

EAST DUNBARTONSHIRE COUNCIL

Health & Safety at Work Policy

October 2018 v 8.3

Health & Safety at Work Policy

Amendment Record

Date	Issue No	Amendment	Person Responsible for Amendment
April 12	V2	Change to RIDDOR : over 3 Days reportable to over 7 Days reportable	Charlie Gibson Employee Wellbeing Team Leader
Jun 12	V3	Change to Fire Safety (3.9) reference to separate Fire Safety Policy	Charlie Gibson Employee Wellbeing Team Leader
Sep 13	V4	Changes due to Org Planning and removing reference to separate Service/Function Policies	Charlie Gibson Employee Wellbeing Team Leader
Jun 14	V5	Management review in anticipation of TU discussions and GB review.	Jamie Robertson Audit & Risk Manager
Jan 16	V6	Changes due to Structures and Responsibilities.	Debbie Gray Team Leader, Health Safety & Risk Jamie Robertson Audit & Risk Manager
Jul 17	V7	Changes due to Organisational Transformation	David Pendreigh Team Leader Health, Safety & Risk
Oct 17	V8	Update to reflect Health & Safety Committee Structure	Jamie Robertson Strategic Lead – Finance, Audit & Performance
Nov 17	V8.1	Minor changes to responsibilities	Gillian McConnachie Audit & Risk Manager
Nov 17	V8.2	Amendment to Section 3.3	David Pendreigh Corporate Risk Adviser
Oct 18	V8.3	Changes to job titles and reference to availability of Duty Holders listing.	Gillian McConnachie Audit & Risk Manager

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1. HEALTH & SAFETY POLICY STATEMENT

It is the policy of East Dunbartonshire Council to take all reasonably practicable steps to ensure the health, safety and welfare at work of all its employees. The Council also acknowledges its responsibilities in respect of persons other than its own employees.

A high standard of health and safety performance is one of the Council's primary objectives and is recognised as an integral part of service delivery.

The standard will be achieved by:-

- a) Creating and maintaining a positive Health & Safety culture that secures the commitment and participation of **all** employees.
- b) Meeting its responsibilities to employees, non-employees and the environment in a way which recognises that the legal requirements are the minimum standard.
- c) Adopting a planned and systematic approach to the implementation of the Council's Health & Safety Policy to ensure:-
 - i. the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risk to health;
 - ii. arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use handling, storage and transport of articles and substances;
 - iii. the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health & safety at work of its employees;
 - iv. so far as is reasonably practicable, as regards any place of work under the Council's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
 - v. the provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.
- d) Identifying and assessing the risks associated with all activities of the Council with the aim of eliminating or controlling the risks, so far as is reasonably practicable.
- e) Allocating adequate resources to meet the requirements of the Council's Health & Safety Policy.
- f) Planning for health and safety including the setting of realistic short, medium and long term objectives, deciding priorities and establishing adequate performance standards.

- g) Monitoring and reviewing performance on a regular basis to ensure that high standards are maintained.
- h) Developing a system of joint consultation with Health & Safety representatives (drawn from the Trade Unions) and providing them with facilities and assistance to enable them to carry out their functions.

2. SCOPE, ORGANISATION & RESPONSIBILITIES

The Corporate Health & Safety Policy encompasses the core activities within the workplace to encourage and support Health & Safety within the workplace. This Policy covers all employees of East Dunbartonshire Council.

This policy is supported by a bespoke complementary Fire Safety Policy and a suite of Health & Safety Standards (**Appendix 1**).

Within this Policy, reference is made to responsible persons: duty holders; fire safety wardens; safety representatives and first aiders. A register of employees fulfilling these roles will be informed by Executive Officers and maintained by the Corporate Health & Safety Team. It will be the responsibility of Executive Officers to update the Corporate Health & Safety Team of any changes to the register as a result of, for example, employees leaving the organisation, accommodation moves, etc.

This Health and Safety policy may be further supported by other policies where a requirement is identified.

2.1. Chief Executive

The Chief Executive, so far as is reasonably practicable, is responsible for ensuring the health, safety and welfare at work of **all** Council employees. This will be achieved by:

- a) Detailing the organisation in the Council through which the policy will be implemented and delegating the responsibility for the implementation of the Policy to each Depute Chief Executive.
- b) Ensuring that adequate resources are made available to enable the Council Policy to be implemented.
- c) Ensuring that health & safety is an integral part of the overall management culture and developing a positive attitude to health & safety among employees by visibly demonstrating their own commitment to achieving a high standard of health & safety performance.
- d) Appointing a competent person(s) to assist the Council to apply the provisions of primary and subordinate health & safety legislation.
- e) Ensuring the establishment and maintenance of health & safety management systems within the Council, which will ensure the assessment of risks and the effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to control the risks.

2.2. Depute Chief Executives (Generic)

Depute Chief Executives are, so far as is reasonably practicable, responsible for ensuring the health, safety and welfare at work of all employees within their Strategic Groupings. In particular, they should:

- a) Set out the organisation within their Strategic Grouping through which the policy will be implemented.
- b) Set out the arrangements, which detail the means by which the aims listed in the Health & Safety Policy Statement will be met.
- c) Ensure that adequate resources are made available to enable the Health & Safety Policy to be implemented.
- d) Visibly demonstrate commitment to achieving a high standard of health & safety performance within their Strategic Groupings and develop a positive attitude to health & safety among employees.
- e) Develop and implement health & safety management systems within the Strategic Groupings, which will ensure the assessment of risk and the effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to eliminate or control the risks.
- f) Contribute to an annual report evaluating the health & safety performance of the Council.

2.3. Depute Chief Executive – Education, People & Business (Specific)

- a) The **Depute Chief Executive – Education, People & Business** has been nominated by the Chief Executive to administer and positively monitor the implementation of the Council's Health & Safety Policy.
- b) The **Depute Chief Executive – Education, People & Business** will ensure, without detracting from the primary responsibilities of: the Chief Executive; Depute Chief Executive – Place, Neighbourhood & Corporate Assets; Executive Officers; Team Managers and Team Leaders, the provision of competent advice and support on Health & Safety matters through the Corporate Health & Safety Team. The Council's Health & Safety Advisers are the competent person(s) within the meaning of Regulation 7 of the Management of Health & Safety at Work Regulations, 1999.

2.4. Executive Officers

Executive Officers will ensure that the necessary organisation and arrangements are in place (including the discharge of all related actions) to ensure that the aims of this policy are met. This will extend to ensuring that provisions are in place to advise the Corporate Health & Safety Team of any changes to duty holders, fire wardens, first

aiders etc. to ensure that the consolidated list is up to date and reflects current arrangements. The Corporate Health and Safety team will make the Duty Holders listing available, on request, to the Trade Unions.

2.5. Duty Holders

The specific role of a building Duty Holder is detailed in the relevant Health & Safety Standard [Duty Holder: Role and Responsibilities] referenced in **Appendix 1**. In addition to the role of the Duty Holder, this Standard details the documentation to be retained within every building, consistent signage indicating the location of this documentation and the requirements for systems/procedure testing and record keeping.

2.6. Employees

All employees will be expected to co-operate in the implementation of the Council's Health and Safety Policy by:-

- a) Acting in the course of their employment with due care for their own safety and that of others, who may be affected by their acts or their omissions at work.
- b) Co-operating so far as is necessary, to enable the Council to perform any duty or to comply with any requirements, as a result of any health & safety legislation which may be in force.
- c) Using correctly all work items provided by the Council in accordance with the training and the instruction they receive to enable them to use the item safely.

3. HEALTH & SAFETY ARRANGEMENTS

The undernoted arrangements should be incorporated into Service/Function Health and Safety policies. Where necessary, they may be expanded or altered to meet the specific requirements of the Service/Function concerned. This should be completed in consultation with the Executive Officer and Service/Function Manager and a copy of the amended version lodged with the Depute Chief Executive – Education, People & Business.

3.1. Safety Culture

The Council will ensure that health & safety is an integral part of the overall management culture and seek to develop a positive attitude to health & safety among employees by:

- a) Visibly demonstrating a clear commitment to improving health & safety performance;
- b) Promoting **co-operation** by recognising that all employees have an important contribution to make to effective health & safety management and providing opportunities for participation and involvement in health & safety activities e.g. health & safety committees, quality improvement teams, risk assessments;
- c) Ensuring the **communication** of necessary information throughout the Council;

- d) Securing the **competence** of employees by:
 - (i) including health & safety in recruitment or changes in employee resources, procedures, or systems of work; and
 - (ii) implementing systems which will identify health & safety training needs, arising from recruitment, or changes in employee resources, procedures, or systems of work.

3.2. Planning

The Chief Executive will ensure the preparation of a Health & Safety Action Plan that outlines specific health and safety objectives with realistic timescales for their accomplishment. These objectives will be developed in consultation with Depute Chief Executives, the Council's Health & Safety Advisers and Trade Union Representatives.

These objectives will be set out following an initial status review which will:

- a) Compare existing arrangements against requirements of relevant legislation dealing with health & safety management issues.
- b) Establish performance standards after a thorough analysis of the needs of the Service/Function and of existing and potential risk, (see section 4 Risk Management).
- c) Assess the effectiveness of existing resources devoted to health & safety.

The status review will be updated annually following which the safety action plan will be reviewed.

3.3. Monitoring

The effectiveness of the Council's Health & Safety Policy will be monitored in the following ways:

a) Accident Analysis

Accidents at the following levels of severity will be analysed by the Health & Safety Advisers with a view to determining and eliminating their causes:

- (i) Major Injury/Dangerous Occurrence/Industrial Disease
- (ii) Lost time accidents (7 days or more)
- (iii) Other injury

b) Compliance Testing

Formal audits will be carried out by the Health & Safety Advisers, in accordance with the Council's Health & Safety Audit Programme.

The audits will be carried out in liaison with the most senior officer available at each location. Thereafter the Health & Safety Adviser(s) will make

arrangements to discuss the audit with the officer concerned with urgent findings being discussed as soon as practically possible with the relevant Executive Officer and all other findings at the earliest opportunity within a maximum one month period of the audit being carried out.

The completed Health & Safety Audit will be sent to the relevant Executive Officer. On acceptance by Management, arrangements should be made to develop an action plan for the implementation of recommendations and amendment of, where required, Service/Function risk assessments. At this time, a review of the existing Health & Safety Policy should be carried out and any necessary revisions made.

3.4. Risk Management

The Council will pursue progressive improvements that lead to reduction in injury and ill health through the development and implementation of a risk management strategy in relation to health & safety.

Risk assessments will be carried out to identify potential hazards, evaluate and prioritise the risk(s) and implement risk control measures to reduce or, where possible, remove the risks.

Competent person(s) will be involved in the risk assessment process, which will be supported by the Council's Health & Safety Adviser(s).

There is a duty for a risk assessment to be carried out for all pregnant employees. Further information, including a Risk Assessment Template, can be found in the Maternity Pack on the hub.

3.5. Health & Safety Standards

Health & Safety Standards will be compiled by Health & Safety Advisers where a specific major hazard is identified in any work activity, process or operation and where Council wide procedures are appropriate. Health & Safety Advisers will consult with appropriate Executive Officer during the preparation or revisions to any Health & Safety Standards. Thereafter these standards will be taken to an appropriate 1st or 2nd tier meeting for consultation and approval. The standards will then be adopted for implementation by Service/Functions as part of their Health & Safety Strategy.

These standards will be reviewed at least every three years and updated as necessary.

A list of current Standards is included within **Appendix 1**.

3.6. Emergency Procedures

Procedures, to be followed by any person at work if situations presenting serious and imminent danger arise, will be established in accordance with Regulation 8 of the Management of Health & Safety at Work Regulations 1999. These procedures will set out the role and responsibilities of competent persons nominated to implement any detailed actions and will ensure that other employees know who the competent person(s) are and understand their own role.

Where appropriate, procedures will contain action(s) required for the evacuation of disabled persons or any persons with additional requirements.

3.7. Accident Investigation and Reporting

a) Investigation

Every accident will be investigated by the injured person's Team Leader/Line Manager and a report submitted, containing, where reasonably practicable, recommendation to prevent a recurrence. Serious incidents and those with serious potential will also be investigated by the Council's Health & Safety Advisers.

b) Notification and Recording

Every employee who suffers personal injury at work must give notice of any accident as soon thereafter as they reasonably practicably can. The injured employee must ensure the details of the accident are entered on the internal Accident/Incident Reporting form PER (HS1)(a). To ensure compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the following will apply:

- **Appointment of Responsible Persons**

Each Executive Officer will designate a responsible person(s) who will notify the Health & Safety Advisers within the Audit & Risk Team of any accidents, incidents, dangerous occurrences or diseases which fall within the scope of RIDDOR 2013. This designated responsible person will ensure all records are saved in a secure network location, or in the case of paper documents are securely filed in a lock-fast container/unit/cupboard until they can be forwarded onto the Health & Safety Advisers within the Audit & Risk Team.

- **Action Required in the Event of a Death, Specified Major Injury or Condition or a Dangerous Occurrence**

If:

- (i) any person dies or suffers a specified major injury or condition as a result of an accident arising out of or in connection with the work of the Council, or
- (ii) where there is a dangerous occurrence

then the responsible person will notify the Health & Safety Advisers within the Audit & Risk Team *within 10 days* who will in turn notify the Health & Safety Executive without delay.

(Local instructions should specify that the responsible person is to be informed immediately after one of the above incidents has occurred.)

- **Action required if, as a Result of an Accident at Work, an employee is off work for more than seven consecutive days**

If an employee is off work for more than 7 consecutive days as a result of an accident at work (excluding the day of the accident but including days which would not have been working days), the Health & Safety Team will send a report of the accident to the Health & Safety Executive. The report will be on the Statutory Form F2508 (Rev 1/86) and submitted within 15 days of the accident. The original copy of the F2508 will be retained by the Health & Safety Department for a period of 3 years after the date of the incident.

- **Action Required in the Event of a Minor Accident**

The responsible person will ensure that an internal incident report form, HS1(a), is completed for each incident which occurs in their areas of control. The original copy of the internal reporting form should be sent either electronically or manually to the Health & Safety Team to ensure that it is securely filed for a period of at least 3 years after the date of the incident. If the report refers to an individual who is classified as a minor at the time of reporting these will be kept for a period of 7 years after the child reaches 18 years of age.

- **Action Required when an Employee is known to be suffering from a Reportable Disease**

On receipt of a written diagnosis from a doctor, (e.g. on a medical certificate) which specifies that an employee is suffering from a disease listed in Schedule 2 or the Regulations, the responsible person must ascertain if the employee's current job involved the corresponding work activity specified in the schedule. If it does, the responsible person must notify the Health & Safety Team who will notify the Health & Safety Executive on the statutory form F2508A. The original copy of the F2508A form will be retained by the Health & Safety Team and a single copy of the F2508A sent for retention by the responsible person for a period of 3 years after the date of diagnosis.

3.8. First Aid

Sufficient numbers of employees trained in first aid and equipment to deal with accidents and injuries will be provided by each Service/Function. The Duty Holder at each building will assess the First Aid requirements. The Depute Chief Executive – Education, People & Business will ensure the co-ordination of First Aid Training. (Specific employees are listed in the Responsible Employee Register.)

3.9. Fire Safety

The Council recognises the importance of having effective systems in place to protect against and mitigate the effects of fire. To demonstrate this, the Council has a separate Fire Policy detailing the requirements of legislation and how it will be met in full including special arrangements for the evacuation of disabled persons where appropriate. The Fire Policy also sets out the role and responsibilities of competent

persons nominated to implement detailed actions. (Specific employees are listed in the Responsible Employee Register.)

All employees and non employees will be provided with adequate information on Fire Safety.

3.10. Management of Suppliers

The Depute Chief Executive – Education, People & Business will ensure by arrangements with Executive Officers that all suppliers are properly vetted from a Health & Safety perspective and that only suppliers who can demonstrate their ability to discharge their primary responsibility to safeguard their employees and others will be employed by the Council.

The Council will set out the standards it expects and monitor the activities of suppliers to minimise the risks presented to employees and others on site.

The Depute Chief Executive – Education, People & Business will ensure that suppliers are reviewed regularly.

All Executive Officers will ensure that the requirements of the Construction Design and Management Regulations 2007 and its Approved Code of Practice are applied to all contracts which fall under the scope of these regulations.

Sanctions will be applied to all suppliers who fail to meet Health & Safety Performance Criteria.

3.11. Safety Representation

The Council will consult the relevant safety representatives with regard to:

- a) Introduction of measures which may substantially affect the health & safety of employees.
- b) Provision of health & safety information required under the relevant statutory provisions.
- c) Provision of health & safety training required under the relevant statutory provisions.
- d) The health & safety consequences of new technologies introduced into the workplace.

In support of these activities, the Council has a structured framework of 1st, 2nd and 3rd Tier Health & Safety Committees. Full details of the remit and relationships between the tiers are included in the Committee Structure Health & Safety Standard (listed in **Appendix 1**).

The Council will also provide such facilities and assistance as safety representatives may reasonably require to carry out their functions.

3.12. Health & Safety Issues

The following procedure should be followed as a means of solving issues involving health & safety.

Stage 1 Employee raises with their Team Leader. **If not resolved,**

- Stage 2** Employee raises issue with Safety Representative. The Safety Representative may be able to assure the employee that no hazard exists. **If not,**
- Stage 3** Safety Representative raises issue with Team Leader. **If not resolved,**
- Stage 4** Safety Representative raises issue with the next level of management.

If the matter is still not settled the action which follows may depend on the nature of the issue and the urgency with which a solution is sought. The issue may be referred to the appropriate Health & Safety Committee. The Health & Safety Advisers within the Audit & Risk Team may be consulted, or the Safety Representative may involve a full time Trade Union official whereupon the issue may become an industrial relations issue.

- **Safety Representative Inspection**

Safety Representatives appointed by recognised Trade Unions are entitled to inspect workplaces every 3 months. Service/Function management will encourage Safety Representatives to carry out these inspections at agreed frequencies and a representative of local management will accompany them.

- **Access to Information**

Safety Representatives appointed by recognised Trade Unions will be allowed to inspect any statutory document which the Service/Function is required to maintain and will also be given on request any information **necessary** to carry out their functions.

3.13. The Role of the Council's Health & Safety Advisers

The remit of the Council's Health & Safety Advisers within the Audit & Risk Team is to support the Depute Chief Executive – Education, People & Business with his/her responsibility to administer and positively monitor the implementation of the Council's Health & Safety Policy. They will provide professional advice to the Depute Chief Executive – Education, People & Business to take the necessary action to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of Council employees and others who may be affected by Service/Function activities. This includes:

Health & Safety

- a) Monitoring the implementation of the Council's Health & Safety Policy and reporting to Executive Officers on matters requiring action.
- b) Advising line management to enable them to meet their health & safety responsibilities on such matters as:
 - (i) The design and use of plant and equipment;
 - (ii) Identifying unsafe plant, working conditions and practices;
 - (iii) Making recommendations to correct defects found during safety inspections; and
 - (iv) Advising on training requirements.

- c) Assisting in the formulation and implementation of safe systems of work, Health, Safety and Welfare Standards and Codes of Practice.
- d) Recommendation for suitable personal protective equipment (PPE).
- e) Checking compliance with all statutory requirements affecting health & safety.
- f) Monitoring fire safety measures log books, safety records and accident reports.
- g) Updating line management on new regulations, codes of practice and guidance notes relevant to their area of operation.
- h) Attending in an advisory capacity all Council and Service/Function Health & Safety Committees.
- i) Supporting health & safety education programmes to develop higher safety awareness at all levels.
- j) Disseminating information on accident prevention.
- k) The further investigation of, where necessary, accidents at work to:
 - (i) Establish basic and underlying causes;
 - (ii) Recommend remedial action to prevent recurrence;
 - (iii) Monitor performance; and
 - (iv) Examine trends
- l) Providing meaningful information on accidents statistics.
- m) Preparing an annual report evaluating the health & safety performance of the Council.
- n) Liaising with external agencies such as:- Health & Safety Executive, Fire & Rescue Service, British Safety Council, Safety Organisations, Institution of Occupational Safety & Health, Insurance Company/Broker, etc.
- o) Keeping abreast of modern techniques and developments in health & safety.

In fulfilling this role, Health & Safety Advisers must, at all times, work in close harmony and collaboration with all levels of management, employees and their representatives with the objective of ensuring a safe and health workplace in line with the Council's Health & Safety Policy.

Powers of Health & Safety Advisers

To effectively implement the provisions of this policy, the Council's Health & Safety Advisers will have the following powers:

- a) The right to enter any Council premise or work area at any time.
- b) To inspect and audit all Council premises.

- c) In the event of an incident/accident to require that plant and equipment is not disturbed. To enable measurements, statements, photographs and any other relevant information to be collated.
- d) To take away or impound any machine, substance or product which is required to complete an investigation.
- e) To issue an inspection report which should be implemented in situations where the Health & Safety Adviser is of the opinion that a breach of statutory requirements, Policy or Procedure has or is likely to take place.
- f) Where, in the opinion of the Health & Safety Adviser, there is an immediate risk of serious personal injury, to serve an “immediate action notice” requiring the immediate cessation of any activity.
- g) Where a Health & Safety Adviser is of the opinion that a building or structure is a serious danger to employees or others, he/she in consultation with management will take action which may include the temporary closure of a premise in extreme situations.
- h) To require those with knowledge relevant to the investigation to give it either verbally or in a written statement. The Adviser has the discretion to allow another to be present during questioning and the taking of a written statement.
- i) To inspect and, where required, take copies of books or documents as part of any investigation.
- j) To require assistance within a person’s scope of responsibility/authority.

3.14. Policy Review

The policy will be made available on the Hub, reviewed at least every three years and modified as required. The review will consider the finding of audits, the individual performance of each Service/Function and the Council as a whole.

The review will also provide an opportunity to take a forward look at:

- a) The introduction of new legislation and approved codes of practice;
- b) Improving the Council’s pro-active approach to minimising risk;
- c) Anticipation of organisational change such as the introduction of new technology, through appropriate changes to management systems, training etc; and
- d) Reviewing potential cost effective changes to minimise risk to people and improve business performance.



Signed Chief Executive

Date

Appendix 1

List of Standards

1.	Asbestos: The Identification, handling & Disposal of Asbestos Based Materials
2.	Control of Substances Hazardous to Health
3.	Risk Assessment
4.	Display Screen Equipment
5.	Fire Safety
6.	General Office Health, Safety and Welfare
7.	Prevention of Risk from Exposure to Hypodermic Needles (Sharps) HIV, AIDS & Hepatitis
8.	Jump Starting of Vehicles
9.	Ladders, Stepladders and other Specialised Access Equipment
10.	Petroleum
11.	Play Equipment
12.	Training in Health & Safety
13.	Transfer and Banking of Cash
14.	Transport of Materials and Passengers
15.	Personal Protective Equipment
16.	Inspection and Testing of Portable and Transportable Electrical Equipment
17.	Contractors Arrangements for Working on Council Premises
18.	Management of Hand Arm Vibration Syndrome (HAVS)
19.	Lone Working
20.	Duty Holder: Role & Responsibilities
21.	Health & Safety Committee Structure
22.	Mobile Phones
23.	Manual Handling