

## Health, Safety & Welfare Policy

DRAFT

JSCC Approved – 4 October 2018

P&R Approved –

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## HEALTH AND SAFETY POLICY AMENDMENT SHEET

### Record of Amendments

<b>Issue Number</b>	<b>Date</b>	<b>Index Reference</b>	<b>Brief Description of Amendment</b>
1	March 2010	Full Review	First Issue
2	March 2012	Full review	
3	April 2014	Full Review	
4	January 2015	Full Review	
5	December 2016	Full Review	
6	March 2018	Full Review	New template used and updated logos no changes to legislation. Extra information added into various sections.
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**Part 1 INTENT**  
**HEALTH, SAFETY AND WELFARE POLICY**  
**GENERAL POLICY STATEMENT**

West Lindsey District Council recognises that the health, safety and welfare of its employees and those for whom it provides services is of paramount importance and as such is totally committed to a positive health and safety culture throughout its organisation.

The Council will therefore action this Policy to ensure that its operations and services are conducted in such a manner, so far as is reasonably practicable, to prevent accidents and ill health to employees and any others who may be affected by its activities, to prevent damage to plant, materials, property and the environment, and to lead to a continuous improvement in health, safety and welfare.

The Council will take every reasonable measure in its power to carry out its responsibilities under the Policy by: -

- a) Providing and maintaining a safe and healthy place of work and working environment.
- b) Providing and maintaining safe working systems, plant, equipment, safe handling of articles and substances and personal protective equipment.
- c) Providing information, instruction, training and supervision to enable employees (and others as appropriate) to work safely, to recognise and minimise hazards, and to contribute positively to health and safety at work.
- d) Consulting with and co-operating with employee's safety representatives, champions and providing them with sufficient facilities and training to enable them to carry out their functions, and establishing an effective safety committee.
- e) Providing adequate welfare facilities.
- f) Making regular assessments of risks to employees.
- g) Taking appropriate preventative/protective measures as identified by risk assessment.
- h) To evaluate security threats and risks to staff and sites, to ensure their place of work is safe.

The Head of Paid Service assumes overall responsibility for health and safety. All employees are charged under the Health and Safety at Work etc., Act 1974 with the duty of care for their own safety, the safety of fellow-workers, and of any other persons affected by the Council's work activities. Employees also have the duty to co-operate with the Council to enable it to carry out its responsibilities. Thus, the Council looks to every employee for maintaining continuous awareness of safety requirements, alertness to existing and potential hazards and the need for minimising and reporting them.

The Policy will be brought to the attention of all employees and others to whom it may apply. The Policy will be regularly reviewed, at least every two years and revised as necessary. Any revisions will be brought to the notice of employees and others affected by this policy.

Signed on behalf of West Lindsey District Council.

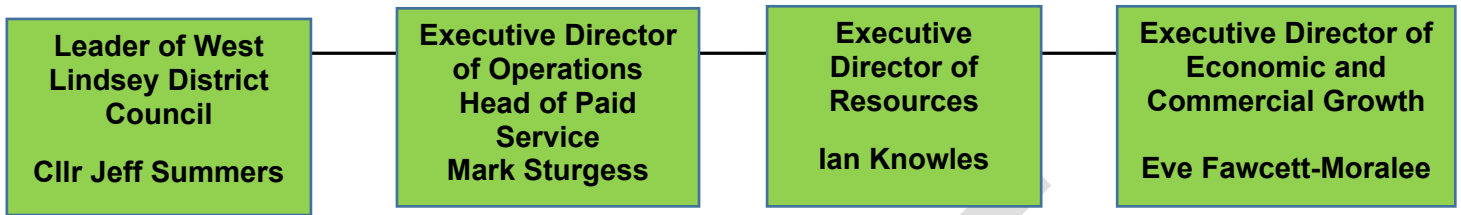
Head of Paid Service

Date:

Leader of the Council:

Date:

**ORGANISATION**



Competent person for Health and Safety (Reg. 7 of MHSW Regulations 1999 refers) is West Lindsey District Council Health and Safety Coordinator.

**RESPONSIBILITIES**

West Lindsey District Council has responsibilities under Health and Safety legislation towards:

- Employees
- Councillors, Customers, Visitors and the Local Community
- Members of the Public
- Contractors/Sub Contractors

The Council's obligations can only be met by ensuring that all employees fully discharge their responsibilities.

**EVERY EMPLOYEE MUST:**

- Take reasonable care for the Health and Safety of themselves, and others who may be affected by their acts or omissions at work
- Co-operate with management with regard to agreed Health and Safety arrangements and procedures.
- Know and keep to the rules and procedures relating to their work and report to their immediate manager all difficulties or hazards liable to endanger themselves or other persons.
- Not interfere with, or misuse, anything provided by the employer in the interest of Health, Safety and Welfare.
- If involved in an accident resulting in, or which may have resulted in, injury report the details to their immediate supervisor as soon as possible, and in all cases before the end of the shift on which the incident occurs.
- Arrange for any spillage of dangerous substance or flammable liquid to be dealt with immediately having due regard to the nature of such spillage.
- Use machinery and equipment only when authorised and properly trained to do so.
- Wear or use correctly all protective clothing and equipment issued to them and get replacements for lost, damaged or defective items.

These instructions supplement the Policy Statement and set out the organisation for control and operation of Health and Safety functions within West Lindsey District Council.

## **Head of Paid Service**

The Head of Paid Service assumes overall responsibility for health and safety in the Council and is accountable to the Elected Members for the overall operation of the Health, Safety and Welfare Policy. In order to assist the Head of Paid Service, the role of Health and Safety co-ordinator has been designated as the competent person from the People and Organisation Development Team.

## **Elected Members**

Are responsible for providing:

- i) Strategic direction and endorse corporate health and safety strategies.
- ii) Support for the Executive Director of Operations.
- iii) Sufficient time and resources are made available to ensure the Council are able to achieve and maintain a high standard of health, safety and welfare compliance.

## **Directors**

Directors are responsible to West Lindsey District Council for the health and safety performance in their Services, including the implementation of this Policy. Responsibilities include within their Service;

- i) Making sure health and safety is managed within the Service, arrangements for health and safety are made known, maintained and reviewed on a regular basis as appropriate.
- ii) Continually committing and leading to improve health and safety and to develop the collective vision and direction necessary to comply with and where possible exceed the statutory provisions.
- (iii) To make provision for adequate resources, support, guidance and equipment to meet a departmental programme for health, safety and welfare.
- (iv) To co-operate with the Health and Safety Co-ordinator on all health and safety matters and utilise the service in an advisory capacity.
- (v) To ensure that Strategic Leads know their duties in respect of health and safety, follow approved procedures where laid down and make periodic checks to monitor that procedures are being carried out.
- (vi) To maintain interest and enthusiasm for health, safety and welfare within the Services.

## **Strategic Leads, Team Managers and Supervisors**

The Strategic Leads, Team Managers and Supervisors are accountable to the Council, and the Executive Director of Operations for Health and Safety within their teams including the implementation of this Policy.

Responsibilities include;

- (i) Making sure arrangements for health and safety are made known, understood, maintained and reviewed on a regular basis as appropriate.
- (ii) Making provisions for adequate resources and equipment to meet a programme for health, safety and welfare within their sections.
- (iii) Ensuring that staff know their duties in respect of health and safety and follow approved procedures where laid down.

- (iv) Ensuring they and their staff make periodic checks to see that procedures are being properly carried out
- (v) Ensuring that job safety requirements are established for all jobs and that these and other safety requirements are made known to staff through effective training.
- (vi) Stimulating interest and enthusiasm for health, safety and welfare among staff members
- (vii) Co-operating with the Health and Safety Co-ordinator on all health and safety matters and utilise the service in an advisory capacity.
- (viii) Making sure that risk assessments are undertaken and safe systems of work established and reviewed on a regular basis with consultation and cooperation of staff.
- (ix) Holding regular team meetings with staff to discuss and implement safety requirements within the Service, and Liaising with the Safety Champion and employees on all matters concerning safety.

### **Employees**

All employees have a duty to take reasonable care of their own health and safety, and other persons who may be affected by their acts or omissions at work, and to co-operate with the Management of West Lindsey in complying with any legal requirement.

All employees must ensure that they:

- (x) Make themselves familiar with, and conform to the Council's Health and Safety Policies, procedures and guidance and to observe all safety rules at all times.
- (ii) Report all hazards, defects, accidents, incidents, unsafe acts or damage including any near misses to their Safety Champion, Team Manager/Supervisor or Health and Safety Co-ordinator.
- (iii) Make suggestions to improve health and safety and take part in risk assessments, inspections and audits where necessary at their workplace.
- (iv) Do not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare.
- (v) Do not cause to be done anything which would or could compromise the health and safety of themselves and/or others.
- (vi) Wear appropriate protective equipment and clothing supplied by the Council wherever it is deemed necessary and ensure it is looked after.
- (vii) Attend health and safety training.

## **People and Organisational Development**

The role of the People and Organisational Development team is to promote the development and maintenance of sound Safety, Health and Welfare practices and assist the Executive Director of Operations in their responsibilities. The Authority's designated competent person is the Health and Safety Co-ordinator in People and Organisational Development. The section will provide an advisory Health and Safety service to all Services through the provision of a Health and Safety Co-ordinator.

- i) The Co-ordinator will provide professional advice, technical information, guidance and support to Council Directors, Strategic Leads, Team Managers, Supervisors, staff and Safety Champions to ensure health and safety compliance.
- ii) The Co-ordinator will monitor the Company's Health and Safety status by regular visits to site and ensuring our compliance with current legislation and our company policy and standards.
- iii) The Co-ordinator will advise on the training requirements for employees, especially new starters, specifically formal Safety awareness training and site induction training.
- iv) The Co-ordinator will horizon scan, to ensure that new and emerging changes in national legislation and policy are considered and addressed and to update with new legislation and policy changes.

### **Safety Champions**

Responsibilities include:

- (i) To promote safe working practices and assist in ensuring that services adhere to corporate health and safety requirements.
- (ii) To deal with requests for health and safety advice, to assist in investigating any incidents/accidents, to assist in reviewing service specific risk assessments or procedures, to undertake self-assessment Health and Safety audits of their service area in accordance with the audit action plan.
- (iii) To assist and consult with the Corporate Health and Safety Coordinator on development of new policies and procedures, reviewing of corporate risk assessments, contribute to the development of the annual Health and Safety plans and performance reports, collate data and monitor performance indicators for the purpose of driving health and safety improvement.



**PART III**  
**ARRANGEMENTS**

**CORPORATE HEALTH, SAFETY AND WELFARE ARRANGEMENTS**

**1. General Arrangements**

These general arrangements supplement the Policy Statement. They are not exhaustive and Services may issue particular arrangements covering operations particular to their functions, where applicable. Constant observance of the policy, adherence to rules and maintenance of good practice and procedure, will prevent personal suffering, injury and hardship by reducing accident rates. The consequential savings in costs should be significant.

**2. Safety Codes of Practice and Manuals**

Services will be expected to produce their own guidance on safe systems of work to supplement their own Service Health, Safety and Welfare Policy. Where health and safety concerns cover more than one Service, a Corporate Code or guidance will be produced.

Employees must read and make themselves familiar with such Codes and work to them.

**3. Health & Safety Information**

Health and Safety documentation will be stored on the Health and Safety Minerva page and in some Services in hard copy format. A library will be maintained of occupational Health, Safety and Welfare information. This will be available to all managers, employees and representatives. Links to other health and safety information will be available.

The Health and Safety Poster “What you should know” is posted in prominent positions throughout the organisation to comply with Health and Safety Information for Employees Regulations (HSIER)

**4. Employee Consultation**

Employees or their representatives will be consulted with regard to the arrangements to control significant risks and to comply with the relevant legislation. This will be carried out through Strategic Leads, Team Managers, Safety Champions Group and through Joint Staff Consultative Committee.

In particular, we will discuss the following:

- When introducing new measures which may affect health and safety.
- The change in appointment of nominated competent persons.
- The provision of statutory health and safety information.
- Any statutory health and safety training.
- Health and safety implications of introducing new technology, tooling or work activities.

**4.1 Joint Consultation**

The Council recognises that joint consultation on Health, Safety and Welfare matters is of prime importance and will set up Safety Consultative Committees as appropriate.

## **5. Occupancy of Buildings**

All building works should be carried out through Property Services to ensure that the Authority is complying with the relevant legislation pertaining to electricity, gas, Legionella and asbestos.

Environment, Welfare and other related facilities will be maintained to the standard required by the Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1999. Particular attention will be given to the general fabric, temperature, ventilation, purity of air and water supplies, lighting, sanitary conveniences and noise.

## **6. Risk Assessment**

The Management of Health and Safety at Work Regulations requires the Council to assess the risks to employees and others who may be affected by their undertaking. The Council is committed to ensuring that such risk assessments are carried out and are reviewed when there is a change in legislation, change in a process, change in staff, change of equipment and after any accident, incident or near miss and on a regular basis. All new activities will also be risk assessed before commencement. Safe systems of work will be produced, and implemented in respect of all work activities where a significant Risk has been identified.

Specific Risk Assessments will include:

- Manual Handling/COSHH/Risk
- Fire
- Machinery & Equipment including Power & Hand Tools
- Young workers
- New & expectant mothers.

## **7. Training, Instruction and Supervision**

The Council recognises its responsibility for training, instruction and supervision in health and safety for all employees. Employees must also co-operate with management in undergoing such training and instruction as is deemed necessary. Training, instruction and supervision should be provided where employees are new, transferred from other workplaces or jobs, before using new equipment or materials and should include manual handling, use of chemicals, use of work equipment and personal protective equipment where appropriate.

## **8. First Aid**

There is a general duty on the Council to ensure that there are sufficient numbers of trained first aiders, suitable equipment and facilities to enable adequate first aid to be carried out. The Council recognises this requirement and qualified first aiders and appointed persons are at all establishments. Details of the First Aiders will be displayed prominently for the benefit of all employees and visitors, employees should familiarise themselves with the names of these.

## **9. Accident and Incident reports**

Accidents and Incidents must be completed in line with the "Accident and Incident Reporting and Recording Procedure". All accidents must also be recorded on Minerva – Communities - Corporate Health and Safety - Report an Incident. Employees are required to assist with any investigation of accidents and/or dangerous occurrences that take place within their work area.

The requirements of RIDDOR will be followed in respect of any recordable/reportable accident or dangerous occurrence.

## **10. Fire and Emergency Procedures**

All employees are responsible for ensuring that they are fully aware of the Fire and Emergency Procedures, including Bomb Alert Procedures, for their place of work and any other workplace they work at. They must also ensure that they follow basic fire precautionary measures, know where the fire exits, assembly point and fire extinguishers are. Training will be given at suitable regular intervals in these procedures. Fire Marshals are appointed at each location to ensure the safety of employees, partners and visitors.

A written Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 (FSO) will be undertaken, and kept up to date. The control measures identified will be issued to relevant employees. Training and information will be given as necessary.

## **11. Smoking at Work**

The Council operates a no smoking policy.

This policy has been developed to protect all Employees, Contractors, Customers and Visitors from exposure to second-hand smoke and to assist compliance with the Smoke-Free (Premises and Enforcement) Regulations (England) 2006.

### **11.1 Policy**

It is the policy of West Lindsey District Council that all workplaces including Vehicles, are completely Smoke Free and all employees have a right to work in a Smoke Free Environment. This policy shall be reviewed on an annual basis.

Smoking including the use of electronic cigarettes is prohibited throughout the entire Workplace including Vehicles with no exceptions. This policy applies to all Employees, Consultants, Contractors, Customers or Members and Visitors.

## **12. Use of Hazardous Substances**

All substances that are designated under the Control of Substances Hazardous to Health Regulations will be assessed and the assessment recorded. Information from the manufacturer will be obtained and a copy held in the appropriate work area. Copies of Data Sheets should be available to all staff who may use the substances. Information, instruction and training will be given to all employees who use, or supervise the use of these substances.

## **13. Work at Height**

There is a simple hierarchy for managing work at height and selecting the appropriate access equipment. Specific service procedures should be followed and risk assessments carried out.

## **14. Personal Protective Equipment (PPE) and Clothing**

Staff will be issued with PPE if it is deemed necessary as part of their work activity. This will be provided in accordance with the risk assessment and issued by the Team Manager/Supervisor. They are provided at no charge to employees, but personal items provided may be charged for in the event of loss by neglect or abuse. All employees are to wear safety equipment for their work, where provided. All PPE must be assessed for suitability for the task and the individual for whom it is to be provided.

Any PPE which is so worn or damaged that it no longer affords adequate protection must be replaced before the operative is allowed to continue work.

PPE which has a shelf life or maximum usage period will be replaced in accordance with manufacturer's instructions.

Training – Correct Use: Employees who are required to use PPE to ensure their Safety will be given training in its correct use. All training will be provided in accordance with the manufacturers' guidance.

## **15. Contractors and Sub-Contractors**

Where contractors and sub-contractors are employed by or on behalf of the Council the responsible Service must ensure that every contract awarded contains a provision that contractors and sub-contractors will comply with the relevant health and safety legislation and adopt safe methods of work including the Health and Safety at Work, etc. Act 1974, and relevant legislation, the Management of Health and Safety at Work Regulations 1999 and, where appropriate, the Construction (Design and Management) Regulations.

## **16. Electrical Systems**

Electrical equipment will be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus using safe systems of working.

Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any Risks, in accordance with the Regulations.

Employees will not carry out maintenance on electrical equipment or plugs without prior authority and training.

The mains electricity supply will be inspected, and a certificate of test obtained from a "Competent Person" in accordance with the timescale laid down in the Regulations.

## **17. Agile working**

Where agile working is encouraged all health, safety and welfare matters should be taken into consideration. A risk assessment should be undertaken and regularly reviewed.

## **18. Lone working**

Some work activities may require employees to work alone, this should be kept to a minimum. Activities requiring employees to carry out lone working should be assessed and adequate controls in place to reduce risk to an acceptable level. Managers should develop and introduce their own safe systems and procedures for lone workers.

Where relevant Managers should ensure at least three processes are in place.

- Standard Lone Working Reporting Process (normal office hours)
- Out of Hours Lone Working Process
- Failed Contact Process

## 19. Violence at Work

Employees must report to their Manager/Supervisor any incident where they are verbally or physically abused. Information can be found in the **Difficult and Dangerous Customer Procedure**.

## 20. Driving at work

Where employees carry out driving as part of their employment (other than driving to and from their normal place of work). Drivers are responsible for adhering to the Road Safety legislation and ensuring that vehicle checks are carried and the vehicle is in a road worthy condition.

### **20.1 Employees and Members (Grey Fleet Drivers)**

#### **Will:**

- Have a current licence, appropriate insurance with relevant business cover and advise insurance company if you are transporting colleagues, tax and MOT (where appropriate)
- Report any conditions, including medical conditions that are likely to affect their driving at work, to their line manager.
- Report any convictions/ endorsements likely to affect their ability to drive for work immediately to line manager
- Not drive under the influence of drugs/alcohol
- Assess their own day to day health
- Complete and sign the iTrent submission
- Comply with all other Council policies

#### **Before setting off:**

- Check tyre pressures and visual condition, tread depth (cuts or obvious damage, especially to the tyre walls) and general vehicle condition
- Check seat belts – working and in good order and worn by all vehicle occupants where provided
- Adjust driving techniques to suit weather and traffic conditions
- Ensure you have read through the driving company vehicles section in employees' handbook

#### **On arrival to destination or site:**

- Beware of un-metalled roads and soft ground on sites; where possible park off site (not in an area causing an obstruction to highway, site traffic or the emergency services)
- Observe all traffic management arrangements in place for the site
- Make sure the vehicle is secured and any valuable items stored out of sight such as satellite navigation systems and mobile phones

## 21. Asbestos

The Council have a duty to manage asbestos and exposure to employees and any other person who may be affected by its activities. A risk register will be kept and maintained by Property Services.

## 22. Legionella

To comply with legal obligations with regard to legionella the Council will maintain and control water systems, through a written scheme of work and risk assessments.

## **23. Equipment and Maintenance**

All new and existing equipment and facilities will be sufficiently designed, constructed and installed so as to be safe and without Risk to the Health and Safety of employees.

An adequate planned maintenance system will be operated, and records maintained.

Safe systems of work will be used and updated, such that protection against foreseeable maintenance hazards is provided.

All legally required maintenance, testing and inspections will be carried out and records kept in accordance with statutory provisions, insurer and fire authorities approved codes.

Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of work.

## **24. Stress**

The Council is committed to protecting the health, safety and welfare of its staff and recognises that workplace stress is a health & safety issue. The importance of identifying and reducing workplace stressors is also acknowledged.

This includes:

- Improving the organisational environment through effective and consistent management
- Enabling individuals to cope successfully with their work
- Providing support to employees whose health and well-being are affected by stress
- Manage and control factors which might result in excessive or sustained levels of stress
- Increase awareness of stress and its causes and methods to combat it
- Assist staff in managing stress in themselves and others

As far as reasonably practicable the company will:

- Provide managers with advice and support to help identify specific causes of stress
- Develop programmes for those with people management responsibilities to promote good management and team building skills
- Provide support through the Employee Assistance Programme
- Provide suitable training such as time management, assertiveness and dealing with difficult/sensitive situations
- Monitor the occurrence and levels of absence associated with stress

## **25. Display Screen Equipment**

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, the following procedures will be followed:

"Users" of display screen equipment shall be individually identified by the Manager. The Manager shall ensure that all "users" have received sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, foot rests, blinds, etc. Particular attention should be given to minimising reflection and glare.

"Users" shall be entitled to request an appropriate eye and eyesight test. Where "special" corrective appliances are needed; a special pair of spectacles for display screen work may be prescribed. Any cost arising from these tests and appliances will be borne by the Council.

## **26. Policy review**

The effectiveness of the Health, Safety and Welfare Policy will be subject to a management review by the People and Organisational Development team.

This policy will be reviewed at least annually and updated, modified or amended as necessary to ensure the health and safety and welfare of Council employees and visitors.

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### **Policy Statement**

West Lindsey District Council has a commitment to equal opportunities.

It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

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