

# **ARRANGEMENTS DOCUMENT**

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## 1. **Accident and Incident reporting.**

1.1 The Council will ensure that a reporting system is in place to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (as amended).

The term "accident" can be defined as an unfortunate, unplanned event that unintentionally interrupts the completion of an activity, and that may (or may not) include injury, harm or property damage.

The reasons why we investigate them are for the following reasons:

- to fulfil the legal requirement
- to determine the cost of an accident
- to determine compliance with applicable safety regulations
- to process employees' and third party compensation claims
- to prevent reoccurrence

Most importantly accident and incident investigations are conducted to find out the cause of adverse events and to prevent similar event in the future.

Adverse events that involve no injury or property damage should still be investigated to determine the hazards that should be corrected. The same principles apply to a quick inquiry of a minor incident and to the more formal investigation of a serious event.

## 2. **Types of adverse events.**

2.1 **Accidents** – an adverse event that results in injury or harm.

**Ill health:** Medical condition, sickness, disease, infirmity, i.e. unexplained bleed (non-work related).

**Incidents are broken down into two categories:**

- **Near miss:** an event that while not causing harm, has the potential to cause injury or ill health e.g. a paint pot that fell from height nearly striking a passing employee. Near misses have been under reported for a considerable period. Reporting near misses gives management the opportunity to investigate an incident, which may lead to improvement of their safe systems of work without an injury or an accident initiating the investigation.
- **Undesired circumstances/hazard reporting:** a set of conditions or circumstances that have the potential to cause injury, harm or ill health, e.g. untrained operatives handling heavy machinery or equipment, a delivery vehicle blocking a fire route, unauthorised entry like a person or persons entering or exiting an area, premises, or vehicle without permission.

**Reportable Accidents** - Reportable accidents are those which have to be reported to the Health and Safety Executive (HSE) using the quickest practicable means. Managers / supervisors will know if an accident or incident is reportable, there is also extra guidance within the appendices of the guidance note. E.g. a Dangerous Occurrence (this is a reportable event) which would cover a fire event.

**Accident/Criminal Damage:** damage caused to Council or third party property unintentionally (accidental) i.e. driving a vehicle into a wall by mistake. With intent (Criminal) i.e. an arson attack on Council premises.

**Verbal and Physical abuse:** both verbally or physically abusing an injured person, physical contact, post-traumatic stress. This also includes violent events. These types of incidents need to be recorded to both identify and deal with the assailant and to determine any necessary control measures to prevent a recurrence.

2.2 **Accidents to Members of the Public (MOPs) and other persons.** Reporting of accidents to MOPs or other are just as important as those reported for employees. MOP's or others may be deterred from using our facilities or engaging in different forms of contracts and relationships with the Council. Particularly if they have any doubts relating to our commitment to safety. By following the reporting procedure and, more importantly, the method for preventing a recurrence, we can go some way to allay those doubts.

**3. Reporting Procedure.**

3.1 The injured person (IP), or someone on their behalf, should inform a Council employee as soon as is practicable after the incident. The flowchart for accidents and incidents can be used as a guide for managers / supervisors.

**Part 1** and **Part 2** a Council Officer / First Aider complete the these parts and if applicable with the Injured Person (IP). This includes a brief detail of the event. **Part 3** is risk assessing the type of investigation needed. This varies from High, Medium, Low or basic/minimal level of investigation. Full details are outlined within the guidance note. The investigation should aim to be investigated within 48 hours of the event (SFARP<sup>1</sup>). **Part 3** aims to identify the immediate cause/s of the event as well as gathering details and identifying the root causes of the event. **Part 4** is the risk control action plan. This is a formal record of the action needed and taken to remedy the adverse event, logging the persons involved in the investigation, identifying trends, costs, communication of control measures and sign off by a service manager or corporate director in the absence of a service manager.

The only different between an employee and other persons is that any employee must also complete the accident book (BI 510) often referred to as the 'blue book'. The BI 510 can be located with each First Aid at Work trained person or at designated location identified to employees or contractors during employee/contractor induction processes.

3.2 **The Manager / Supervisor** - The manager / supervisor should ensure the BI 510 has been completed if an accident involves an employee. They are responsible for the investigation to determine the cause and implement any necessary control measure to prevent a recurrence. They are also responsible for informing the safety officer if the accident is RIDDOR reportable. The completed accident and incident form should only be forward to the safety officer once the full report is completed and signed off by the relevant service manager. The service manager will add any comments, return to a manager / supervisor if further action is required and only authorise the report as completed when all of any actions applicable have been completed. The completed report should then be forwarded to the safety officer for recording on the accident and incident database.

3.3 Guidance on responsibilities and detail of the corporate accident reporting procedure is contained in the Manager's Safety Guidance Notes.

**NOTE 1. These procedures are in accordance with legal requirements.**

**NOTE 2. Failure to follow the above procedures may affect claims for compensation arising from accidents at work.**

**NOTE 3. Failure to follow the above procedure will be a breach of policy and may result in disciplinary action.**

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<sup>1</sup> SFARP – So far as is reasonably practicable

## **2. Asbestos.**

2.1 The Council will ensure that a reporting system is in place to comply with the Control of Asbestos at Work Regulations 2012 (as amended). This will be managed by ensuring that:

- Asbestos materials and products containing asbestos will not be introduced into Council properties or used in any Council activities. The dutyholder will maintain a register identifying the types and locations of asbestos materials in Council properties. Prior to the purchase, sale or rent of properties by the Council, a survey to identify whether asbestos is present will be undertaken.
- Following the identification of asbestos in any Council property an assessment will be made by the dutyholder to determine the appropriate course of action i.e. remove, enclose or seal the material.
- All work involving asbestos will be carried out in strict conformity with the Council's Asbestos Procedures. Only Council employees who have received approved awareness training will be permitted to inspect/survey properties for asbestos materials.
- Following the identification of any asbestos materials in commercial or domestic properties the occupiers of the property will be notified by the Council of its presence and any necessary precautions required to prevent the risk of exposure.
- Prior to the removal of any asbestos by Council employees or external contractors, the dutyholder must be informed of the working method to be adopted and the arrangements for disposal (A copy should be sent to the Safety Officer).
- Damaged asbestos will be removed from all Council properties or resealed if it needs to be disturbed for maintenance purposes until replaced. The arrangements for the removal and disposal of the material will be the responsibility of the dutyholder.
- The condition of any remaining undamaged asbestos products, e.g. roofing sheets, guttering or flue pipes, which do not constitute a medium risk hazard and above, are to be monitored by the dutyholder and or programmed for eventual removal.
- Any asbestos product that is disturbed damaged and/or creating contamination is reported to both the dutyholder and the safety officer. The area will then be vacated immediately and an assessment carried out by the dutyholder to determine the appropriate course of action.
- Council employees are notified of the presence of asbestos materials within their work place, and are advised of the control measures to maintain a safe working environment.
- Should any person (employee or member of public) be accidentally exposed to asbestos dust, the incident will be recorded on the Council's Accident and Incident report form. The employee's exposure should be annotated on their personal file and medical record.

- Any contractor engaged by the Council to undertake work involving asbestos materials, other than non-licensed work, is licensed by the Health and Safety Executive and provides a copy of their method statement which must be approved by the Dutyholder prior to commencing work. For work involving asbestos cement the contractor will be required to submit a method statement (also approved by the Dutyholder), or agree to work to the Council's procedure for working with asbestos.
- If there is a need for air clearance monitoring following, only a competent contractor is permitted to undertake this work as well as the removal of asbestos material waste, the Council will require documented proof of a waste carrier and associated certifications, as well as proof of an accredited source that the air is clear.
- The dutyholder will appoint a competent person to monitor the removal and disposal of asbestos materials, ensuring that it is carried out to the required specification.

2.2 Guidance to outline responsibilities and detail of the corporate procedure for dealing with asbestos will be issued to each manager/supervisor as part of their Safety Guidance Notes and also on the HSE website.

### **3. Consultation.**

- 3.1.1 The Council will ensure that there are procedures in place to consult with employees on matters of health and safety in accordance with the Health and Safety at Work Regulations 1974, the Safety Representative and Safety Committee Regulations 1977 (as amended), the Management of Health and Safety at Work Regulations 1999 and the Health and Safety (Consultation with Employers) Regs 1996 (as amended).
- 3.1.2 Unions representing Council employees will be encouraged to nominate a Safety Representative to consult with management on matters relating to health and safety of employees they represent.
- 3.1.3 Corporate directors will be asked to nominate a senior manager to be a member of the Corporate Health and Safety Group. These officers will be able to consult management on matters relating to health and safety of non-Union employees, in addition to the other duties as CHAS Officers.
- 3.4 Guidance on responsibilities and detail of the corporate procedure for consultation is contained in the Managers Safety Guidance Notes.

### **4. Contractors**

- 4.1 The Council will ensure that all contract work, from minor cleaning or maintenance work to projects involving construction is in accordance with current safety legislation and financial regulations and Corporate Standing Orders. The latter areas will be in accordance with the Construction (Design and Management) Regulations 2015 and any further regulations as they are released. The former areas will be addressed primarily through risk assessment, with safety legislation, Standing Orders and contract procedures used to determine the competency of a

contractor before the work starts. A management guidance document has also been produced for Client Officers responsible for managing contracts in order to ensure that adequate precautions can be taken for public and others safety.

- 4.2 Guidance on responsibilities and detail of the corporate procedure for any form of contract work controlled by client officers is contained in the manager's safety guidance note.

## **5 The control of substances hazardous to health (COSHH).**

- 5.1 The Council will control hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations 2002 (as amended).

- 5.2 Substances Hazardous to Health are defined as:

- Very toxic, toxic, harmful, irritant or corrosive
- Having a "Workplace Exposure Limit" (WEL) listed in HSE publication EH40
- Biological Agents
- Dust of any kind in concentrations equal or greater than 10mg/m<sup>3</sup> (Inhalable dust) 4mg/m<sup>3</sup> (Respirable dust) both at Time Weighted Averages over an 8 hour period
- Any other substance not fulfilling the above but is capable by its chemical or toxicological properties of creating a risk to health.

- 5.3 Hazardous substances can be described as being natural or artificial, in the form of solid, liquid, gas or vapour. They can take the form of dust or fibre and can be present as a single compound, mixture or an impurity.

- 5.4 Risk assessments will, in the first instance, identify any activity that is hazardous. Activities involving the use of a substance will be further assessed to determine the risk of harm and either substituted by a less hazardous alternative or a control placed on its use. Initially, control will concentrate on isolation and only as a last resort will Personal Protective Equipment (PPE) be issued to an employee. User information sheets will be given to all users of hazardous substances.

- 5.5 Mechanical controls and PPE will be maintained, examined and tested, and records kept by the service area concerned. Health surveillance will be arranged and employees informed of any risks to their health. Training will also be given to staff that are in contact with hazardous substances.

- 5.6 Guidance on responsibilities and detail of the corporate procedure for assessing hazardous substances is contained in the Manager's Safety Guidance Notes.

## **6 Display screen equipment.**

- 6.1 The Council will address the safety aspects of using display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 2002 (As amended)

- 6.2 Managers in each service area will determine if there are any DSE users (as defined in the regulations). They will in turn train each user to competently assess their workstations.

- 6.3 In particular, risk assessments will be performed on all new or significantly altered workstations by a competent person to check the following:

**Work Equipment:** display screen, keyboard, work desk / surface and work chair

**Environment:** space, lighting, reflection, glare, noise, heat, radiation, humidity.

**Equipment / Person Interface:** software, specific tasks and medical concerns. (E.g. eye tests, stress).

- 6.4 Guidance on responsibilities and detail of the corporate procedure for assessing workstations is contained in the Manager's Safety Guidance Notes.

## **7 Electrical safety.**

- 7.1 The Council will address the safety aspects related to electricity in accordance with the Electricity at Work Regulations 1989 (as amended) and the Electrical Equipment (Safety) Regs.1994.

- 7.2 Council Employees will not maintain, repair, or interfere with any electrical equipment, switches, sockets, fittings or wiring **unless** they have been trained and authorised to deal with them.

- 7.3 A list of authorised personnel will be produced and appended to the guidance note relating to this arrangement. It should only be necessary for unauthorised staff to operate electrical equipment by use of the correct switch or control. There should be no need for any dismantling or internal examinations to take place.

- 7.4 All portable electrical equipment will be registered and periodic inspections completed by a competent person. Each item will be tagged or marked to inform the user that it is registered and when it was tested.

- 7.5 Guidance on responsibilities and detail of the corporate procedure for electrical safety will be contained in the Manager's Safety Guidance Notes.

## **8. Fire and emergency.**

- 8.1 The Council will ensure that fire and other emergencies are addressed in accordance with the Regulatory Reform (Fire Safety) Order 2005 (as amended).

- 8.2 A written fire policy is a legal requirement under Fire Regulations and the Health and Safety at Work Act and its design and application is not only of importance to staff but also to members of public who have access to our premises. The policy is not only designed to ensure that the correct steps are taken to minimise the possibility of fire or damage, but also that all staff are fully aware of the action required to avoid risk to both themselves and other persons.

- 8.3 The principle objectives of this policy are:

- To take steps to prevent fires.
- In the event of the discovery of a small, confinable fire in say a waste bin, vehicle,

plant or equipment, an employee may attempt to extinguish the fire, provided that there is no threat to life, limb or personal property, and they have been trained in the use of the extinguisher provided.

- In the event of the discovery of a large or potentially threatening fire, where there exists an immediate threat to life or limb, there shall be no requirement on employees to extinguish or deal with it. Their duty shall be to raise the alarm, using the systems prescribed for the premises concerned and assist as necessary in evacuating the premises, taking action of a non-dangerous nature to contain the fire, until the arrival of the Fire Service.
- To ensure that the Fire Service is summoned with the least possible delay in accordance with the predetermined plan.

8.4 **Responsibilities and Delegated Authority** - The degree of autonomy afforded to each Directorate and the differences in the range of duties performed across them, together with the variation in their organisations and arrangements, precludes central control. However each Corporate Director will be responsible for developing and implementing, as appropriate, practical and written guidance, based on advice or instruction derived from the Council safety officer. Fire risk assessments will identify the areas of concern, outline preventative measures and indicate methods that will be used for informing, instructing, supervising and training all employees.

8.5 Guidance on responsibilities and detail of the corporate procedure for fire and other emergencies is contained in the Manager's Safety Guidance Notes.

## 9. **First Aid**

9.1 The Council will provide first aid cover for all employees for every workplace in accordance with the Health and Safety (First Aid) Regulations 1981 (As amended).

9.2 When deciding the level of provision, the nature of hazards, shift patterns availability of medical services, the number of employees at each workplace and any other applicable factor will be taken into account.

9.3 **First Aiders** - The number of first aiders will be determined, primarily, on the type of hazard and degree of risk as identified on Risk Assessments. For employees who work in a low hazard workplace (e.g. offices) then the Council will provide one fully qualified first aider for each group of approximately 50 persons. In the more hazardous workplace, (e.g. leisure centres, workshops or where machinery is being used or Direct Services), further qualified persons will be provided. Cover will take into account holidays, sickness absence, shift patterns, lone working, shift patterns and location of work. Where no trained first aider is available, or there are less than 50 persons, in a low hazard workplace, then an 'Emergency first responder' will be trained and available for that area.

9.3.1 As of 23.11.15 consultation meeting. Leisure Centres and Richard Herrod Centre have changes to arrangements. Any employee with a Royal Lifesaving Society (RLSS) National Pool Lifeguard Qualification (NPLQ) will be exempt from the need to train as a First Aid at Work (FAW). This training is adequately covered on a NPLQ course and regular refresher training. All NPLQ trained personnel must all

fully comply with Council Normal Operating procedures (NOP) for staff training with regards to the NPLQ. (i.e. attend a minimum of 20 hours regular staff training over two years).

- 9.4 **Emergency first responders** - An EFR is a person who is authorised to take charge of a situation involving serious injury or illness when a first aider is not available. Duties will include contacting a first aider, calling an ambulance or administering basic first aid.
- 9.5 **First Aid Boxes and Kits** - Full size first aid boxes will be provided and funded by departments and be located at each first aid station. Employees, who are required to work away from the main establishment and do not have access to medical or first aid facilities, will also be provided with a smaller, travelling first aid kit.
- 9.6 **First Aid Training** - A core number of paid, qualified first aiders will be trained to an appropriate competency level and will be encouraged to retrain annually at the Council's expense. Emergency first aid training will also be given to all appointed persons and those working away from main sites provided with a traveller's first aid kit. The safety officer will be responsible for the above training.
- 9.7 **First Aider Group** – The objectives the First Aid Group, chaired by the safety officer, is to develop a system of corporate record keeping, professional updating and provision of first aid support for all employees.
- 9.8 Guidance on responsibilities and detail of the corporate procedure for first aid at work will be contained in the Manager's Safety Guidance Notes.

## 10. **Manual handling.**

- 10.1 The Council will address the safety aspects of manual handling in accordance with the Manual Handling Operations Regulations 1992 (as amended). In particular, risk assessments will be completed for all manual handling tasks by a competent person and include the following factors:

### Checking each Task to identify:

Twisting, stooping or reaching upwards  
Holding loads away from the body  
Large vertical movement  
Long carrying distances  
Strenuous pushing or pulling  
Unpredictable movement of loads  
Repetitive handling  
Insufficient rest or recovery time  
A work rate dictated by a process

### Checking each Load to determine if it is:

Heavy, bulky or unwieldy  
Difficult to grasp  
Unstable or unpredictable  
Intrinsically harmful (e.g. sharp or hot)

**Checking the Work Environment for:**

Constraints on posture  
Poor floors  
Variations in levels  
Hot / Cold / Humid conditions

Strong air movements  
Poor lighting conditions  
Restrictions on movement or posture from clothes or PPE

**Checking the Individual to determine if:**

They require unusual capability  
Those with a health problem are in danger  
Pregnant women are in danger  
There is a need for special information/training

10.2 Guidance on responsibilities and detail of the corporate procedure for assessing manual handling tasks is contained in the Manager's Safety Guidance Notes.

**11. Noise.**

11.1 The Council will address the safety aspects of noise at work in accordance with the Control of Noise at Work Regulations 2005. In particular, risk assessments will be completed by a competent person to determine if the level of noise from machines or equipment used by employees, reaches the action levels contained in the Regulations above.

11.2 Noise levels will be controlled by purchasing quieter machines or equipment, modifying existing holdings to ensure the action levels are not breached or, if all else fails, by issuing ear protection to at risk employees.

11.3 All employees who are subject to noise at work that reaches the first action or above will have their hearing monitored by a competent person.

11.4 Guidance on responsibilities and detail of the corporate procedure for noise at work is contained in the Manager's Safety Guidance Notes.

**12. Occupational health.**

12.1 As an affirmation of the continuing recognition and acceptance of the duty to provide, so far as is reasonably practicable, a healthy workplace and environment for all employees, the Council will comply with the legal requirements of health and safety regulations that relate to occupational health issues. The Council will therefore provide:

- Qualified and competent people to give occupational health and safety advice.
- Suitable health surveillance for employees when and where required.

12.2 The need for health surveillance will be established as a result of risk assessments (general, COSHH, manual handling, display screen equipment etc.) and be conducted as part of the prevention or control of exposure, not as a substitute.

12.3 **The Range of Health Surveillance** - Health Surveillance is a collective term for a wide range of procedures and interpreted by the Council as being:

- pre-employment medical

- The collection, maintenance and review of health records, which will be kept whenever health surveillance is appropriate (e.g. asbestos, Legionellosis).
- Periodic checks by a competent person for signs of employment related injuries and diseases (e.g. eye, hearing and vibration testing).
- Prophylaxis and other procedures (hepatitis A & B, Tetanus etc).
- Wellbeing – counselling, support etc. Home welfare visits

**Other support mechanisms can also include:**

- Referral to Occupational Health
- Referral to other health specialists
- Adaptations/redeployment
- Phased return to work

12.4 The Council's Medical Advisory Service is currently provided by an Occupational Health Consultant (OHC) and other occupational health specialists. An employee's manager can only arrange a referral to that service through either the Council's Personnel Team or the safety officer. Appointments will not be accepted by the OHC or other specialists directly from an employee.

12.5 **Sickness Recovery Scheme** – In view of perceived benefits for both the employee and the Council, the Council operates an scheme whereby employees, recovering from an operation or injury, are entitled to free use of the Council's swimming pool / fitness suites (as appropriate) for a maximum period of three months to assist their recovery. An application for the scheme should be made through the Leisure and Culture Service Manager; this will require a letter of support from a General Practitioner, hospital consultant, or the OHC. The employee will also be required to comply with the Health Commitment Statement.

12.6 Guidance on responsibilities and detail of the corporate procedure for occupational health will be contained in the Manager's Safety Guidance Notes.

### **13 Personal Protective Equipment (PPE)**

13.1 The Council will provide suitable PPE in accordance with the Personal Protective Equipment Regulations 1992 (as amended).

13.2 PPE will be provided at no cost to employees where all other forms of control cannot protect them. Each task will be assessed to determine the suitability of the PPE for both the task and the wearer/user and a place provided for its storage if required.

13.3 Managers/Supervisors must ensure that their employees are given training that will include the reason for wearing the PPE, how to maintain, clean, replace and store it, and if applicable, how to wear it.

13.4 Employees in turn must use/wear any PPE provided for their use, report any loss or defects and return the PPE to any storage provided after using the PPE.

13.5 Guidance on responsibilities and detail of the corporate procedure for providing and wearing PPE will be contained in the Manager's Safety Guidance Notes.

#### **14. Risk assessment.**

14.1 The Council will comply with the requirements of the Management of Health and Safety Regulations 1999 (as amended). In particular, risk assessments will be completed by a competent person who will compile a list of work activities, identify any significant hazards related to health and safety, assess the risks they pose and implement any necessary control measures.

14.2 In most cases managers will have the necessary knowledge and experience of work in their area of responsibility to determine if activities carried out by their staff are significantly hazardous but assistance from employees and union safety representatives may make the task less onerous.

14.3 Each manager / supervisor will be trained by the safety officer on the requirements of the Management Regulations which will include the Council risk assessment process.

14.4 Guidance on responsibilities and detail of the corporate procedure for complying with the Management Regulations is contained in the Manager's Safety Guidance Notes.

#### **15. Safety Signs and Signals.**

15.1 The Council will ensure that safety signs and signals are either provided or used in accordance with the Health and Safety (Safety Signs and Signals) Regs 1996 (as amended).

15.2 Safety signs and signals include the following

- Acoustic signal – e.g. fire, attack or, intruder alarms.
- Emergency escape or first aid signs – arrows, pictorial representations.
- Fire safety signs – arrows, pictorial representations.
- Hand signals – vehicle control including cranes.
- Safety colours – blue, green, red, yellow and combinations.
- Safety signs – signboards, safety colours, illuminated, acoustic etc.
- Signboards – signs conveying information/instructions based on shape, colour & symbols.
- Verbal signal – human or artificial.

- Warning signs – e.g. electricity, high air pressure etc.
- Mandatory signs – PPE requirement.
- Prohibition signs – No smoking, No naked lights etc.

15.3 Safety signs and signals will form one unit of Employee Safety Awareness Training for all employees.

15.4 Guidance on the responsibilities and detail for displaying safety signs and installing safety signals will be contained in the Manager's Safety Guidance Notes.

**16 Safety training.**

16.1 The Council recognises that, as an employer, there is a general duty to provide safety training for all employees, which includes a special duty to train those who monitor safety matters on the council's behalf. Arrangements will be made by corporate directors to ensure that all managers and supervisors are given adequate information, instruction and training relating to the standards created by Health and Safety at Work legislation, to enable them to fulfil their statutory obligations. Although the general duties of each Service Head will devolve to their managers and first line supervisors, delegation of those duties in no way relieves senior management of their own health and safety responsibilities.

16.2 **All Employees** - Basic training requirements for all employees will include a Safety Awareness course, which will include the following:

Health and Safety Law	Accident procedures
Manual handling	First Aid
Controlling hazardous substances	Personal protective equipment
Noise at work	Electricity at work
Fire and Emergency procedures	Safety Signs

16.3 **Other safety training courses include:**

Display screen equipment assessment	Food Safety
Construction Site Safety	Workplace diseases
Stress at work	Dealing with violence and aggression
Legionella	Asbestos awareness

Other training as and when it is required.

16.4 **Managers / Supervisors** - Further training will be provided for managers and supervisors to meet their extra responsibilities. A greater depth of knowledge especially on assessment, recording and further training of staff will be given on the above subjects. Safety training will include the following:

The Management Regulations (risk assessment)	COSHH assessment
Manual Handling assessment	Contract procedures (incl. CDM)
Accident recording and control	Safety Audits and Inspections
Occupational Health Procedures	Fire risk assessment
Any other course of training as and when legislation is either introduced or adopted by the Council.	

- 16.5 **Safety awareness training** will be valid for no more than five years from the last training course and in some areas will need to be repeated every year. Managers will need to initially complete both the employee and Managers training at the times stipulated above.
- 16.6 **Training of Safety Representatives** – Trade unions may appoint safety representatives and they accept a responsibility to arrange for suitable training. The Council recognises that they will have a status similar to that of shop stewards and will allow the necessary time off for that training, which will enable them to perform their functions adequately, and so make a positive contribution to the health and safety of employees. The length of time to be afforded will be negotiated at the time of nomination by the appropriate trade union, but will not normally be less than that afforded to an accredited shop steward.
- 16.7 Guidance on responsibilities and detail of the corporate procedure for safety training will be contained in the Manager's Safety Guidance Notes.

## 17. **Stress.**

- 17.1 The Council will, as far as is reasonably practical control psychosocial hazards in the workplace in accordance with the Health and Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999.
- 17.2 Stress can take various forms and include the following:
- Psychological effect – anxiety, depression, etc
  - Behavioural effect – inability to cope; smoking/eating/drinking disorders, poor time keeping etc.
  - Non-specific physical symptoms – headaches, nausea, irritable bowel syndrome etc;
  - Health problems (short term) – susceptible to colds, higher than normal asthma or migraine attacks etc;
  - Health problems (long term) – hypertension, cardio vascular disease, back pain etc;
  - Post traumatic stress disorder – severe anxiety, sleep disturbance, avoiding situations likely to develop into stress etc;

17.3 Managers will be expected to meet the following six standards published by the HSE:

- Demands** to employees and systems in place to respond to individuals
- Control** Employee consultation and systems in place to respond to individuals
- Support** Employees receive adequate information and support from all and systems in place to respond to individuals
- Relationships** Employees not subject to unacceptable behaviour and systems in place to respond to individuals
- Role** Employees indicate they understand their role and responsibilities and systems in place to respond to individuals
- Change** Employees involved during organisational change and systems in place to respond to individuals

17.4 Once the symptoms of stress have been recognised the cause will as far as is reasonably practical, be determined and control measures implemented to manage each occurrence.

17.5 Stress training will be provided to either deal with stress at a personal level or manage situations in a team environment.

17.5 Guidance on responsibilities and detail of the corporate procedures for dealing with stress in the workplace will be contained in the Manager's Safety Guidance Notes.

## 18. Vibration, hand arm and whole body vibration.

18.1 The Council will, as far as is reasonably practical control vibration in the workplace in accordance with the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and the Control of Vibration at Work Regulations 2005.

18.2 Hand arm vibration (HAV) affects the nerves, blood vessels and joints of the hand, wrist and arm and can become severely disabling if ignored. It includes vibration white finger (VWF), which causes severe pain in the affected fingers.

18.3 Symptoms of HAV include:

- tingling and numbness in the fingers
- Inability to feel with the fingers
- Loss of strength in the hands
- tips of fingers changing colour from white to red in the cold and wet and being painful on recovery

18.4 **Managers** will be expected to complete risk assessments on all activities that

generate vibration at any level and incorporate control measures to either reduce or prevent the vibration harming their employees. Tasks involving breakers (cemeteries), strimming, hedge cutting or mowing, chainsaws (PASC) and pneumatic tools (workshops) are typical examples of tools in use at the Council.

18.5 **Employees** who use vibrating equipment will be screened to determine the level of damage and to monitor future use of those tools. Managers will use guidance provided by industry standards to determine the length of time each employee can use a piece of equipment and actively purchase or hire equipment that AFARP does not reach the first action level.

18.6 Guidance on responsibilities and detail of the corporate procedures for complying with the Control of Vibration at Work Regulations 2005 will be contained in the Manager's Safety Guidance Notes.

## 19. **Violence and aggression.**

19.1 The Council recognises that there is a general duty to provide a safe and healthy working environment for all employees, which implies a special duty to strive to eliminate the danger posed by threats of violence and aggression at work.

19.2 The Council will therefore:

- Endeavour to minimise the risk to employees by providing a safe and healthy working environment.
- Provide training facilities for employees who may have to face violence at work.
- Not tolerate verbal or physical harassment of its employees, assaults upon employees or their property by clients or other members of public, either during or outside working hours, whilst carrying out council business.
- Record and investigate all incidents of violence at work and take any remedial action that may be necessary.
- Always press for prosecution and urge the police to bring charges against perpetrators of violence and aggression where it is considered that an offence has been committed.
- Maintain insurance policies that provide cover for injury to employees and damage to personal property as a result of violence and aggression.
- Provide personal support to victims of incidents or threats of violence at work.

19.3 Guidance on responsibilities and detail of the corporate procedure for dealing with violence and aggression is contained in the Manager's Safety Guidance Notes.

## 20. **Work equipment.**

20.1 The Council will ensure that all equipment provided for work on Council premises will comply with the Provision and Use of Work Equipment Regulations 1998 (as

amended).

20.2.1 Work equipment includes all machinery, appliances, tools or instructions used at work.

20.3 All work equipment provided by Managers for use at work, including items provided by employees for use at work, will be assessed to determine the risk of harm to employees and others in the workplace.

20.4 Assessment will include the following:

- Suitability for the task.
- Maintenance and Inspection of the equipment.
- Specific risks associated with using the equipment.
- Information, Inspection and Training requirements.
- Conforming to EC directions.
- Controls (including guards, emergency/operating stops and isolation from energy sources).
- Stability (e.g. to floors).
- Suitable and sufficient lighting (including to prevent stroboscopic effects).
- Clearly visible health and safety markings and warnings.
- Specific requirements relating to mobile work equipment and power presses.

20.5 Guidance on responsibilities and detail of the corporate procedure for the provision and use of work equipment will be contained in the Manager's Safety Guidance Notes.

## **21. Working time.**

21.1 The Council will, as far as is reasonably practicable comply with the Working Time Regulations 1998 (as amended).

21.2 Both the Health and Safety Executive and the Employment Tribunal System enforce the above regulations. This arrangement covers:

- Maximum working weeks.
- Night work
- Health assessments.
- Patterns of work.

- Record keeping.
  - Rest Periods and breaks
  - Annual leave
  - Shift workers and Children
- 21.3 Maximum workweek. The Council will ensure that each employee does not work more than an average of 48hrs in each seven-day period, as calculated over a 17-week reference period.
- 21.4 Night work – The Council will ensure that each employee does not work more than an average of 8 hours in each 24-hour period as calculated over a 17-week reference period. If the work is strenuous, involves special hazards or mental strain, this period must be a maximum of 8 hours in any 24 hours period over the same 17 week reference period.
- 21.5 Health Assessment – The Council will ensure that night workers are given the opportunity to have a free health assessment that will be repeated at regular intervals.
- 21.6 Patterns of work – The Council will ensure that employees receive adequate rest breaks when carrying out monotonous tasks especially when their health and safety is compromised.
- 21.7 Daily Rest – Not less than 11 hours in each 24 hr period
- 21.8 Weekly Rest – Not less than 24 hrs I each 7 day period  
 - Two times 24 hr in each 14 day period or  
 - One times 48 hrs in each 14 day period
- 21.9 Record Keeping – The Council will ensure that records are kept on the above restrictions and assessments and they are retained for a minimum of two years.
- 21.8 Guidance on responsibilities and detail of the corporate procedure for the health and safety element of the Working Time Regulations will be contained in the Manager’s Safety Guidance Notes.

**22. Driving at work.**

It is our policy to take all reasonable steps to manage the health and safety of employees who drive on Council business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce a safe system of work in relation to driving safely. It is for this reason that our policy not only sets out our procedures on work-related driving, but details what we expect from our employees, both in terms of complying with relevant legislation and our own standards. These cover a variety of areas including the checks on driving documentation for anyone who drives on Council business, as well as basic guidelines on driver health. The grey fleet consists of employee-owned vehicles, bought with their own money and reimbursed on a pence per mile basis.

**Other safety related arrangements.**

- 22.1 The Council will ensure compliance with other safety related Statutory Instruments, legislation, approved codes of practice etc, as and when they arise.
- 22.2 Manager's Safety Guidance Notes will be produced to detail any responsibilities and corporate procedures associated with the above and circulated to appropriate personnel for consultation prior to adoption by the Council.