



Health, Safety & Wellbeing

PLYMOUTH CITY COUNCIL CORPORATE HEALTH & SAFETY POLICY

APRIL 2006 (7th Edition)

PLYMOUTH CITY COUNCIL
CORPORATE HEALTH AND SAFETY POLICY

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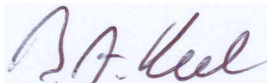
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1.0 HEALTH AND SAFETY POLICY STATEMENT

- 1.1 Plymouth City Council (the Council) will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees and elected members. The Council will also ensure, so far as is reasonably practicable, that non-employees such as visitors, pupils and contractors are not exposed to health and safety risks from the work activities of the Council.
- 1.2 The Council is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety At Work etc Act 1974 (HASWA) and associated Regulations.
- 1.3 Plymouth City Council will, so far as is reasonably practicable;
- a) ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by Council work activities;
 - b) ensure that a sufficient number of competent persons are available to advise the Council on it's legal requirements for health and safety and on current best practice;
 - c) ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from it's work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;
 - d) provide and maintain plant and systems of work that are safe and without risks to health;
 - e) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
 - f) maintain any place of work under its control in a condition that is safe and without risks to health;
 - g) provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
 - h) provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in Council premises;
 - i) provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
 - j) give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
 - k) make arrangements for the provision of a suitable occupational health service for staff;

- l) monitor health and safety performance to verify that the Council's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;
 - m) develop and maintain a positive and proactive health and safety culture.
- 1.4 The responsibilities for implementing and monitoring the Policy are detailed in Section 2 of this Policy.
 - 1.5 The Council will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters at both corporate and departmental level.
 - 1.6 The Council recognises Health and Safety as an integral element of its business, and it will be given equal status alongside other management functions.
 - 1.7 The Council will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the council.
 - 1.8 The Council is committed to continuous improvement in health and safety performance and to this end will develop a Corporate Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Chief Executive and the Corporate Health Safety and Welfare Committee.
 - 1.9 This Policy requires the commitment, co-operation and active involvement of all Council employees to ensure its success and effectiveness.
 - 1.10 All contractors and consultants working for Plymouth City Council are required to comply with this Policy.
 - 1.11 The Council will ensure that procedures are established for appointing and monitoring the competency of contractors.
 - 1.12 The Council will review this Policy Statement at least annually;
 - 1.13 The Council will ensure that this Policy is effectively communicated to all staff
 - 1.14 Failure on the part of any Council employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

Signed



26th April 2006

Chief Executive

Date

Plymouth City Council
Civic Centre
Plymouth
Devon PL1 2EW

Plymouth City Council Corporate Health & Safety Policy	2	APRIL 2006
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2.0 ORGANISATIONAL RESPONSIBILITIES FOR HEALTH & SAFETY

This Section outlines the chain of responsibility for the successful implementation of health and safety management within the Council.

2.1 ELECTED MEMBERS

Members of the Cabinet and other elected members shall:

- 2.1.1 Ensure that suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities.
- 2.1.2 Monitor, via reports, the overall performance of the Council's health and safety management systems.
- 2.1.3 Ensure that any decision made is in line with the Council's own policies and procedures as they relate to health and safety.

2.2 CORPORATE MANAGEMENT TEAM

The Corporate Management Team shall:

- 2.2.1 Provide strategic direction and endorse corporate health and safety strategies.
- 2.2.2 Ensure that robust health and safety management systems, arrangements and organisation exist in each department.
- 2.2.3 Support the Chief Executive in meeting his/her safety responsibilities for the Council as a whole.

2.3 CHIEF EXECUTIVE

The Chief Executive is directly responsible for the overall development and implementation of the Corporate Health and Safety Policy and will carry out the duties outlined in the Health and Safety Commission's Guidance 'Directors Responsibilities for Health and Safety'. The Chief Executive is specifically responsible for:

- 2.3.1 Ensuring that the organisational structure of the Council is appropriate to ensure effective health and safety management.
- 2.3.2 Ensuring that the Council recognises health and safety as an integral element of its business, and is given equal status alongside other management functions.
- 2.3.3 Providing visible and active leadership pertaining to good health and safety practice and leading by example.
- 2.3.4 Ensuring that a positive health and safety culture is evident, and a pro-active approach to health and safety management is developed across the Council and throughout the services it provides.
- 2.3.5 Specifying and ensuring the Council is committed to the continuous improvement of health and safety performance, in particular by ensuring that a Corporate Health and Safety Action Plan is developed which identifies key priorities and areas for improvement in health and safety management and risk control.
- 2.3.6 Ensuring that the process of systematic risk assessment is promoted throughout the Council and that all significant health and safety risks arising from Council work activities are properly assessed, recorded and adequately controlled.
- 2.3.7 Ensuring that health and safety is adequately resourced with both time and finances and that Directors, Heads of Service, Headteachers, Managers and Responsible Persons make adequate provision in their budgets for managing health and safety, to assist them in achieving the standards laid down by health and safety legislation, Corporate Health and Safety Policies, and Performance Standards, etc.
- 2.3.8 Ensuring the objectives and content of the Health and Safety Policy are fully understood by all Directors and that they are aware of their individual health and safety responsibilities.
- 2.3.9 Ensuring that the responsibilities for health and safety are properly assigned and accepted at all levels.
- 2.3.10 Ensuring that Directors fulfil their responsibilities for health and safety and comply with the Health and Safety Commissions Guidance 'Directors Responsibilities for Health and Safety'.
- 2.3.11 Ensuring his/her own attendance at I.O.S.H. Safety for Senior Executives training.
- 2.3.12 Ensuring that Directors receive local health and safety induction from the Health Safety and Wellbeing Team on their first day of employment.
- 2.3.13 Ensuring Directors are adequately trained to manage health and safety within their Departments, including their attendance at Corporate Induction.
- 2.3.14 Ensuring Directors job descriptions contain specific areas of responsibility for health and safety management relevant to their departmental function.

- 2.3.15 Ensuring Directors make adequate provision for consultation with employees, including union appointed safety representatives, on health and safety matters, through the provision of departmental health and safety consultation forums and by including 'health and safety' as a standing item at management team meetings.
- 2.3.16 Ensuring all Corporate business decisions fully take into account health and safety considerations.
- 2.3.17 Ensuring Directors attend and lead departmental health and safety consultation forums.
- 2.3.18 Ensuring Directors attend the Corporate Health and Safety Committee, which meets bi-annually.
- 2.3.19 Ensuring Directors provide the Corporate Health and Safety Committee with health and safety reports detailing health and safety performance for their own Department, including progress with key corporate and departmental health and safety objectives and targets.
- 2.3.20 Monitoring and reviewing the Council's Health and Safety performance annually, including monitoring progress with the Corporate Health and Safety Action Plan.
- 2.3.21 Ensuring the Council has implemented effective corporate contingency planning arrangements to control potentially serious hazards or situations of imminent danger.
- 2.3.22 Ensuring this Policy is reviewed annually, or when significant changes occur to our business that affect health and safety.

2.4 DIRECTORS

Directors are directly responsible for:

- 2.4.1 Implementing the requirements of this Policy and for ensuring compliance with all health and safety legislation within their Departments.
- 2.4.2 Recognising the extent of their own personal responsibilities and liabilities under health and safety law and ensuring their own level of health and safety competency.
- 2.4.3 Providing visible and active leadership pertaining to good health and safety practice and leading by example.
- 2.4.4 Ensuring a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within their Department.
- 2.4.5 Ensuring all Departmental business decisions (including the planning and design of new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations.
- 2.4.6 Ensuring the objectives and content of the Health and Safety Policy are fully understood by all their own Departmental Heads of Service and Headteachers.
- 2.4.7 Developing and implementing a Departmental Health and Safety Policy and ensuring this is reviewed annually, or when significant changes occur to their business, and that the Policy is brought to the attention of all employees within their Department.
- 2.4.8 Specifying and ensuring their Department is committed to the continuous improvement of health and safety performance, in particular by identifying key priorities and areas for improvement in health and safety management and risk control and developing an annual Departmental Health and Safety Action Plan, against which progress should be monitored at regular intervals.
- 2.4.9 Ensuring that Heads of Service and Headteachers and responsible persons are individually accountable for their health and safety performance.
- 2.4.10 Ensuring that health and safety is adequately resourced with both time and finances and that Heads of Service, Headteachers, Managers and Responsible Persons make adequate provision in their budgets for managing health and safety.
- 2.4.11 Ensuring their Department recognises health and safety as an integral element of their business, and that health and safety is given equal status alongside other management functions.
- 2.4.12 Ensuring his/her own attendance at I.O.S.H. Safety for Senior Executives training.
- 2.4.13 Ensuring Heads of Service and Headteachers are adequately trained to manage health and safety within their own Service Areas including their attendance at Corporate Induction and I.O.S.H Managing Safely training.
- 2.4.14 Ensuring that Heads of Service and Headteachers receive local health and safety induction from the Health Safety & Wellbeing Team on their first day of employment.

- 2.4.15 Ensuring that within Departments adequate provision is made for consultation with employees, including Trade Union appointed safety representatives on health and safety matters, and by including 'health and safety' as a standing item at Departmental staff and management meetings.
- 2.4.16 Ensuring they (Directors) attend and lead Departmental health and safety consultation forums and all relevant Departmental Heads of Service attend such meetings.
- 2.4.17 Ensuring Heads of Service and Headteachers provide Departmental health and safety consultation forums, with regular health and safety reports detailing performance for their own Service Area, including progress with key corporate and departmental health and safety objectives and targets.
- 2.4.18 Co-operating and working closely with the Corporate Health, Safety and Wellbeing Team to achieve a safe and healthy working environment.
- 2.4.19 Ensuring the job descriptions of Heads of Service and Headteachers contain specific areas of responsibility for health and safety management relevant to their Service area or school function.
- 2.4.20 Ensuring that the process of systematic risk assessment is promoted throughout the Department and that suitable arrangements are in place to ensure that all significant health and safety risks arising from work activities of the Department are properly assessed, recorded and adequately controlled.
- 2.4.21 Ensuring that strategic and operational risk registers, pertaining to their own Departments, are maintained and reviewed.
- 2.4.22 Ensuring that there are adequate arrangements in place to effectively monitor and review health and safety performance within the Department, including reactive (e.g. incident reporting and investigation) and pro-active monitoring systems (e.g. workplace inspections) and ensure that achievement of key health and safety objectives, as detailed in the Department's Health and Safety Action Plan, is monitored.
- 2.4.23 Ensuring their own Departments have implemented effective Departmental contingency planning arrangements to control potentially serious hazards or situations of imminent danger.

2.5 HEADS OF SERVICE & HEADTEACHERS

Heads of Service and Headteachers are directly responsible for:

- 2.5.1 Ensuring the effective implementation of Council health and safety policies and performance standards to ensure that health and safety risks to staff, visitors and third parties are properly controlled within their Service Area or School.
- 2.5.2 Implementing the requirements of this Policy and for ensuring compliance with all health and safety legislation within their own Service Area or School.
- 2.5.3 Recognising the extent of their own personal liabilities under health and safety law and ensuring they are fully conversant with their own health and safety responsibilities (as described in this section).
- 2.5.4 Demonstrating personal commitment to health and safety by providing visible and active leadership and leading by example.
- 2.5.5 Ensuring a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within their Service Area or School.
- 2.5.6 Ensuring all Service Area or School business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.
- 2.5.7 Ensuring their own Service Area or School employees recognise health and safety as an integral element of their business, and that health and safety is given equal status alongside other management functions.
- 2.5.8 Ensuring the objectives and content of the Health and Safety Policy are fully understood by all their own Service Area or School Managers and that all staff under their control are made aware of their duties and responsibilities in line with the Policy.
- 2.5.9 Ensuring that this Policy is brought to the attention of all employees.
- 2.5.10 Ensuring their own Service Area or School health & safety policies or procedures are reviewed annually, or when significant changes occur to their business, and that these are brought to the attention of all employees (including revisions).
- 2.5.11 Ensuring that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety, to assist them in achieving the standards laid down by health and safety legislation, Policies, Performance Standards, etc.
- 2.5.12 Ensuring that the job descriptions of Managers, School Departmental Heads, and Responsible Persons, contain specific areas of responsibility for health and safety management relevant to their Service Area and school function.
- 2.5.13 Ensuring suitable persons are nominated to undertake key health and safety functions within the Service Area or School, such as risk assessors, (to carry out Display Screen Equipment, manual handling, Hazardous substances, fire or other risk assessments), fire wardens, first aiders etc. and to ensure these individuals are adequately supported and suitably trained.

- 2.5.14 Co-operating and working closely with the Corporate Health, Safety and Wellbeing Team to achieve a safe and healthy working environment and obtaining competent advice and guidance where necessary.
- 2.5.15 Ensuring that within the Service Area or School, adequate provision is made for consultation with employees, including Trade Union appointed safety representatives, on health and safety matters and within good time. As a minimum, 'health and safety' should be included as a standing item at team/management meetings.
- 2.5.16 Ensuring they (Heads of Service, Headteachers) attend their own Departmental/School health and safety consultation forums, where applicable.
- 2.5.17 Ensuring Managers and School Departmental Heads provide Departmental health and safety consultation forums, with regular health and safety reports detailing performance for their own Department, including progress with key corporate and departmental health and safety objectives and targets.
- 2.5.18 Ensuring staff directly under their control (including agency / relief employees, part time employees and students undergoing school-based teacher training) are provided with adequate health and safety induction on joining the Council (see Section 7).
- 2.5.19 Ensuring his/her own attendance at I.O.S.H. Managing Safely training.
- 2.5.20 Ensuring that all new employees receive local health and safety induction on their first day of employment.
- 2.5.21 Adequate health and safety training, information and instruction, training and supervision should be provided for specific health and safety-related responsibilities, tasks, projects or equipment. Refresher training must also be provided, at least every 3 years, unless risk assessments identify the need for more frequent refresher sessions.
- 2.5.22 Ensuring that all Managers, Supervisors and Team Leaders directly under their control attend the Corporate Induction Programme and receive local health and safety induction. (see section 7)
- 2.5.23 Ensuring Managers are adequately trained to manage health and safety within their own Service Areas or School Department.
- 2.5.24 Ensuring that adequate training records are kept.
- 2.5.25 Ensuring employees are provided with adequate health and safety information about the health and safety risks from their work activities (via local health and safety policies or health and safety manuals, specific written safe working procedures or local rules, etc) and that this information is regularly reviewed to ensure it is up-to-date.
- 2.5.26 Ensuring that the process of systematic risk assessment is promoted throughout the Service Area or School and that suitable arrangements are in place to ensure that all significant health and safety risks arising from work activities are properly assessed, recorded and reviewed (at least annually) and that risks are reduced or controlled as far as is reasonably practicable and according to the hierarchy of risk control required by the Management of Health and Safety at Work Regulations.

- 2.5.27 Identifying key priorities and areas for improvement in health and safety management and risk control and contributing to the Departmental Health and Safety Action Plan, against which progress should be monitored at regular intervals.
- 2.5.28 Ensuring that health and safety inspections of workplaces and work activities within their Service Area or School are undertaken at regular intervals (at least every 6 months; that relevant Trade Union Safety Representatives are involved in the process) suitable inspection records are kept and the findings of these inspections are actioned within reasonable timescales, prioritised according to risk.
- 2.5.29 Ensuring that there are adequate arrangements in place for the recording, reporting and investigation of accidents, significant near misses, incidents of violence and aggression and cases of work-related ill health, and that suitable local incident records are kept and that incidents are reported promptly to the Corporate Health and Safety Team, following the requirements of the corporate incident reporting procedure.
- 2.5.30 Ensuring that incidents are properly investigated by the relevant line manager to establish causal factors, and preventive action required to address any deficiencies identified.
- 2.5.31 Ensuring that all employees report accidents, near misses, incidents of violence and aggression and cases of work-related ill health to their line manager and are made aware during their local induction, of the reporting procedure.
- 2.5.32 Monitoring and reviewing the effectiveness of Service Areas or School health and safety management systems at least annually and monitoring achievement of key health and safety targets and objectives, as detailed in the Department's Health and Safety Action Plan.
- 2.5.33 Ensuring that employees to whom health and safety responsibilities have been delegated are adequately undertaking their role and are being fully supported in their duties.
- 2.5.34 Ensuring that employees are provided with adequate and suitable equipment, to ensure their health and safety, as identified through the risk assessment process and that this equipment is properly installed, maintained in a safe condition and that when personal protective equipment is required it is provided free of charge.
- 2.5.35 Ensuring that adequate health and safety records are kept to satisfy legal and Council Health and Safety Policy requirements and ensure that legal compliance can be readily demonstrated.
- 2.5.36 Ensuring adequate first aid arrangements are in place, including the appointment of competent first aiders within their Service Area or School.
- 2.5.37 Ensuring that there are adequate fire precautions in place and that competent fire wardens are appointed.
- 2.5.38 Ensuring all employees (including temporary staff) are aware of the relevant precautions and fire/emergency evacuation procedure for their place of work.
- 2.5.39 Ensuring adequate welfare facilities are provided for staff and are maintained to a satisfactory standard.

- 2.5.40 Ensuring safe access and egress to and from work is maintained.
- 2.5.41 Ensuring the workplace is maintained in a clean and tidy condition with effective cleaning schedules implemented.
- 2.5.42 Ensuring adequate provisions are made with respect to heating, lighting and ventilation.
- 2.5.43 Ensuring an adequate supply of wholesome drinking water is provided for all persons at work in the workplace together with suitable drinking vessels.
- 2.5.44 Ensuring sufficient workspace is made available to allow work activities to be undertaken safely.
- 2.5.45 Ensuring workstations, including display screen equipment (DSE), and seating are safe, suitable and fit for their purpose and that DSE assessments are undertaken.
- 2.5.46 Ensuring all plant and equipment is maintained in a safe condition by a competent person on a programmed basis.
- 2.5.47 Ensure that no building or alteration work is undertaken which disturbs the fabric of the building without first consulting the relevant asbestos register, and appropriate staff in the Plymouth City Council Asset Management Team/Housing Asbestos Team and Building Control.
- 2.5.48 Ensuring their own Service Area or School have implemented effective contingency planning arrangements to control potentially serious hazards or situations of imminent danger.
- 2.5.49 Headteachers will bring to the attention of the governing body any significant health and safety issues, will involve the governors in any policy matters and bring to their attention health and safety guidance received from the Education Service or Corporate Health, Safety and Wellbeing Team.

2.6 LINE MANAGERS, SUPERVISORS AND TEAM LEADERS

Line Managers, Supervisors and Team Leaders are directly responsible for;

- 2.6.1 Ensuring the day-to-day health, safety and welfare of their team and that Corporate and Departmental health and safety policies and procedures are implemented at local level.
- 2.6.2 Recognising the extent of their own personal liabilities under health and safety law and ensuring they are fully conversant with their own health and safety responsibilities.
- 2.6.3 Ensuring the objectives and content of the Health and Safety Policy are fully understood, implemented and observed by employees directly under their control.
- 2.6.4 Ensuring that all employees under their control are made aware of their duties and responsibilities in line with the Corporate Health and Safety Policy.
- 2.6.5 Ensuring their employees are individually accountable for their health and safety performance.
- 2.6.6 Ensuring a positive health and safety culture is evident and that a proactive approach to health and safety management has been adopted within their team. Also demonstrating personal commitment to health and safety by leading by example.
- 2.6.7 Ensuring their team recognises health and safety as an integral element of their work, and that health and safety is given equal status alongside other operational needs.
- 2.6.8 Ensuring their employees' job descriptions, contain specific areas of responsibility for health and safety management relevant to their function.
- 2.6.9 Ensuring that staff are adequately consulted on matters that affect their health and safety. As a minimum, 'health and safety' should be included as a standing item at team/management meetings. Also ensuring that recognised trade union safety representatives and other employee representatives within their team are properly consulted regarding health and safety and in good time.
- 2.6.10 Co-operating and working in close liaison with Corporate Health & Safety Advisors to achieve a safe working environment.
- 2.6.11 Ensuring staff directly under their control (including agency/relief employees, part time employees and students undergoing school-based teacher training) are provided with adequate health and safety induction on joining the Council (see Section 7).
- 2.6.12 Ensuring adequate health and safety training, information, supervision and instruction should be provided for specific health and safety related responsibilities, tasks, projects or equipment. Refresher training must also be provided, at least every 3 years, unless risk assessments identify the need for more frequent refresher sessions.
- 2.6.13 Ensuring his/her own attendance at Corporate health and safety induction programme, and receive local health and safety induction on their first day of employment.

- 2.6.14 Ensuring that all new employees directly under their control attend Corporate Induction.
- 2.6.15 Ensuring that adequate training records are kept.
- 2.6.16 Ensuring employees are provided with comprehensible and adequate information about the health and safety risks from their work activities (via local health and safety policies, manuals, specific written safe working procedures or local rules, etc) and that this information is regularly reviewed to ensure it is up-to-date.
- 2.6.17 Ensuring that all significant health and safety risks arising from work activities of their team are properly assessed, recorded and reviewed (at least annually) and that risks are reduced or controlled as far as is reasonably practicable and according to the hierarchy of risk control required by the Management of Health and Safety at Work Regulations.
- 2.6.18 Ensuring that the findings of risk assessments including revisions, are effectively communicated to the relevant employees.
- 2.6.19 Identifying key priorities and areas for improvement in health and safety management and risk control and contributing to the Departmental Health and Safety Action Plan.
- 2.6.20 Ensuring that all accidents, significant near misses, incidents of violence and aggression and cases of work-related ill health are reported promptly to the Head of Service or Headteacher and to the Corporate Health and Safety Team, following the requirements of the corporate incident reporting procedure.
- 2.6.21 Ensuring that suitable local incident records are kept.
- 2.6.22 Ensuring that incidents are properly investigated to establish causal factors and any preventive action required.
- 2.6.23 Ensuring that all employees report accidents, significant near misses, incidents of violence and aggression and cases of work-related ill health to their line manager and are made aware, during their induction, of the reporting procedure.
- 2.6.24 Ensuring that employees are provided with adequate and suitable equipment, to ensure their health and safety, as identified through the risk assessment process and that this equipment is properly installed, maintained in a safe condition and that when personal protective equipment is required it is provided free of charge.
- 2.6.25 Ensuring safe systems of work pertaining to the work activities of their team are developed, implemented, controlled and monitored.
- 2.6.26 Ensuring all employees under their control are made aware of the first aid and fire / emergency evacuation arrangements for their place of work.
- 2.6.27 Ensuring adequate welfare facilities are provided for staff and are maintained to a satisfactory standard.
- 2.6.28 Ensuring that adequate health and safety records are kept to satisfy legal and Council Health and Safety Policy requirements and ensure that legal compliance can be readily demonstrated.
- 2.6.29 Monitoring and reviewing the health and safety performance of their team and reporting as necessary to their Head of Service or Headteacher.

- 2.6.30 They are familiar with their own Service Area or School contingency planning arrangements to control potentially serious hazards or situations of imminent danger, and understand their own roles and responsibilities within those plans.
- 2.6.31 Give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information.

2.7 RESPONSIBILITIES OF COUNCIL EMPLOYEES

All Council Employees are directly responsible for:

- 2.7.1 Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.
- 2.7.2 Co-operating fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.
- 2.7.3 Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- 2.7.4 Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill.
- 2.7.5 Report to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- 2.7.6 Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- 2.7.7 Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.
- 2.7.8 Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- 2.7.9 Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
- 2.7.10 Attending local health and safety and safety induction on their first day of employment.
- 2.7.11 Attending corporate induction within twelve weeks of employment.
- 2.7.12 Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst in corporate buildings.

2.8 MANAGERS, HEADTEACHERS, AND RESPONSIBLE PERSONS WHO ARE DIRECTLY IN CHARGE OF COUNCIL PREMISES AND ESTABLISHMENTS ('PERSONS IN CONTROL OF BUILDINGS')

The most senior member of staff within the premises is designated as 'The person in Control' of the premises, though they may delegate specific roles and functions to others. Persons in Control of Council premises and establishments are directly responsible for:

- 2.8.1 Ensuring that premises and establishments are maintained in a safe condition, including communal areas, access and egress routes.
- 2.8.2 Ensuring that where passenger-carrying lifts are installed and used, that these are inspected and serviced every six months by a competent person and the appropriate records kept.
- 2.8.3 Ensuring that there are adequate fire precautions in place for the premises or establishment, including means of escape, means of raising the alarm, fire fighting equipment, signage, emergency lighting and a managed evacuation.
- 2.8.4 Where applicable liaising with the fire authority.
- 2.8.5 Ensuring fire drills are held at least twice a year (termly in schools) and recorded in a log book.
- 2.8.6 Where applicable liaising with Plymouth City Councils Building Control Team (e.g. building works or alterations etc).
- 2.8.7 Ensuring fire risk assessments pertaining to the premises are undertaken and reviewed at least annually.
- 2.8.8 Ensuring that all gas appliances are serviced annually by a competent person (who is appropriately CORGI registered) and the appropriate records kept.
- 2.8.9 Ensuring that any boilers and heating systems are working efficiently and are maintained by an appropriate competent person annually.
- 2.8.10 Ensuring that portable appliance testing is undertaken at appropriate intervals, and appliances are labelled accordingly.
- 2.8.11 Ensuring that an inspection of the fixed electrical installation within the premises is undertaken by a competent person at least once every five years and appropriate records kept with the following exceptions;
 - a) every three years for leisure complexes and fire alarm systems in all buildings
 - b) every twelve months for swimming pools, launderettes, and emergency lighting systems in all buildings
- 2.8.12 Ensuring all water systems are maintained safely so as to reduce the risks from Legionella and scalding, as far as is reasonably practicable.
- 2.8.13 Ensuring that the Plymouth City Council's Asbestos Policy is strictly adhered too.
- 2.8.14 Ensuring that no work is undertaken which disturbs the fabric of the building without first consulting the relevant asbestos register and liaising with staff in Plymouth City Council Asset Management.
- 2.8.15 Ensuring that adequate welfare facilities are provided and maintained to a satisfactory standard.

- 2.8.16 Ensuring the building is clean and tidy with effective cleaning schedules implemented.
- 2.8.17 Adequate provisions are made with respect to heating, lighting and ventilation.
- 2.8.18 Transparent or translucent surfaces (i.e. glazing) in windows, doors, gates and walls and partitions are constructed of a safety material or adequately protected against breakages where necessary for health and safety reasons.
- 2.8.19 Transparent or translucent surfaces are marked to make them apparent where this is necessary for health and safety reasons.
- 2.8.20 Openable windows, skylights and ventilators are capable of being opened and adjusted safely, and do not pose a risk to persons when opened.
- 2.8.21 All workplaces, buildings, windows, skylights are fitted with suitable devices to allow the window or skylight to be cleaned safely.
- 2.8.22 Suitable precautions are taken to prevent persons from falling from height within the workplace and to prevent objects falling a distance likely to cause injury.
- 2.8.23 Traffic routes allow pedestrians and vehicles to circulate safely, are constructed safely and kept clear of obstructions.
- 2.8.24 Doors and gates are suitably constructed and where necessary fitted with safety devices.
- 2.8.25 An adequate supply of wholesome drinking water is provided for all persons at work in the workplace and suitable drinking vessels.
- 2.8.26 Where appropriate suitable and sufficient rest facilities are provided at readily accessible places.
- 2.8.27 Where necessary suitable safety signs are provided and maintained.
- 2.8.28 Ensure that any works undertaken on their premises are undertaken in a safe manner and that the work of contractors on site is properly controlled and any permit to work systems which are applicable, are followed.

2.9 CORPORATE HEALTH, SAFETY AND WELLBEING TEAM

- 2.9.1 The Corporate Health, Safety and Wellbeing Team, managed by the Assistant Head of Human Resources (Health, Safety & Wellbeing) will act as the 'competent person' as defined in the Management of Health and Safety at Work Regulations 1999, in all matters of health and safety that directly affects the Council and its employees. The Corporate Health, Safety and Wellbeing Team will;
- 2.9.2 Provide professional advice and information to the Council on health and safety responsibilities, legislation, and good practice.
- 2.9.3 Review all new health and safety legislation and guidance and advise senior management on their responsibilities, the impact of any changes and additional measures that need to be taken.
- 2.9.4 Advise elected members and managers on the health and safety implications of any unsatisfactory working conditions for Council staff.
- 2.9.5 Assist in the continuous development of a proactive approach to all health and safety matters that affect the Council and its undertakings.
- 2.9.6 Assist the Chief Executive, Directors, Heads of Service, Headteachers, Managers and responsible persons to establish Corporate and Departmental health and safety policies and priorities.
- 2.9.7 Develop and actively maintain a close working relationship with all levels of Council management and employees on all matters pertaining to health and safety at work;
- 2.9.8 Deliver the core health and safety training programme.
- 2.9.9 Assist the Corporate Learning and Development Service to assess any external consultants/company who are contracted to carry out health and safety training for council employees.
- 2.9.10 Promote and advise on the process of systematic hazard identification and risk assessment throughout the Council and advise managers on the undertaking of risk assessments in relation to their work activities.
- 2.9.11 Develop in consultation with key players, clear and sensible policies, guidance, and health and safety management systems and preventative strategies that aim to reduce accidents, incidents, work-related ill health and associated work related absenteeism across the Council.
- 2.9.12 Notify the Health & Safety Executive as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- 2.9.13 Assist in the investigation of serious incidents, accidents and monitor and report to the Council Corporate Health and Safety Committee, information on incident trends.
- 2.9.14 Develop and implement suitable health and safety monitoring systems, including auditing and sample inspections, to monitor health and safety standards and compliance with Council health and safety policies.
- 2.9.15 Where they have reason to believe that the health and safety of employees or others is at risk, will temporarily suspend or stop any unsafe system of work or

process undertaken by a Council employee (irrespective of their position within the Council) including any contractor.

- 2.9.16 Liaise with the appropriate enforcing authorities (such as the HSE, Fire Authority etc.) on all matters concerning the health and safety of Council employees and Council premises.
- 2.9.17 In conjunction with Managers and Responsible Persons monitor the health and safety standards of contractors working on behalf of the Council.
- 2.9.18 Maintain an up-to-date library on health and safety legislation and supporting documentation.
- 2.9.19 Ensure health and safety policies, procedures and guidance are readily accessible to Council Managers and staff and are kept up-to-date.

3.0 APPLICATION TO THE PUBLIC & VISITORS TO COUNCIL PREMISES / WORKPLACES (including council employees from other council premises)

- 3.1 The Health & Safety at Work Act etc 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to Council premises / workplaces.
- 3.2 All visitors to Council establishments, workplaces etc must comply with the Council's Health and Safety Policy and procedures.
- 3.3 Managers, Premises Managers, Headteachers, and Responsible Persons must ensure that a suitable system is implemented whereby visitors are required to record their visit to the particular premises (e.g. visitors book).
- 3.4 Where applicable visitors will be required to wear a 'visitors' identification badge that is supplied by the Manager, Premises Manager, Headteacher or Responsible Person.
- 3.5 Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- 3.6 Should a fire/emergency occur or the fire alarm activate whilst visitors are on Council premises, the person who is accompanying the visitors will take him/her to the fire assembly point.
- 3.7 Should an incident/accident occur involving a visitor this must be reported using the Councils Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person.
- 3.8 If the incident is of a serious nature or fatal the relevant Manager and the Corporate Health and Safety Team must be contacted immediately.
- 3.9 Where applicable, adequate consideration must be given to visitors, contractors and members of the public in Service Unit risk assessments, including the provision of suitable and sufficient control measures.
- 3.10 Persons 'hosting' visitors including meeting convenors must ensure:
 - a) Visitors are alerted to the establishment's fire procedures,
 - b) Visitors adhere to the Councils 'No Smoking' Policy,
 - c) Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles,
 - d) Visitors record their presence on the premises in the appropriate log book,
 - e) Where applicable, visitors are provided with and wear an identification badge,
 - f) Visitors are accompanied or authorised to enter the premises,
 - g) Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied,
 - h) Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised,

- i) Visitors report all accidents, incidents and near misses to the host,
- j) Visitors wear protective clothing that is supplied, when necessary.

3.11 The Council reserves the right to request to search visitor's bags, packages, and vehicles.

4.0 CORPORATE HEALTH, SAFETY & WELFARE COMMITTEE

- 4.1 The Council acknowledges its statutory obligations under The Safety Representatives and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.
- 4.2 The Council will actively consult with its employees through its health and safety committee and directly through team/management meetings and through recognised and appointed safety representatives.
- 4.3 The Corporate Health and Safety Committee has been constituted as required by Section 2(7) of the Health, and Safety at Work etc Act 1974 and is the main safety committee of the Council. The Committee meets bi-annually. The purpose of the Committee is to:
- a) Secure the effective co-operation of all employees in the health, safety and wellbeing function as it affects persons and places for which the Council has responsibility,
 - b) Assist in the implementation of the Council's Corporate Health and Safety Policy, Performance Standards, and Corporate Safety Guidance and monitor effective implementation,
 - c) Monitor health and safety performance of the Council to determine compliance with health and safety management systems and legislation,
 - d) Consider accidents, violent incidents and cases of notifiable diseases and the study of accident statistics and trends. Monitor proactive work undertaken to reduce number of accidents, violent incidents and work related ill health,
 - e) Consider employer liability statistics and trends,
 - f) Consider reports provided by management, trade unions and inspectors of the Health and Safety Executive, other enforcing bodies and Corporate Health & Safety Advisers,
 - g) Provide assistance in the development of working rules for health and safety and safe systems of work,
 - h) Examine safety audit reports,
 - i) If required, undertake inspections of workplaces, plant, equipment and amenities in connection with health, safety and welfare issues,
 - j) Consider health and safety training undertaken, effectiveness of such training, and identification of training needs,
 - k) Consider the adequacy of health and safety communications and publicity within the Council,
 - l) Advise the Council management team of all major implications arising out of or in connection with new health and safety legislation and current health and safety practices that will affect the Council.
- 4.4 The Committee consists of representatives from both management and the Trade Unions working closely together to secure a positive health and safety culture and to raise the importance of health and safety Council wide.

- 4.5 The Committee is chaired alternatively by a Management Representative and also by a Trade Union representative.
- 4.6 The Assistant Head of Human Resources (Health, Safety & Wellbeing) will attend meetings of the Corporate Health, Safety and Welfare Committee in an ex-officio capacity providing advice and assistance to all Committee members on all relevant matters of health and safety legislation.
- 4.7 Details of the Corporate Health, Safety and Welfare Committee Constitution and the Terms of Reference can be obtained by contacting the Corporate Health and Safety Team.
- 4.8 Minutes of the meetings will be made available to the Members of the Health, Safety and Welfare Committee.
- 4.9 For information regarding Departmental or School health and safety consultation forums please refer to your Department Health and Safety Policy.

5.0 THE ROLE OF TRADE UNION APPOINTED SAFETY REPRESENTATIVES

- 5.1 The Council recognises the valuable contribution that employees can make to improving and sustaining health and safety standards.
- 5.2 The Council will provide the facilities (including reasonable time off from normal duties) and assistance to Safety Representatives to enable them to carry out their functions.
- 5.3 The Council will consult its employees in good time on all matters of health and safety arrangements and practice through its appointed safety representatives, and through the council's corporate committee structure and departmental health and safety consultation forums and where necessary, via the appropriate manager, for local matters.
- 5.4 Such consultation will include;
- a) the introduction of any measure at the workplace which may substantially affect the health and safety of employees:-
 - b) the findings of risk assessments, i.e. information on risks to employees and the preventive measures introduced or proposed for minimising these risks;
 - c) the planning of health and safety training;
 - d) the health and safety implications of introducing new technology.
 - e) proposed visits by enforcing authority inspectors, such as visits by HSE Inspectors.
- 5.5 Nominated Trade Union appointed Safety Representatives are members of the Corporate Health, Safety and Welfare Committee.
- 5.6 The Council encourages its Safety Representatives to develop a pro-active approach to health and safety within their areas of responsibility and to work with their managers in the identification of hazards and risks and ensuring that a safe place of work is available.
- 5.7 The Council recognises that Trade Union Appointed Safety Representatives have the following rights:
- a) to make representations to the Council on matters affecting the health, safety and welfare at work of Council employees,
 - b) to carry out inspections of the workplace after giving reasonable written notice to the Council (in practice, the relevant manager),
 - c) to investigate accidents, hazards, dangerous occurrences and complaints made by employees regarding health, safety and welfare.
 - d) to inspect (and take copies if necessary) documents relevant to workplace health, safety and welfare, which the Council is required to maintain by law (with the exception of health records of individuals and information obtained for the purposes of legal proceedings).
 - e) to represent the employees they were appointed to represent, in consultation with the Health and Safety Executive and other enforcing authorities.

- f) and nominated trade union safety representatives to attend meetings of the Corporate Health, Safety and Welfare Committee.

6.0 FIRE AND EMERGENCY EVACUATION

- 6.1 To safeguard staff and visitors in the event of a fire or other emergency and ensure compliance with fire and health and safety regulations, the Council will:
- a) ensure that suitable and sufficient fire risk assessments of Council workplaces are undertaken and that adequate provision is made for any staff or visitors with disabilities or special needs.
 - b) provide and maintain such fire precautions as are necessary to safeguard those whose use and visit Council workplaces. In particular, ensuring that there are adequate means of escape, means of raising the alarm, fire fighting equipment, fire signage, emergency lighting and a managed evacuation procedure.
 - c) provide information, instruction and training to all employees about fire and emergency precautions in Council workplaces.
 - d) nominate people to undertake any special roles which are required under our emergency evacuation plan, providing them with appropriate training.
- 6.2 Council employees, irrespective of their position in the organisation or their place of work (i.e. office, depots etc.), are responsible for ensuring that they are fully conversant with the fire and emergency procedures relevant to their place of work.
- 6.3 Suitable fire risk assessments for Council workplace buildings (including schools, Housing Offices, Social Services Offices, Depots and other Council 'outposts' and the communal areas of 'Corporate Estate' buildings such as the Civic Centre, Midland House and Windsor House, Ballard House and the Guildhall) will be undertaken by the Persons in Control of each buildings (see Section 2.8).
- 6.4 Fire risk assessments of individual workplaces and floors within corporate buildings and shared premises must be undertaken. For these areas, Heads of Service must delegate Managers or Responsible Persons to undertake, record and revise as necessary, workplace fire risk assessments.
- 6.5 For fire risk assessment, Persons in Control of buildings must prepare and keep up to date an emergency plan detailing:
- a) action to be taken by employees in the case of fire/other emergency
 - b) evacuation procedures
 - c) arrangements for summoning the fire brigade and informing them of any special risks.
 - d) personnel responsible for supervising and controlling the execution of the emergency plan and fire drills. Such persons to be given access to (a) the fire risk assessment and (b) the emergency plan.
- 6.6 The emergency plan and fire risk assessments must be kept in the workplace and available for inspection by the Local Fire Authority, other Council Officers and Health and Safety Executive Inspectors etc.
- 6.7 The Person in Control of the premises must ensure that fire alarms are tested on a weekly basis and that fire drills are exercised at least twice a year for day time staff and once every three months for night staff.

- 6.8 Headteachers must ensure that fire alarms are tested on a weekly basis and that fire drills are exercised at least every term.
- 6.9 Details of fire alarm tests and drills must be recorded in a log book and which should be available for inspection by the Local Fire Authority, other Council Officers and Health and Safety Executive Inspectors etc.
- 6.10 Persons in Control of the premises must ensure that all fire fighting equipment is serviced and maintained annually in good working order and is appropriate to the premises and the activities, work process etc. carried on there.
- 6.11 Employees must be encouraged to bring any hazard to the attention of their line manager or to some other person in authority who should take the necessary action to remove or reduce the hazard.
- 6.12 Plymouth City Council Asset Management team will arrange for fire surveys of corporate buildings to be undertaken annually.

7.0 HEALTH AND SAFETY INDUCTION OF NEW EMPLOYEES

- 7.1 Line Managers, Headteachers, Supervisors, Heads of Services, and Directors etc will ensure all new employees of the Council directly under their control, are issued with or have immediate access to a copy of the Corporate Health and Safety Policy and such supplements as are appropriate to their duties and responsibilities.
- 7.2 New employees should be made aware and have access to all other relevant health and safety information and guidance (i.e. risk assessments, safe working procedures etc) relating to their workplace and working environment.
- 7.3 It is the responsibility of the manager or Responsible Person to ensure that the new employee participates in Corporate Induction and receives health and safety local induction and any other health and safety training appropriate to the job.
- 7.4 It is the responsibility of the Manager or Responsible Person to ensure that health and safety is included in the new employees local induction process.
- 7.5 New employees are responsible for attending health and safety training.
- 7.6 Topic areas that must be covered at local induction and supporting documentation to be provided to new employee (where applicable) are:-
- a) overview of corporate and departmental health and safety policy
 - b) legal responsibilities of employer and employee
 - c) risk assessments and hazardous substance assessments, relating to the service area and work activities of the new employee
 - d) emergency procedures
 - e) first aid arrangements
 - f) welfare facilities
 - g) manual handling assessments relating to the service area and work activities of the new employee
 - h) safe use of display screen equipment, availability of eyesight tests for DSE Users and workstation DSE assessment
 - i) arrangements and requirements for personal protective equipment
 - j) management of stress
 - k) dealing with violence and aggression and lone working procedures
 - l) consultation with employees regarding health and safety issues including union and employee health and safety representatives and health and safety committee and consultation forums
 - m) safe systems of work, safety manuals and codes of practice etc
 - n) occupational health and counselling services available
 - o) accident and incident reporting procedure
 - p) asbestos management procedures
 - q) arrangements for work outside normal office hours

- r) working at height
- s) health risks associated with work activities

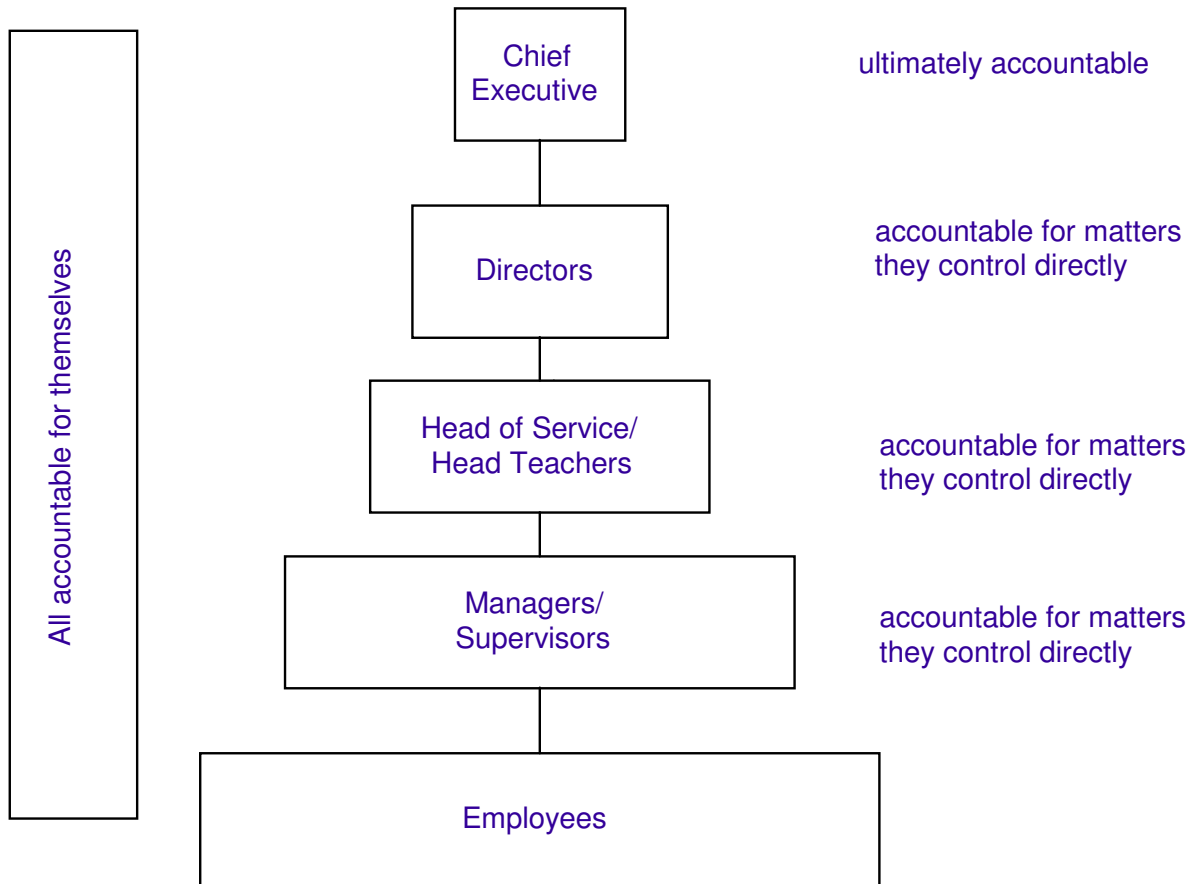
7.7 The above list is not exhaustive and due to the nature of hazards and risks associated with work activity additional topics may need to be included.

7.8 A health and safety induction checklist will be made available on the Council Intranet and can be obtained from the Corporate Health, Safety & Wellbeing Team.

8.0 ARRANGEMENTS (SYSTEMS AND PROCEDURES) FOR IMPLEMENTING THE HEALTH AND SAFETY POLICY

- 8.1 Specific arrangements for implementing and monitoring the Council's Health and Safety Policy will be detailed in separate performance standards, and guidance notes.
- 8.2 These will evolve over time as new developments in health and safety legislation and best practice emerge and will be updated and revised as necessary by the Corporate health and safety team, in liaison with other stakeholders.
- 8.3 Corporate health and safety policies, performance standards and guidance notes should be regarded as the health and safety standard each Department, Service Area, School and team is expected to achieve, and against which health and safety performance will be monitored and audited.
- 8.4 Health and safety guidance notes will be developed to provide further detailed guidance on specific risk topics, legislation and best practice.
- 8.5 A list of the current Corporate health and safety policies and guidance is attached as an Appendix. Individual documents can be obtained from the Corporate Health, Safety & Wellbeing team, 4th Floor, Civic Centre, (Tel 304917), email: healthandsafety@plymouth.gov.uk .

9.0 HEALTH AND SAFETY RESPONSIBILITIES WITHIN PLYMOUTH CITY COUNCIL



APPENDIX

List of Council Health and Safety Policies and Guidance

The following list details Corporate Health & Safety Policy, Corporate HR Policy and Health & Safety Advisory Notes and Performance Standards that are currently available:-

- 1) Plymouth City Council Corporate Health & Safety Policy
- 2) Alcohol & Drugs at Work Policy
- 3) Asbestos in Buildings/Structures Owned or Occupied by Plymouth City Council Policy
- 4) Mobile phone Policy
- 5) No Smoking Policy
- 6) Outdoor Workers Sun Protection Policy
- 7) Procedure for Dealing with the Disposal of Sharps and the Prevention of Infection from Blood Borne Diseases
- 8) Stress Policy
- 9) Violence at Work Policy
- 10) Health & Safety Advisory Note 1/98 – Advisory Notes
- 11) Health & Safety Advisory Note – 3/98 – Directorate Safety Policies
- 12) Health & Safety Advisory Note – 4/98 – Accident Reporting Procedures
- 13) Health & Safety Advisory Note – 6/98 – Manual Handling Assessment Guidelines
- 14) Health & Safety Advisory Note – 7/98 – Guidance on the use of Mobile phones
- 15) Health & Safety Performance Standards HSPS 01 – Health & Safety Risk Assessment
- 16) Health & Safety Performance Standards HSPS 02 – Control of Vibration at Work

- 17) Health & Safety Performance Standards HSPS 03 – Working at Height
- 18) Health & Safety Performance Standards HSPS 04 – Hazardous Substances Risk Assessment
- 19) Health & Safety Performance Standards HSPS 05 – Control of Noise at Work
- 20) Health & Safety Performance Standards HSPS 06 – Manual Handling
- 21) Health & Safety Performance Standards HSPS 07 – Display Screen Equipment

Copies of all the above health and safety policies and corporate safety guidance etc are available from the Corporate Health, Safety and Wellbeing Team and on the Council's Intranet.