



CORPORATE RESOURCES

Document Control			
Applies To	All	Intranet	
Approval/Date	March 2011	Issue Date	October 2011
Author/Lead Officer	John Summers/Pauline Kavanagh	Page Content	38
Distribution List		Reference Number	HS/POL/04
Division	Corporate Resources	Review Date	June 2014
Document Replaces	Corporate Health and Safety Policy 2008	Status	
Document Title	Corporate Health and Safety Policy 2011	Version	1.2
UNCONTROLLED IF PRINTED			

Contents

STATEMENT OF INTENT

3	Health and Safety Statement of Policy
4	PAGE LEFT INTENTIONALLY BLANK
5	Health and Safety Statement of Policy (Continued).

ORGANISATION / RESPONSIBILITIES

6	Organisational Chart
7	Chief Executive
8	Directors
9	Heads of Service
10	Managers and Head teachers
11	Managers and Head teachers, Supervisors & Team Leaders
12	Supervisors & Team Leaders (Continued) Employees
13	Employees (Continued), Health, Safety and Wellbeing
14	Health, Safety and Wellbeing (Continued)
15	Health, Safety and Wellbeing (Continued), Joint Liaison Committees

ARRANGEMENTS

16	Fire
17	Accident Reporting
18	First Aid
19	Risk Assessment, Hazardous Substances
20	Hazardous Substances (Continued), Manual Handling, Violence at Work
21	Violence at Work (Continued), Corporate Manslaughter, Work Equipment.
22	Personal Protective Equipment, Work at Height
23	Control of Contractors, Display Screen Equipment
24	Vibration, Noise
25	Noise (Continued), Asbestos
26	Asbestos (Continued), Legionella, Mental Health
27	Mental Health (Continued), Communication with Employees, Training and Awareness.
28	Training and Awareness (Continued), Lone Working, Infection Control.
29	Infection Control (Continued), Needle stick, Smoking, Near Miss
30	Mobile Phone, Emergency Planning
31	Premises, Construction, Design and Management (CDM)
32	CDM (Continued), Procedure for authorising staff to drive school minibuses
33	Procedure for authorising staff to drive school minibuses (Continued), Permitted Drivers
34	Permitted Drivers (Continued), Occupational Health, Recruitment and selection
35	Recruitment and selection (Continued), Event Management
36	Event Management (Continued),
37	Communications Framework
38	Communications Framework (Continued)

REDCAR AND CLEVELAND BOROUGH COUNCIL
HEALTH AND SAFETY POLICY, STATEMENT OF INTENT.

Redcar and Cleveland Borough Council recognises and accepts the responsibilities and duties which it has for health and safety.

It is the policy of Redcar and Cleveland Borough Council that all reasonably practicable steps will be taken to provide safe and healthy conditions, and that the safety, health and welfare of its employees, partners, service users, visitors and members of the public is paramount at all times.

The Health and Safety at Work Act 1974 and all relevant regulations are to be complied with at all times, and all employees shall contribute towards making work areas as safe as is reasonably practicable by continually reviewing working practices and ensuring that the safest reasonably practicable methods are applied.

In particular Redcar and Cleveland Borough Council will ensure that so far as is reasonably practicable:-


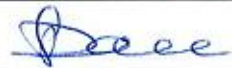


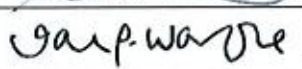
- Plant and equipment, places of work and the working environment are safe and without risk to health.
- Safe systems of work are devised, implemented and appropriately monitored through effective supervision.
- The provision of such information, instruction and training as is necessary to ensure health and safety at work
- The provision and maintenance of a safe access to and egress from any place of work. The elimination of hazards which may exist within the workplace through the implementation of risk assessments, ensuring identified hazards are brought to the attention of employees.

- That all accidents, cases of occupational disease, ill health, dangerous occurrences and incidents of assault are recorded, appropriately reported and thoroughly investigated.
- The content of this policy statement and relevant health and safety arrangements are brought to the attention of all employees and where necessary other persons affected by Redcar and Cleveland Borough Council activities.

Arrangements shall be made for the effective planning, organisation, control, monitoring and review of health and safety matters in line with Health and Safety Executive Guidance (HSG 65) Successful Health and Safety Management.

Through consultation with employees via their appointed trade union representatives on matters of health and safety, safety arrangements have been established through the Safety Advisory Group to provide a forum for consultation on health and safety at work.

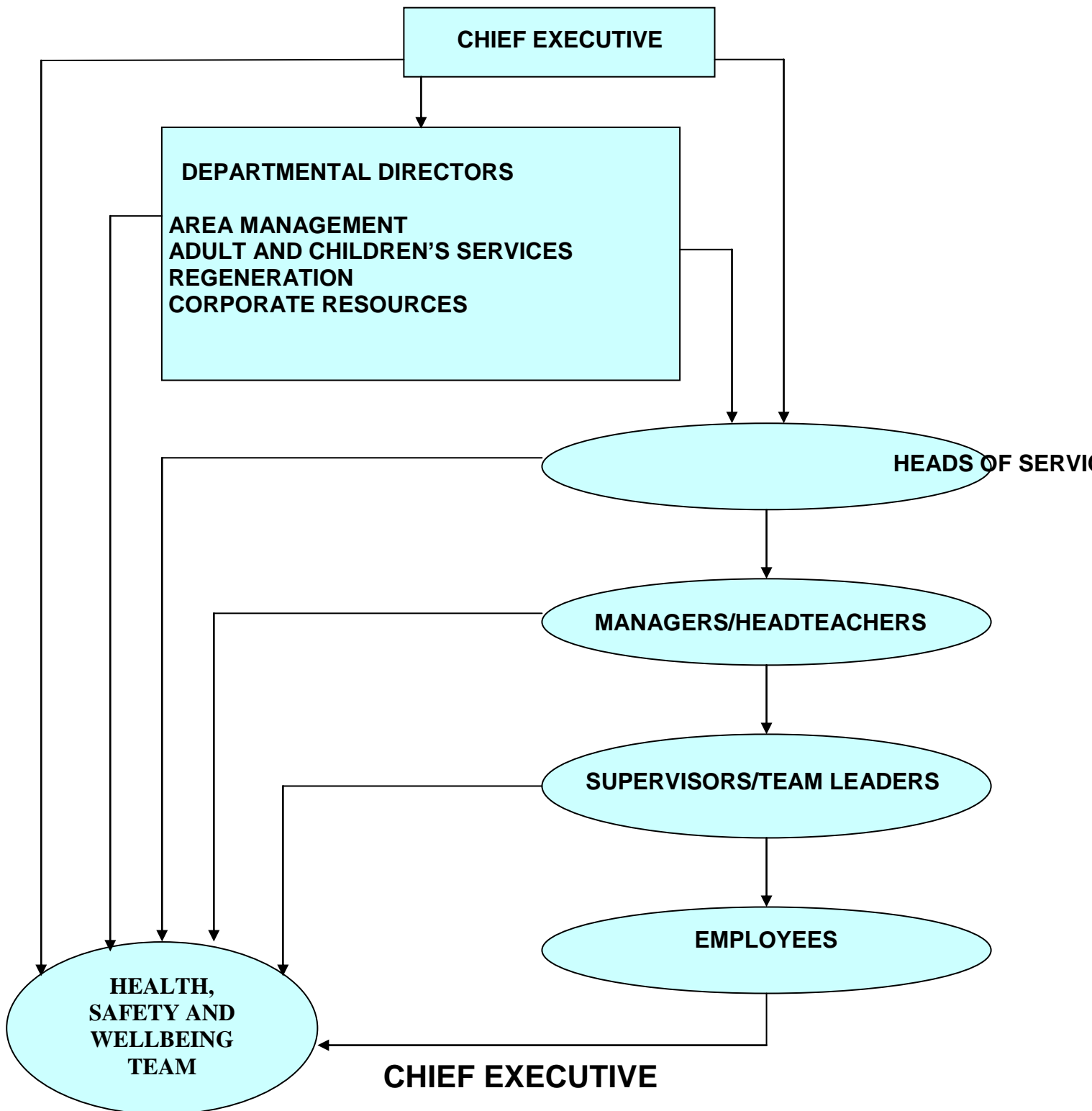
This policy has been reviewed and revised and takes into consideration changes in Health and Safety legislation and restructures within the organisation. It has undergone consultation with all concerned parties with amendments incorporated. It will be regularly monitored and revised and consulted upon before changes are made.

Name	Title	Signature	Date
Amanda Skelton	Chief Executive		7.9.11
Simon Dale	Director of Area Management		5/9/11
Richard Frankland	Director of Corporate Resources		14.10.11
Barbara Shaw	Acting Director of Adult and Children's Services		5/9/11
Ian Wardle	Director of Regeneration		26.10.11

CORPORATE HEALTH AND SAFETY POLICY

SECTION 2

ORGANISATION



The Chief Executive has overall responsibility for all matters relating to the Health, Safety and Welfare of persons directly employed by the authority. Responsibility also extends to ensuring that non-employees including members of the general public are not exposed to the risks associated with any activity being undertaken by the authority. This will be achieved by:

- Detailing the arrangements within the council through which the policy will be implemented and delegating the responsibility for implementation of the policy within services to the Director of each service and to the departmental managers.
- Ensuring that health and safety is an integral part of the overall management culture and developing a positive attitude to health and safety amongst employees by visibly demonstrating commitment to achieving a high level of health and safety performance.
- Ensuring the establishment and maintenance of health and safety management systems within services which will ensure the assessment of risk and the effective planning, organisation control, monitoring and review of the preventative and protective measures necessary to control significant risk.
- Ensuring that adequate resources are made available including access to competent health and safety advice and assistance to enable the Council policy to be implemented effectively and to comply with any statutory requirements.
- Setting objectives and monitoring management performance to verify that reporting directors and senior managers are meeting their health and safety accountabilities.

DIRECTORS

All departmental Directors are responsible for ensuring the health, safety and welfare of all employees within their area of control. In particular they shall:

- Prepare and revise as often as is necessary a departmental health and safety policy.
- Set out the arrangements within their department through which the policy will be implemented.
- Ensure that adequate resources are made available to enable the policy to be implemented.
- Have sufficient knowledge of health and safety legislation to enable them to discharge their duties and responsibilities
- Ensure that health and safety is an integral part of the overall service management culture and develop a positive attitude to health and safety amongst employees by visibly demonstrating commitment to achieving a high level of health and safety performance.
- Implement an effective health and safety management systems within services, which will ensure the assessment of risk and the effective planning, organisation control, monitoring and review of the preventative and protective measures necessary to control significant risk.

HEADS OF SERVICE

Reporting to the relevant Director each Head of Service shall be responsible for

- Ensuring that the contents of this policy and any departmental policy are brought to the attention of all employees within the respective areas. Also, to ensure that the policies are fully implemented with regards to the activities of their department.
- Ensuring that health and safety systems are effectively implemented, maintained, reviewed and monitored to ensure full and continued compliance.
- Having sufficient knowledge of health and safety legislation to enable them to discharge their duties and responsibilities.
- Ensuring that the respective service managers are trained and competent to carry out their duties, ensuring that responsibilities for key health and safety tasks are properly assigned.
- Monitoring the accident performance within respective areas and acting on any advice from the health, safety and wellbeing team in relation to any trends and patterns emerging from statistics.
- Where appropriate, applying a structured process to consider the health and safety implications of partnership working as they are established; to ensure that responsibilities are clearly defined and that suitable arrangements are implemented. Establishing appropriate mechanisms to monitor arrangements and improve performance
- Promoting the corporate programme of health and safety training throughout the respective areas.
- Ensuring that any failures to adhere to any adopted safe systems of work are dealt with in an appropriate and timely manner.

MANAGERS/HEADTEACHERS

Managers and Headteachers within the Council are responsible for:

- Ensuring that the contents of this policy and any departmental policy are brought to the attention of all employees within the respective areas. Also, to ensure that the policies are fully implemented with regards to the activities of their department
- Ensuring all health and safety risks resulting from the activities under their area of control are adequately assessed and documented with advice from the Health and Safety Officers as appropriate.
- Ensuring that all risk assessment documents are brought to the attention of relevant employees and are made available at each work area, office depot or site for employees to refer to for guidance.
- Ensuring staff under their control take part in agreed health and safety training programmes and that they are provided with sufficient information, instruction and supervision in relation to their duties under this policy.
- Maintaining an adequate system of monitoring to identify any failure by staff to discharge their duties and taking appropriate action.
- Reporting any accidents to the Health, Safety and Wellbeing Team and, where appropriate, undertaking an initial investigation into any accident. Analyzing and reviewing accident statistics and taking appropriate remedial action. The Health and Safety Officers can advise on this.
- Ensuring that safe systems of work are established and documented for activities under their area of control.
- Ensuring that adequate welfare and first aid arrangements are in place.

- Forming part of the consultation arrangements with employees and their appointed trade union representative on matters of health and safety.
- Ensuring, before engaging contractors, that they have undergone the health and safety evaluation process and have been approved under the corporate procurement process.
- Encouraging the involvement of staff in managing health and safety through inclusion on agendas of team meetings,

SUPERVISORS/TEAMLEADERS

All staff with a supervisory role are responsible for monitoring adherence to this policy and in particular for ensuring that:

- Staff under their area of control receives adequate information, instruction, training and supervision.
- Work areas are maintained in a safe and healthy condition.
- Safe systems of work are adhered to at all times including the full and proper use of personal protective equipment.
- They respond at the earliest opportunity to any dangerous situations brought to their attention.
- All accidents reported to them are thoroughly and immediately investigated and the relevant forms are completed with advice from the health and safety team.
- First aid arrangements are in accordance with the Health and Safety (First Aid) Regulations 1981, ensuring that first aid facilities are frequently inspected, display names of all trained first aid personnel and emergency contact numbers.
- They set a personal example of good practice on all health and safety matters.

- They carry out and document risk assessments prior to commencement of any operation where significant risk is presented. Findings shall be brought to the attention of all persons involved or affected by the work.
- An assessment has been carried out of any substance or process hazardous to health under the COSHH Regulations, and that appropriate control measures, training, instruction, protective clothing or equipment has been provided to all persons involved.
- All contractors and sub contractors engaged in areas of risk are working in accordance with their submitted safe systems of work.

EMPLOYEES

All employees have a duty to co-operate with the implementation of this policy; in particular they must ensure that:

- They take reasonable care for themselves and others who may be affected by their acts or omissions whilst at work.
- They shall bring to the attention of their immediate manager/supervisor any unsafe condition or perceived shortcoming in health and safety measures by reporting all defects to their immediate manager/supervisor.
- They shall co-operate fully in all matters of health and safety, following closely any instructions and safe working procedures, and develop a personal concern for accident prevention.
- They shall use all vehicles, plant, equipment, tools and materials in a safe manner to avoid personal injury and injuries to others and to prevent damage to equipment, etc.
- They shall report all accidents, dangerous occurrences and near misses to their immediate manager/supervisor.

- They shall not intentionally damage or interfere with anything provided in the interests of health and safety.
- They shall refrain from horseplay at all times.
- They shall make full and proper use of any personal protective equipment provided for health and safety reasons.
- They shall always keep their work area clean and tidy and not take risks or leave situations, which may be dangerous to others.
- They shall work in accordance with this and their departmental health and safety policy, which will ensure a safe working environment for themselves and other members of staff and members of the general public.

HEALTH, SAFETY AND WELLBEING TEAM

The Health and Safety Manager and Officers are responsible for ensuring that all aspects of health and safety are implemented and for ensuring compliance with current health and safety legislation. In particular the Health and Safety staff will:

- Maintain up to date and specialist knowledge of current and forthcoming legislation.
- Advise and assist Directors and Managers in the preparation and appropriate revision of departmental statements of policy with respect to health and safety at work.
- Provide guidance and assistance in the preparation and development of risk assessments.
- Disseminate information on health and safety, including changes in legislation, official guidance and best practice requirements.

- Advise Directorates on all Redcar and Cleveland policies, procedures and guidance issued under the Health and Safety at Work Act 1974 so that all relevant legislation is adhered to and health and safety standards are maintained.
- Ensure, if a situation occurs that would compromise the health, safety and welfare of any Council employees or member of the public etc., that instructions are communicated to management of all necessary actions to eliminate the risk or reduce the risk to a reasonably practicable level. The Health, Safety and Wellbeing Team will, in appropriate circumstances, under delegated powers, issue a Cease Operations Notice to halt any activities where breaches of Health and Safety legislation have been identified and are presenting an unsafe working environment or unsafe working conditions. The Cease Operations Notice will remain in place until all identified breaches have been rectified.
- Monitor and report on safety performance, via audits and inspections of operations and premises including inspections of strategic partners and external contractors operations, where appropriate and take action to ensure compliance when required.
- Receive reports of all accidents, dangerous occurrences, near misses and violent incidents related to health and safety, report them to the health and safety executive as required under The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1998 (RIDDOR 98). Investigate all work related accidents, dangerous occurrences, near misses and violent incidents, compile reports and make recommendations, analyse information, create and maintain statistics.
- Encourage consultation between directors, heads of department, managers, supervisors, employees and employee representatives.
- Deliver health and safety training.
- Liaise with Enforcing Authorities on all matters relating to health and safety at work and associated Regulations.

JOINT LIAISON COMMITTEES

The prime function of a Joint Liaison Committee, in terms of health and safety, is as a means of two-way communication, dissemination of information on safety issues and to promote safety awareness amongst employees. Particular emphasis is given to the introduction of new technologies and equipment, improvement of operational practice and Council policy and the identification of potential hazards. Chaired by a Senior HR Advisor, minutes of Joint Liaison Committee meetings are produced and circulated and to be cascaded to employees. It is not a function of the Joint Liaison Committee to take over the health and safety responsibilities of line management.

Employees not represented by a trade union will be involved in any consultation process under the Health & Safety (Consultation with Employees) Regulations 1996. Where we need to consult with employees, information will be taken to the Health and Wellbeing Steering Group to be cascaded through their Directorate Management Meetings and Team Meeting to give all employees the opportunity to be part of the consultation process.

CORPORATE HEALTH AND SAFETY POLICY

(PART THREE)

ARRANGEMENTS

FIRE

To comply with the Regulatory Reform (Fire Safety) Order 2005, suitable arrangements will be made to prevent the risk of injury in respect of fire both to persons and to property. This will be done by carrying out a suitable and sufficient assessment of the risks of fire in all premises and operations where fire has been identified as a particular hazard. Any significant findings from such assessments shall be recorded and, where appropriate, implemented to reduce the risk as far as is reasonably practicable. Dependent on the site and the function taking place, relevant equipment for the identified hazard will be required with operatives suitably trained to operate such equipment.

All premises will adopt a fire safety management plan to identify who has what responsibility within the premises. A nominated 'Responsible Person' will ensure that the fire risk assessment is carried out with any identified control measures implemented, monitored and reviewed. They will ensure all staff are adequately trained in fire preventative measures, precautions and evacuation procedures. Evacuation plans shall be drafted with the information conveyed to all employees, visitors, contractors and anyone else accessing the building. All records and documentation relating to the test, maintenance and servicing of all fire related equipment shall be kept and maintained by the responsible person.

ACCIDENT REPORTING

To meet the requirements of the Reporting of Injuries, Disease and Dangerous Occurrence Regulations 1995. Redcar & Cleveland Borough Council places a duty on every manager to ensure that all accidents occurring on their premises or within their operations are recorded. This includes accidents to people who are not employed by the Council including service users, pupils, contractors and members of the public.

Any person who has an accident, however minor, must report the accident immediately to their supervisor / line manager and enter the details on the accident report form ACC4.

Any accident arising out of, or in connection with work activities causing death or major injury must be reported to the Council's Health and Safety Manager immediately by the quickest practicable means (e.g. telephone) after which appropriate advice and guidance will be offered.

Certain injuries, diseases and dangerous occurrences will be reported to the Health and Safety Executive using the appropriate reporting forms.

All accidents will undergo an initial investigation by line management and recorded on the ACC INV form. This form will be submitted along with the ACC 4 to the health, safety and wellbeing team within seven days of the accident occurring. The health, safety and wellbeing team will formerly investigate all reportable injuries, including - major accidents, accidents where time has been lost in excess of three days and accidents where a rising trend has been identified. Findings from any formal investigations will be sent to the appropriate manager with any recommendation to prevent a similar occurrence.

FIRST AID

The purpose of first aid is to preserve life, prevent further injury and promote recovery. Most Council workplaces and operations are low risk, but departments must take all reasonably practicable steps to comply with the First Aid at Work Regulations.

All premises and operations within Redcar and Cleveland Borough Council must determine the appropriate level of first aid cover required. This will be determined through the risk assessment process.

The level of required cover will be determined by considering the hazards associated with the workplace or work activity, the risk of injury, the severity of any injury and the location of the nearest medical assistance.

By adopting this approach all departments will be able to highlight the level of first aid required within their premises or areas of operational control.

Records of all assessments will be held on the premises where they have been carried out and made available for inspection by the Health, Safety and Wellbeing Team.

The levels of cover will be determined as:

- No first aid required,
- Fully accredited first aid at work
- Emergency aid

The appointed person within a workplace will be responsible for maintaining any first aid equipment. This maintenance shall be recorded.

RISK ASSESSMENT

The Management of Health and Safety at Work Regulations 1999 state that: - Every employer shall make suitable and sufficient assessment of the risks to health and safety of his employees and persons not in his employ.

Where there are more than 5 employees the Risk Assessment must be recorded.

Managers must ensure that all risk assessments are communicated to employees.

Employees must make themselves aware of the risk assessment and co-operate with the stated control measures.

Risk assessments shall be reviewed at least on an annual basis but also following any significant changes in staff or process any change of equipment and following any accident, or near miss. All reviews shall be recorded and communicated to all employees concerned.

Risk assessments shall only be carried out by employees who have attended the risk assessment awareness training course or who can demonstrate competence in this area.

HAZARDOUS SUBSTANCES

The Control of Substances Hazardous to Health Regulations 2002 state that no employer should expose his/her employees to any substance hazardous to health, unless a suitable assessment has been carried out.

Managers must request any hazard data information for any substances purchased, used, stored, or transported. This information will be used to complete a suitable and sufficient COSHH assessment. This assessment will identify any adverse effects and remedial actions to be taken. Fire precautions and preventative measures along with fire fighting methods will be identified in this assessment of risks. Any required personal protective equipment shall be identified at this stage.

All employees must be made aware of all assessments and ensure they comply with any control measures and personal protective equipment identified.

MANUAL HANDLING.

The Manual Handling Regulations 1992 require that manual handling should be avoided. However, on occasion manual handling of persons or equipment is required. In these instances the manual handling task shall be assessed via risk assessment approach. The Task, Individual, Load and Environment will be considered whilst carrying out a manual handling assessment. Mechanical aids will be utilised wherever possible to eliminate the need to manually handle both people and objects.

VIOLENCE TO STAFF (CAUTION ADVISED)

The Council recognises that some employees are potentially at risk from the violent behaviour of members of the public and service users. Violence, whether actual or threatened, can sometimes be averted, or the risk minimised by precautionary measures arranged by departments within the authority.

In certain circumstances it will be necessary to ensure that a record is kept of any members of the public that commit acts of violence towards members of Council staff. Employees who may engage with any potentially violent person must be notified via the current data storage system where advice is offered regarding any required control measures.

The data storage system is called the “Caution Advised” system. The platform for this system is Documentum. In areas where it is identified that access to the system is necessary, appropriate training will be carried out. All trained Council employees shall interrogate the system before engaging with any member of the public and adhere to any identified control.

CORPORATE MANSLAUGHTER

The Corporate Manslaughter and Corporate Homicide Act 2007 came into force across the UK on 6 April 2008. The Act sets out a new offence for convicting an organisation where a gross failure in the way activities were managed or organised results in a person's death. This will apply to a wide range of organisations in both the private and public sector across England, Wales and Northern Ireland. Under this approach, courts will look at management systems and practices across the organisation, providing a more effective means for prosecuting the worst corporate failures

All departments within Redcar and Cleveland Borough Council will review all health and safety documentation on a regular basis and, in particular, the respective Directorate Health and Safety Policies to ensure management systems are robust and can stand the test of an inspection. All Council departments shall ensure they are taking appropriate steps to meet current legal duties. Information included in Health and Safety documentation will be specific to the areas concerned. The documentation itself, however, will be in Redcar and Cleveland Council Format.

WORK EQUIPMENT

The Health and Safety at Work Act 1974 and the Provision and use of Work Equipment Regulations 1998 require that the Council provide suitable and safe equipment.

All equipment provided must be serviced and maintained in line with legislation and manufacturers guidance. All portable electrical appliances must be tested annually by a competent person. Any employee required to use equipment to complete their work must be appropriately trained and ensure that the equipment is in good condition before use. Any faults must be reported and faulty or broken equipment must be removed from use. Regular checks of equipment shall be completed by a responsible officer and recorded.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Personal Protective Equipment Regulations 1992 require that all other means of control must be applied before providing protective equipment.

All protective equipment provided must be: -

- Suitable and sufficient for the person wearing/using it.
- Compatible with any other equipment worn.
- Maintained and stored in a suitable place.
- Provided – free of charge

Risk Assessments of activities should identify if personal protective equipment is required, including recommendations for the most appropriate and compatible types to protect the worker.

WORKING AT HEIGHT

Working at height involves the use of access equipment, including ladders, steps, and mobile scaffolds. All work at height is governed by the “Working at Height Regulations 2005”.

Work of this type requires a risk assessment to be completed prior to the work commencing and undertaking to ensure that the correct type of access equipment is chosen. Employees using the access equipment must have the relevant training, and be fully competent to erect, use and inspect the equipment.

Ladders may be used for work of short duration i.e., bulb changes, clearing of guttering etc, but all other activities must be completed using suitable tower scaffold or other more suitable types of scaffold.

With the exception of inspection all maintenance to roofs can only be completed with the provision of suitable Edge Protection to guard against falls.

CONTROL OF CONTRACTORS

All contractors to the Council will be required to undergo an evaluation of their Health and Safety systems. All documentation and policies will be checked for their compliance with all relevant health and safety legislation.

All contractors will be monitored for the duration of their contract, and will be expected to maintain their health and safety organisation and culture. Any non-compliance with Redcar & Cleveland Council standards will result in official notification to the Contractor and, in extreme situations, a “Cease Operations” notification may be issued to the contractor until the required levels of safety management are reinstated.

All Council run premise will operate an “Authorisation to Work” (AW3) process which ensures that all contractors visiting Redcar & Cleveland Borough Council premises are informed of all emergency procedures to ensure their health and safety, and that the contractor communicates any risks associated with the work to be carried out and the required control measures.

DISPLAY SCREEN EQUIPMENT

The Authority recognises that the use of Computers or other Display Screen Equipment is vital to the operation of its business. The Authority is committed to providing appropriate and effective equipment that complies with the “Display Screen Equipment Regulations 1992”. The Authority also recognises the requirement to ensure that an employee’s workstation meets with the requirements of the regulations and that all risks to health are identified and controlled. This will be ensured by adopting the risk assessment approach. Assessments of individual workstations will be carried out to identify any areas where improvements are necessary.

VIBRATION

The Authority recognises that there is a need to reduce the exposure to prolonged and regular use of high-level vibration hand held tools and those effective controls are required to minimise the risk of injury to employees.

The Authority will only purchase and hire equipment which presents the least risk to users taking vibration in account whilst also complying with other health and safety policies.

Risk Assessments will be undertaken on the use of tools. Measurements of vibration will be taken from all vibrating equipment and certificated to identify the date of testing and recommended maximum usage per day.

An effective maintenance schedule will be implemented to ensure and defects are identified and rectified at the earliest opportunity.

Training on the use of equipment will be carried out for all operatives before use.

An effective reporting procedure will be implemented by line management in conjunction with the Health, Safety and Wellbeing Team to enable operatives to report any medical condition (e.g. previous ill health conditions) that may affect their health and ability to undertake their work activities. Findings will be reported to the Occupational Health provider.

Appropriate personal protective equipment will be issued to all operatives. This issue of this equipment will be recorded and monitored.

NOISE

The Council recognises that some of its employees may be exposed to noise whilst at work. Due to the nature of our operations, situations may occur whereby the noise levels rise above the recognised accepted legislative standard. We recognise the requirement to control the exposure of our employees to high noise levels. When situations are identified the health, safety and wellbeing team will carry out assessments of the noise levels to determine the most appropriate action to eliminate or reduce the identified level if required.

Effective control measures will be identified through the risk assessment process. The findings of such assessments will be communicated to all operatives affected. Managers should monitor compliance with the risk assessments to reduce the risk of any noise induced hearing loss.

An effective maintenance schedule for all equipment will be implemented to ensure any defects are identified and rectified at the earliest opportunity.

Training on the use of equipment will be carried out for all operatives.

An effective health surveillance programme will be implemented, using our occupational health provider.

ASBESTOS

Current asbestos legislation allocates responsibility for properties according to the concept of the 'Duty to Manage' Premises (Regulation 4 of the Control of Asbestos at Work Regulations (CAWR) 2002.) Current Regulations state that the duty to manage a property is held by the owner / employer of that property. It is important to note that the law states that duty cannot be delegated (yet an individual may delegate management responsibility for that duty). Therefore the Principal duty holder for all council buildings will be the Chief Executive and that management responsibilities will be delegated through the council's management chain. The responsibility for the management of individual sites falls to the Buildings Manager / Head teachers and is enforceable within section 4:2 of the current Control of Asbestos at Work Regulations 2002.

To ensure that asbestos management is undertaken effectively, the Facilities Manager or his/her representative shall be made aware of any planned works where it is either known or suspected that asbestos is present. The Facilities Manager shall also be made aware of any damage or deterioration of any existing asbestos. or his/her representative will offer the appropriate advice and guidance relating to on how to effectively

Detailed information relating to all aspects of the control and management of asbestos is identified in the Corporate Asbestos Management plan.

LEGIONELLA

All premises have undergone a risk assessment to establish the risk of the proliferation of the Legionella bacteria. Monitoring and maintenance regimes have been recommended to reduce the risk to the lowest level, and all premises managers must ensure that all recommendation control measures are implemented and maintained.

Redcar and Cleveland Council adopt the information contained in the Approved Code of Practice L8

MENTAL HEALTH

Mental health is a personal experience and is the individual's perception of the demands placed upon them. In work, many people thrive and perform at their best under some pressure; however, to ensure that this does not become excessive it must be managed. Pressure can cause 'distress' to an individual. In other words a mental health issue occurs when the demand placed on an individual exceeds his/her ability to meet or cope with those demands and the individual experiences a loss of control.

Managers have an obligation to identify and manage, where appropriate mental health in their respective areas. Managers are responsible for ensuring that stress in the workplace is identified and that an assessment is carried out at the earliest opportunity to determine the causation factors and ensure that suitable control measures are implemented.

The Health, Safety and Wellbeing team have established a Health and Wellbeing Steering Group where Mental Health issues in the workplace are discussed. Advice and guidance is offered to members of this group to enable effective controls to be developed and implemented.

The Council operates a counseling service, 'Staff Support Network'. This is a self referral service and available to all Redcar & Cleveland employees.

An information booklet has been produced to raise awareness of mental health issues and in particular stress and to highlight some simple coping mechanisms.

A number of trained mental health first aiders are available throughout the authority who can assist and sign post to professional help and self help techniques.

COMMUNICATION WITH EMPLOYEES

It is essential that arrangements for regular communication and consultation of all issues around Health and Safety are in place.

The Council promotes regular communication with its Trade Union officials and welcome the participation of the Unions when consulting on new health, safety and welfare policies and procedures.

The Health and Safety Advisory Group is well represented by trade union officials and Safety Representatives. To allow an effective and timely resolution to any health and safety issues the group also has representatives of management and specialist advisors along with a number of elected members.

Departments are encouraged to convene regular meetings with the Unions where Health and Safety issues are included on the agenda.

TRAINING AND AWARENESS

The Health and Safety at Work etc Act 1974 requires employers to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees.

The Act is expanded by the Management of Health and Safety at Work Regulations 1999, which identify situations where health and safety training is particularly important, e.g. when people start work, on exposure to new or increased risks and where existing skills may have become rusty or need updating.

Redcar and Cleveland Council will provide relevant training during working hours and not at the expense of the employees. Special arrangements may be needed for part-time workers or shift workers. We will assess the risks to employees while they are at work and to any other people who may be affected by the way our business is conducted. This is to allow the identification of appropriate measures needed to comply with health and safety law, this includes training and the provision of information.

To this end, the Council ensures that all necessary safety and role specific training is provided, and that all employees are given sufficient time and resources to attend.

Managers should ensure that all training needs are identified and regularly reviewed in line with legislative and professional requirements.

LONE WORKING

The Council has a legal and moral obligation to protect all employees when working alone. Service Managers must ensure that the risks associated with lone working are identified and suitable and sufficient control measures implemented to reduce the risk to its lowest level.

To assist Managers with implementing safe systems of work for Lone Workers the Council has provided guidance for Lone Workers

INFECTION CONTROL

It is recognised by the Council that in some areas of its operations employees may be at risk of exposure to infectious diseases.

Effective controls will be identified through the risk assessment process. It is necessary for managers to complete a risk assessment to identify any hazards and ensure suitable and sufficient control measures are implemented.

NEEDLESTICK GUIDANCE

The council has introduced guidance for its employees with regard to the risk of needlestick injuries.

Records of all needlestick finds are recorded on the appropriate form. Any injury caused by a needlestick must be reported immediately and all required medical assistance and support provided by the Service Manager, Human Resources Advisor and Occupational Health.

SMOKING

All Redcar and Cleveland Borough Council premises are no smoking sites

NEAR MISS

The Council has implemented a protocol for the reporting of 'near miss' incidents.

The definition of a near miss is “***Something which could have occurred but did not due to one or more factors, such as a member of staff detecting an error or unsafe condition and taking appropriate action***”.

All near miss incidents shall be reported to the Health, Safety and Wellbeing Team on the Near Miss Report Form.

Information will be kept to identify trends within the workplace with a view to implementing effective control measures to prevent the near miss or a series of similar near misses escalating into an accident.

MOBILE PHONES

The Council has provided some employees with mobile telephones to enable them to carry out their duties effectively.

In line with the transport law, the use of mobile telephones whilst driving is illegal and any employee found using a phone whilst driving or being prosecuted for a similar offence may be disciplined.

In exceptional circumstances “Hands Free” equipment may be necessary, but a risk assessment must be carried out to establish this requirement. If constant communication is required, British Standard hands free equipment shall be professionally fitted. Advice can be sought from the Integrated Transport manager.

EMERGENCY PLANNING

The Authority's response to an emergency, such as flooding or industrial incidents, will be coordinated through the emergency planning function. An overview of the response, roles and responsibilities of departments and officers is contained in the Borough Major Incident Plan.

It is essential to recognise that whilst the circumstances may be significantly different, the majority of staff will be undertaking their normal functions, and routine health and safety procedures and risk assessments will apply. The same responsibilities lie on officers, individual employees and volunteers for their own staff's welfare, as during any other Council activity.

Additional risk assessments may need to be conducted either by individual officers/departments, the Health and Safety team or as a multi agency approach (e.g. Police, Fire and Councils Health and Safety Teams). Wherever available expert advice will be sought on the hazards e.g. Health Protection Agency, Fire Brigade, Industry etc and communicated to the relevant individuals.

PREMISES

All premises managers must ensure that all premises are kept in a safe and secure condition, regular maintenance is carried out and all mandatory and statutory servicing and testing is carried out.

All Council premises have been surveyed for the presence of Asbestos and each hold a register identifying the location of all known asbestos containing materials.

Each building has been assessed for the risks of proliferation of the Legionella bacteria. A programme of maintenance and monitoring has been recommended and must be adhered to.

All faults must be reported and necessary remedial repairs arranged.

Regular monitoring and inspections will be carried out to ensure the building is kept in a clean, tidy and safe condition.

The Health, Safety and Wellbeing Team will make periodic inspections of all premises to ensure that all corporate procedures are in place and that all buildings are kept in a safe condition.

CONSTRUCTION DESIGN AND MANAGEMENT (CDM)

The Construction Design and Management Regulations 2007 came into force in April 2007. They replace the previous CDM regulations that were implemented in 1994 along with the Construction Health, Safety and Welfare Regulations 1996.

For the majority of work carried out by the Authority, the CDM regulations will not apply. However it is advised that as a good management practice the principles of CDM are adopted for all projects where a construction element is apparent.

The key aim of CDM is to integrate health and safety into the management of the project and to encourage everyone involved to work together.

These regulations are intended to focus attention on planning and management throughout construction projects, from design concept onwards. The aim is for health and safety considerations to be treated as an essential part of the process. Not an afterthought.

CDM regulations apply to construction work when one of the criteria below is met:

- Construction work will take more than 30 days to complete.
- Any demolition or dismantling work is to be done which exceeds 30 days.

PROCEDURE FOR AUTHORISING STAFF TO DRIVE SCHOOL MINIBUSES

The value of trips and activities out of school for children and young people is well established. We know that a great many of the trips rely on the goodwill and support of school staff in organising and running the visits and activities, often volunteering to drive minibuses to ensure that children can benefit fully from the opportunities available to them. This document:

- outlines the procedure to be followed by staff wishing to be authorised to drive school minibuses

- provides further guidance on the licence requirements for drivers
- introduces a requirement for headteachers to maintain up to date lists of authorised drivers
- requires headteachers to make robust arrangements for the annual inspection of the driving licences of authorised drivers
- reminds staff of the need to report any motoring offences (or prosecutions pending) to the headteacher since this could affect their status as approved drivers of school minibuses

Drivers shall be familiar with standards and requirements set out in the:

- Corporate Policy on Work Related Driving
- Road Safety Policy
- Drivers' Code of Conduct
- Drivers' Handbook
- Directorate policies on transport, visits and trips
- Risk Management guidance

It shall be regarded as a 'live' document and, as such, it will be subject to regular updates to reflect changes in legislation and policy or to highlight emerging good practice.

The procedures cover the approval of members of staff and volunteers. Lower standards should not be accepted for volunteers.

PERMITTED DRIVERS

The council has tightened its' procedures and policies to improve standards of safety and minimise the potential risks to the public, our staff and our organisation. The policy associated with permitted drivers sets out the steps that must be taken by managers in making decisions about who is permitted to drive 'on business.' It supplements other guidance:

- Road Safety Policy
- Drivers' Code of Conduct
- Drivers' Handbook
- Policy on Parking Vehicles at Home

- Directorate policies on transport, visits and trips
- Risk Management guidance

The council expects that all relevant managers shall comply with the relevant standards contained in the above guidance and policy documents. These documents outline the council's approach to road safety management and provide clearly defined standards, clarify responsibilities, duties and control systems.

Implementing the policy across the Council is the responsibility of all relevant managers within the organisation. A relevant manager is an officer or headteacher with any staff, or volunteers, who may need to drive in connection with their role.

Monitoring the implementation of this Policy shall be carried out by the Integrated Transport Unit.

OCCUPATIONAL HEALTH.

Successful management of attendance at work requires a positive approach to occupational health and safety across the Council. From time to time, patterns and levels of sickness absence across the Council or within a particular service area may indicate workplace related issues which require investigation. Effective sickness absence management seeks to address possible underlying causes of absence and to take appropriate remedial or preventative action as well as dealing fairly and effectively with absences which may necessitate use of the disciplinary procedure.

Suitable "Health Surveillance", where it is deemed appropriate for the protection of the health of employees who are, or who are liable to be, exposed to chemical, biological or physical agents which are deemed to be hazardous to health, will be provided by the Council via the Occupational health provider.

The Council's Occupational Health Service is currently supplied by external providers.

RECRUITMENT AND SELECTION

Each employee within Redcar and Cleveland Borough Council has a duty under section 7 of the Health and Safety at Work Act 1974 to take reasonable care of themselves and others who may be affected by their act or omissions and to cooperate with the employer to allow him to discharge their duty or requirement.

To highlight this requirement to all employees and in particular from the selection and recruitment stage a statement has been included within the Corporate Responsibilities section of all job descriptions. The statement reads ***‘To ensure that the Council’s Corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures’.***

This health and safety policy is a requirement of the Health and Safety at Work Act 1974. Therefore by complying with the policy we maintain compliance with current health and safety legislation.

EVENT MANAGEMENT

There are many events organised throughout the authority on a regular basis by varying departments. To ensure that these events are planned, organised and delivered in a safe manner consideration needs to be given to numerous pieces of health and safety legislation.

There is no particular health and safety legislation which applies specifically to event management. However, by implementing an effective pre-planning and planning process for each event it will highlight aspects of the event requiring particular attention and the need for consideration to comply with respective legislation.

Identified event managers or organisers have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers and contractors involved in arranging the event and to the public and participants attending. Event managers/organisers could be held accountable for any adverse effects of an event.

Detailed planning is essential to ensure the event is successful. Planning should start within a timescale which is appropriate to the event. Considerations to include the size and scope of the event, location, the proposed number of people attending, any outside involvement, number and type of attractions, licensing implications, local permissions etc

An approval process for all events is in place, depending upon the size and scope of the event. Smaller contained events with small numbers of visitors with little or no other agents involved will be appraised and approved by the Health and Safety Manager. Larger, multi agency events attracting large numbers, including road closures, licensing etc will be viewed and approved by the Event Health and Safety Advisory Group.

The Event Health and Safety Advisory Group consists of Redcar and Cleveland Borough Council (Health and Safety, Licensing, Emergency Planning, Highways, Insurance) and the Police, Fire Authority and Ambulance Authority.

CORPORATE HEALTH AND SAFETY POLICY

SECTION 4

COMMUNICATION FRAMEWORK

The Council has developed a communication framework to allow the communication of health and safety information from employees on the ground up to and including the Executive Management Team. It forms part of the corporate health and safety policy and has the facility for two communication on all aspects of health and safety

DEPARTMENTAL MEETINGS

Chaired by the Head of Service, this meeting will have Health and Safety as a standing agenda item. Under this agenda item, areas of risk will be identified. These may be identified as a result of undertaking new operations, the introduction of new legislation or change in Council policy or through accident/incident investigation. Any concerns raised by employees, team leaders or supervisors will be discussed and resolved at this level. If not resolved these will be escalated to the appropriate Directorate meeting.

CORPORATE HEALTH AND SAFETY ADVISORY GROUP

The group meets every two months

It is chaired by the Lead Member for Health and Safety and is attended by elected members, Heads of Service, Health and Safety Manager/Officer, and the Trade Unions. It is responsible for Setting standards and monitoring the health and safety performance of each of the directorates, including

- Progress of specific health and safety action plans
- Monitoring of performance against standards set out in each service area.
- Consideration of issues arising from minutes of operational health and safety meetings.
- Health and safety training issues.

HEALTH AND WELLBEING STEERING GROUP

A health and wellbeing steering group has been established. The purpose of the group is to keep under review the Health and Wellbeing Action Plan (agreed following a Health and Safety Executive Inspection) and to recommend appropriate actions to address any issues raised. The group is administered by the Health, Safety and Wellbeing Team and meets on a quarterly basis.

This group is a sub-group of the Valuing Our People Project Team.

Issues discussed include:

- Areas of concern regarding work-related stress issues
- Areas of concern where work-related stress is an issues
- Areas of concern where work-related stress has been identified.
- Development of action plans/interventions to address issued raised
- Stress related risk assessments and compliance with findings.

EXECUTIVE MANAGEMENT TEAM MEETING

- There is provision to escalate or cascade information into EMT as required.
- EMT makes strategic decisions at a high level
- EMT keeps the Health and Safety Policy under review.