the risks from those materials.

### **3.3 Confined Space**

The Council will assess the risks that may arise as a result of work in confined spaces. Where the assessment identifies risks of serious injury from work in a confined space, entry into that space must be avoided. If entry to a confined space is unavoidable, a safe system of work must be followed and adequate emergency arrangements put into place before the work is started.

### **3.4 Consultation with Employees**

Employees or their representatives will be consulted in a timely manner with regard to the arrangements to control significant risks and to comply with the relevant legislation and this is effected formally through the Council' Joint Consultative and Safety Committee. This whole process takes place in addition to workplace health and safety matters being promptly and formally dealt with by the operational managers concerned and responsible for the particular matter.

### **3.5 Contractors**

The Council, in partnership with Place Partnership Ltd until 31<sup>st</sup> March 2019, will work with contractors so as to ensure their Health and Safety as well as that of the Council personnel and any others who may be affected by the contractor's work. To achieve this end there will be an exchange of information between the Council and each contractor with regard to:

- The work involved;
- Materials and equipment used;
- Known hazards, risks and control measures;
- Any other relevant arrangements that relate to Health and Safety, (for example, the reporting of accidents).

Contractors are required to co-operate with The Council in all matters relating to Health and Safety. To this effect, contractors are required to ensure that any employee or sub contractor under their control is made aware of and fully complies with The Council's appropriate corporate management arrangements for health and safety.

### **3.6 Display Screen Equipment**

The Council will ensure that for each workstation that incorporates display screen equipment (DSE) there is an assessment that takes into account the display screen equipment, furniture, working environment and staff who use it. Where necessary, additional measures will be taken to remedy or manage those risks that are identified by the assessment.

All members of staff who are required to operate DSE will be provided with information relating to the risks to health associated with DSE work and how these risks are to be avoided. Members of staff identified as significant users of DSE must be given the opportunity of a periodic eye and eyesight test. Where necessary they are supplied with corrective visual appliances where these are required specifically for working with DSE.

### **3.7 Driving**

The Council will ensure that procedures are in place to manage and limit the risks presented by work-related driving. For those staff required to drive on The Council related business, this will be achieved by:

- Implementation of processes and procedures to assess and manage the risks involved in driving;

- Regular review of the competence of those driving and the provision of additional training where appropriate;
- Ensuring that vehicles are selected, supplied and maintained by The Council are in good condition and fit for their intended purpose;
- Monitoring and regulating driver hours and performance; and
- Ensuring that staff are made aware of their duties under health, safety and road traffic legislation and their additional obligations with regard to the Council's driving standards and the need to have suitable insurance coverage in place when using their own vehicles for work purposes.

### **3.8 Electrical Safety**

The Council, in partnership with Place Partnership Ltd until 31<sup>st</sup> March 2019, is committed to ensuring that all electrical wiring systems and electrical equipment are installed and maintained in a safe condition. The risks arising from electrical systems and equipment must be monitored by a combination of formal testing, inspections and user checks.

All electrical installations and equipment are installed in accordance with IEE Wiring Regulations. Fixed electrical installations are maintained in a safe condition by carrying out routine safety tests. Portable and transportable equipment will be inspected and tested periodically. The frequency of inspections and testing depends on the environment in which the equipment is used and the conditions of usage.

### **3.9 Emergency Planning**

The Council workplaces each have posted within them the arrangements for action in the event of:

- Fire being discovered;
- Evacuation of persons in the event of a fire; and
- Evacuation of persons in the event of other emergencies.

Fire evacuation drills are held in all premises. A record of such drills, equipment tests and maintenance is kept within each work place.

Procedures and arrangements for dealing with threat of terrorist related activity such as the identification of suspicious packages and the receipt of threats against the organisation, (for example, via telephone or letter) are also developed and provided for local staff.

### **3.10 Fire**

The Council, owned or managed premises each have a suitable and sufficient Fire Safety Risk Assessment, carried out by, or on behalf on Place Partnership Ltd.

The Fire Safety Risk Assessment includes consideration of all of the risks and hazards relating to fire safety and takes into account the effectiveness of existing control measures to eliminate those risks and hazards, or reduce them to acceptable levels. Where a risk or hazard cannot be dealt with immediately, or effectively, the risk assessment outlines the control measures put in place to manage the risk, including any planned improvements.

The Fire Safety Risk Assessment is reviewed on an annual basis or sooner where it is believed that the assessment may no longer be adequate. A new assessment will be completed where that review shows that significant changes have taken place with regard to the nature of the hazards present, or the level of risk arising from fire.

### **3.11 First Aid**

The Council workplaces have sufficient trained first aiders (or appointed persons where risk assessment has shown the provision of first aiders to be unnecessary). To ensure that there is adequate aid available at all times First Aiders or Appointed Persons are selected from employees.

Each workplace is provided with first aid boxes that contain a suitable and sufficient quantity of first aid materials.

### **3.12 Hazardous Substances**

The Council will ensure that procedures are in place for the elimination or, where this is not reasonably practicable, the control of substances hazardous to health and the protection of personnel from the adverse effects of those substances. This is achieved by:

- An assessment of the risks presented by use of such substances,
- The selection and use of appropriate substances; and
- The provision of information to staff.

### **3.13 Health and Wellbeing**

The Council is committed to protecting the overall health, safety and welfare of its employees. The Council recognises that work-related stress is a Health and Safety issue and acknowledges the importance of tackling the causes of stress in the workplace.

To that end, The Council;

- actively monitors its activities to identify conditions that may lead to stress for individuals within its workforce;
- will ensure that there is a culture and method whereby staff who may be suffering from the effects of stress are able to report their concerns; and
- will take steps to prevent or otherwise reduce the effects of those conditions

The Council workplaces and other enclosed public places under its control including communal spaces within schemes are designated as smoke free.

Smoking is prohibited in all other enclosed and substantially enclosed premises. This includes company vehicles and other vehicles whilst being used for company business.

### **3.14 Home Working**

The Council is committed to ensuring that staff that regularly use their own home for work or as a base from which to go and work on different sites can do so safely.

All home working activities are considered and assessed for risk. Where there is little or no risk to the home worker or others in the home environment no further action is taken. If a risk assessment indicates the need for action, The Council is committed to putting in place appropriate controls to reduce the risk as far as is reasonably practicable. Home workers are covered by existing health and safety law in the same way as any other worker within the organisation.

### **3.15 Inspection by Outside Authorities**

The Council seeks to co-operate with inspecting officers from outside authorities who have inspection and enforcement powers and other duties relating to health, safety and fire safety.

Where defects are found as a result of an inspection, The Council will co-operate with the enforcing authority to ensure that risks are managed and controlled effectively in order to prevent harm and to achieve compliance with the law.

### **3.16 Legionellosis Control**

The Council, in partnership with Place Partnership Ltd until 31<sup>st</sup> March 2019, will take steps to identify potential Legionellosis hazards in water systems within properties under our control, and to take steps to prevent or minimise the risk of exposure to Legionella bacteria. All water systems that could be a potential source of infection will be identified and assessed for risk. Where necessary, control schemes will be implemented to ensure the risk of exposure is minimised and instructions and training is provided for relevant staff to ensure those control schemes are operated in an effective manner.

### **3.17 Lifting Operations and Lifting Equipment**

The Council, in partnership with Place Partnership Ltd until 31<sup>st</sup> March 2019, will ensure that lifting equipment provided for use at work 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, i.e. the work load is planned, organised and performed by competent people; and
- Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

### **3.18 Manual Handling**

The Council has measures that avoid the need for personnel to undertake any manual handling operation that involves a risk of injury. Where this is not possible to achieve, an assessment of the manual handling operations will be conducted and measures introduced to reduce the risk of injury to the lowest level reasonably practicable. Personnel will be provided with training and information relating to manual handling operations that they are required to undertake.

Managers and Supervisors are responsible for ensuring that manual handling assessments are carried out in areas for which they are responsible and that effective measures are implemented to control the risks identified, (e.g. safe systems of work, additional equipment, training of staff etc.).

### **3.19 Monitoring Health and Safety**

The Council will ensure that appropriate standards of workplace safety and health are maintained and statutory health and safety requirements are complied with. This includes monitoring and measurement of the effectiveness of its health and safety management system to show that it has identified hazards, is managing the risks to all those it has a duty towards and is continuously improving its performance.

### **3.20 Noise**

The Council will assess, identify and implement measures to eliminate or reduce risks from exposure to noise in the workplace in order to protect the hearing of its employees.

Where required, The Council will ensure that:

- Hearing protection is provided and used;

- Any other controls are properly used; and
- Information, training and health surveillance are provided.

### **3.21 Personal Protective Equipment**

The Council will ensure, by undertaking suitable and sufficient risk assessments, that steps are taken to identify and then to eliminate or otherwise adequately control risks to the Health and Safety of its staff. Where it is not possible or reasonably practicable to adequately control risks to Health and Safety in other ways, staff will be provided with suitable personal protective equipment (PPE) for use in the workplace. Staff will also be provided with suitable and sufficient information, instruction and training on each item of PPE they are required to use.

### **3.22 Personal Safety including Lone Working**

The Council seeks to control and manage the risks to staff that may arise from acts of violence, aggression, verbal, physical and psychological abuse. Any incident in which an individual is abused, threatened or assaulted in circumstances relating to their work must be reported and will be investigated in the same way as any other incident. This includes the personal safety of all staff, whether they work in groups, pairs or working alone.

### **3.23 Risk Assessment**

The Council workplaces, equipment and systems of work will be subject to a programme of assessments intended to identify and select the measures necessary to protect employees, other persons and property by the elimination of hazards and/or the control of risks. Where necessary, suitable control measures are introduced to manage the level of risk.

### **3.24 Training**

The Council will provide staff with adequate health and safety information, instruction, training and supervision as is necessary to ensure their health and safety at work. Training is provided as part of the induction process for all new starters in permanent and temporary positions. Training is also provided to all staff that are exposed to new or increased risks because of a change of job, work equipment or system of work.

Training is repeated periodically as necessary to ensure an understanding of the risks and of the methods necessary to ensure that those risks are adequately controlled.

### **3.25 Vibration**

The Council will assess, identify and implement measures to eliminate or reduce risks from exposure to mechanical vibration in order to protect the health of its employees in the workplace.

Where required, The Council will ensure that control measures to reduce vibration are properly applied and that information, training and health surveillance are provided.



### **3.26 Work Equipment**

The Council will provide work equipment that is safe and suitable for the tasks it is required to do and ensures that it is inspected, tested and maintained as required. The Council will ensure that staff are provided with suitable and sufficient information, instruction and training on each item of work equipment they are required to use and that staff use the equipment in accordance with the information, instruction and training they were provided with.

### **3.27 Working at Height**

The Council, in partnership with Place Partnership Ltd until 31<sup>st</sup> March 2019, will ensure that:

- All work at height is properly planned and organised
- Those involved in work at height are competent to do so
- The risks from work at height are assessed and appropriate work equipment is selected and used;
- The risks from fragile surfaces are properly controlled; and
- Equipment for work at height is properly inspected and maintained.