

Management of Health and Safety

Policy, Procedures and Arrangements

i) FOREWORD

Foreword by the Chief Executive, Chris Naylor

The London Borough of Barking & Dagenham takes the commitment to health and safety very seriously. Effective management of occupational health, safety and wellbeing (OHSW) of employees underpins the ability of the Council to deliver and achieve its key priorities especially through delivering outstanding customer service, regenerating the Borough and improving its performance across the board.

Being safe and ensuring the safety of others does not happen by chance, and we all have a role in making sure the requirements of legislation, external codes of practice and in-house guidance are met to the best of our ability. We cannot rely on leaving health and safety to others, and we all have a duty towards one another to work safely and considerately.

As Chief Executive, I will ensure that as a Council we aspire to the highest standards of health and safety and that all managers work towards this goal. I expect managers to encourage compliance with health and safety standards by example and setting sound working practices. Working safely is also important for our customers, and should always seek to deliver quality services in a safe, secure environment.

I fully support joint consultation between managers and employee Health, Safety and Wellbeing Representative (in practice TU Safety Representatives) as an important means of ensuring successful, sensible occupational health, safety and wellbeing practices are implemented.



Chris Naylor
Chief Executive

ii) INTRODUCTION

This manual has been compiled following council wide consultation discussion, and as a result of Policy and Procedural reviews and Risk Assessments, carried out in both Departments and Corporately.

To get the most from this Health and Safety Policy and the arrangements it is important to understand the key elements of the LBBB's approach to Health and Safety.

LBBB has a *duty* to provide a Safe and Healthy workplace and to provide appropriate policies and arrangements to achieve this.

This means that all employees *are required* to comply with the Policy.

Managers and Head Teachers are required to actively *manage* Health and Safety via sensible Risk Assessment, and have *evidence* that they do this.

All employees have a *duty* to assist managers to effectively manage Health and Safety.

The manual contains essential information to help Council employees work safely and healthily without risk to themselves or others and be aware of their legal responsibilities.

It holds general information, which is relevant to everyone regardless of their job and should be used in conjunction with more detailed codes of practice, guidance or work related procedures which may be in use.

Everyone has a responsibility to follow Health and Safety instructions and codes of safe working practice, so for your own Health and Safety please read on.

iii) CONTENTS

- i) **Forward by The Chief Executive**
- ii) **Introduction**
- iii) **Contents**
- iv) **About this Policy Manual**

1. THE LONDON BOROUGH OF BARKING AND DAGENHAM POLICY STATEMENT

2. ORGANISATION OF HEALTH AND SAFETY MANAGEMENT

- 2.1 The Council
- 2.2 Chief Executive
- 2.3 The Corporate Management Team
- 2.4 The Corporate Director of Finance and Resources
- 2.5 School Governors
- 2.6 Chief Officers
- 2.7 Heads of Service
- 2.8 Head Teachers
- 2.9 Managers
- 2.10 Teachers
- 2.11 Supervisory Personnel
- 2.12 Head of Health, Safety and Risk
- 2.13 Principal Health and Safety Adviser
- 2.14 Health & Safety Advisers
- 2.15 Departmental Health and Safety Liaison Officers
- 2.16 The Health, Safety and Welfare Representatives Role
- 2.17 The Trades Union Representatives Role
- 2.18 Individual Employees
- 2.19 Building Duty Holders
- 2.20. Multiple-Occupancy of a site by two or more Departments

3. ARRANGEMENTS FOR IMPLEMENTATION

- 3.1 Health and Safety Committees
- 3.2 Health and Safety Training & instruction
- 3.3 Health and Safety Services

4. PROCEDURES/CODES & GUIDANCE

- 4.1 Risk Assessment
- 4.2 Procedure for Dealing with Risk
- 4.3 Accident Reporting
- 4.4 Accident Reporting (serious Incidents)
- 4.5 Handling Violence & Aggression
- 4.6 First Aid
- 4.7 Fire Safety
- 4.8 Display Screen Equipment (DSE)
- 4.9 Electrical System Maintenance and Safe Use
- 4.10 Safe use of Plant and Equipment
- 4.11 Control of Hazardous Substances
- 4.12 Manual Handling

CONTENTS

iii)

- 4.13 Personal Protective Equipment (PPE)
- 4.14 Asbestos Management
- 4.15 Medical and Welfare Facilities
- 4.16 Pressure and Resilience
- 4.17 Managing Contractors
- 4.18 Construction and Building work - CDM Regulations
- 4.19 Organising and Event
- 4.20 On the Road
- 4.21 Good Housekeeping
- 4.22 Common Areas
- 4.23 Distribution of Health & Safety Information
- 4.24 Noise
- 4.25 Smoking at Work

5. LIST OF CORPORATE GUIDANCE FORMS

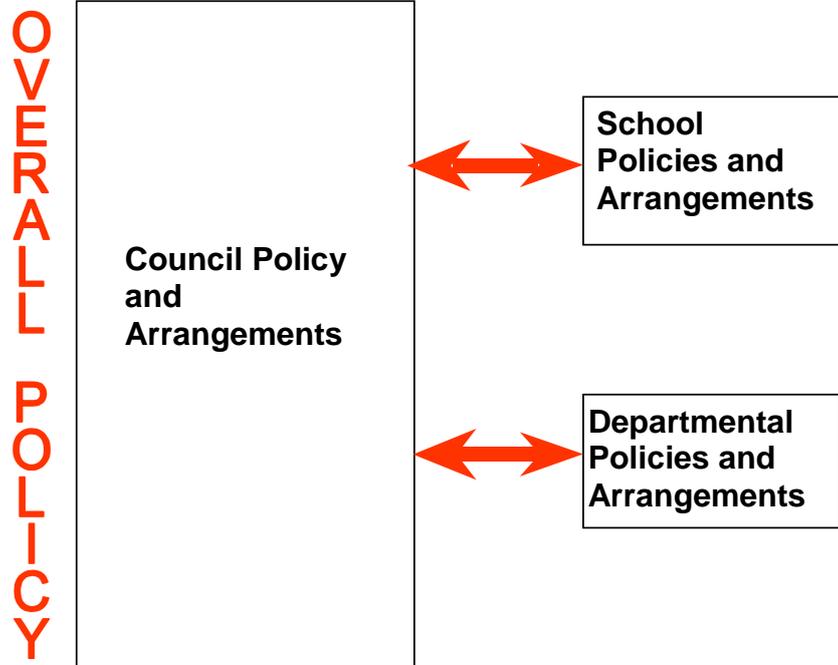
6. CONFIRMATION RECEIPT

iv) ABOUT THIS POLICY MANUAL

This is the Council Policy and Arrangements for managing Health and Safety and Wellbeing at work. This ensures that there is a consistent and co-ordinated policy in place right across the Council. This meets HSE enforcement requirements and makes sure the same standards of health and safety apply to *everyone* affected by the Councils activities. It ensures that the same general safety arrangements are in place for *all* employees regardless of occupational group.

It is the responsibility of Chief Officers, Senior Managers, School Governors and Head Teachers to ensure that their employees are aware of and comply with the policy and arrangements set out in this manual.

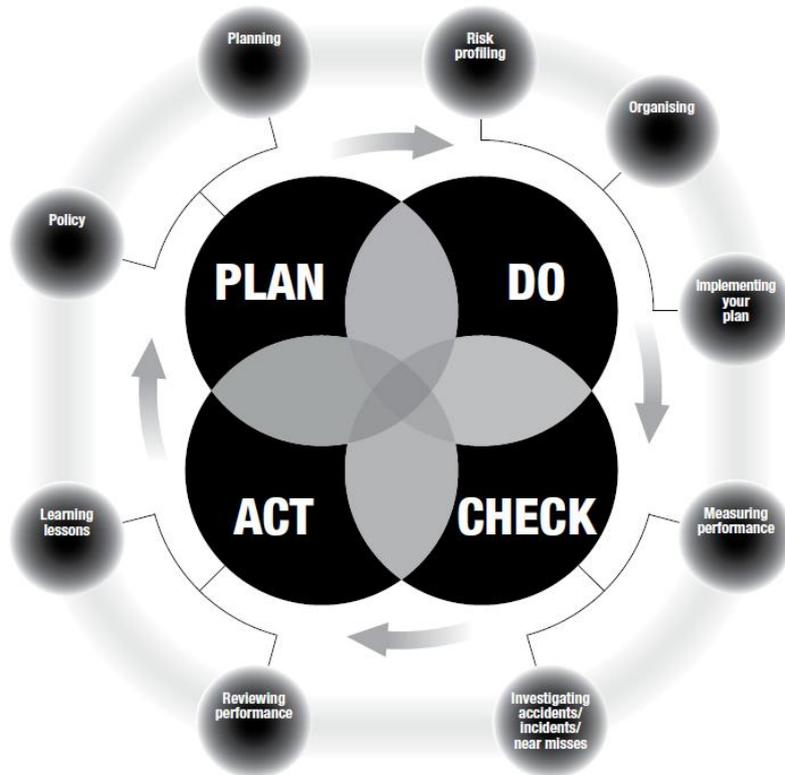
School, and where applicable Departmental, policies and arrangements cover specific occupational groups and needs of employees working in specific areas and as such these policies, arrangements and procedures should be supportive of corporate requirements.



iv) ABOUT THIS POLICY MANUAL

The Health and Safety Management system that is operated in LBBB is based on the Health and Safety Executive's (HSE) preferred system, "Managing for Health and Safety" HSG65.

The Plan, Do, Check, Act cycle:



The core elements of effective health and safety management, including management of the business risks:

- Leadership and management
- Competence
- Legal Compliance
- Risk profiling
- Work involvement

management generally, rather than a standalone system.

It is the responsibility of Managers and Supervisors to communicate the contents of this policy to any employees who are unable to read or write.

This management system aims to achieve a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good

1 LONDON BOROUGH OF BARKING & DAGENHAM POLICY STATEMENT

The Council recognises that good, sensible health, safety and wellbeing management supports the delivery of our priorities to the people of Barking & Dagenham. As part of the overall Risk Management process and culture, good health, safety and wellbeing management will help reduce injury and loss.

The Council recognises and will meet its common law and statutory health and safety responsibilities. Based on sensible risk assessment, The Council will provide a safe and healthy environment for its employees and all persons affected by its undertaking.

The Council will maintain appropriate health, safety and wellbeing management systems, arrangements and organisational structures to meet its service needs at all levels and will monitor and review the effectiveness of these systems.

Managers will ensure health, safety and wellbeing matters are an integral part of all activities and health, safety and wellbeing is given due consideration with other service commitments.

All employees must actively support the Council's efforts by working with due regard to the health, safety and wellbeing of themselves and others. The Council expects and encourages similar support from contractors, partners and volunteers and co-operation from clients and other visitors who use facilities or visit premises.

This corporate policy is supplemented by the policies and arrangements of the main departments within the Council, and the Chief Executive and Directors are responsible for ensuring that these policies are supported and maintained by providing adequate resources.



A handwritten signature in black ink that reads "C Naylor".

Chris Naylor
Chief Executive
July 2015

2 ORGANISATION OF HEALTH AND SAFETY MANAGEMENT

The Chief Executive is responsible for overseeing Occupational Health, Safety and Wellbeing for the Council.

2.1 The Council's Responsibility

Overall responsibility for OHSW within the Council rests with the Members, who are advised by the Chief Executive. Elected Members will actively support their Officers in ensuring successful implementation of the Policy.

2.2 The Chief Executive's Responsibility

The Chief Executive is responsible for the provision, development, implementation, review and co-ordination of the health, safety and wellbeing policy throughout the Council. This policy will be reviewed and updated on a regular basis.

2 ORGANISATION OF HEALTH AND SAFETY MANAGEMENT

2.3 The Corporate Management Team (CMT)

Each Director is responsible for OHSW within their Department, under the general direction, co-ordination and instruction of the Chief Executive and the Council Members.

One member of CMT is appointed as champion of OHSW at Director level. This is currently the Corporate Director of Finance and Resources.

This appointment does not detract either from the responsibilities of other CMT members for specific areas of OHSW, risk management or from the responsibilities of the CMT as a whole.

The Corporate Management Team undertakes to:

Have clear policies that give direction to what the Council has to achieve for OHSW.

Organise effectively to manage OHSW by allocating responsibilities, setting performance standards and holding persons accountable.

Plan for adequate resource of OHSW needs in the preparation of annual budgets.

Identify and control risks to allow prioritisation of actions and resources, which facilitate OHSW planning and strategy implementation.

Measure and monitor OHSW performance both 'actively' (prior to an incident) and 'reactively' (after an incident has occurred).

Audit and review performance against stated objectives and undertake regular reviews to identify changes that can be made to improve performance.

2 ORGANISATION OF HEALTH AND SAFETY MANAGEMENT

2.4 The Corporate Director of Finance and Resources

The Corporate Director of Finance and Resources, as nominated Chief Officer for OHSW on behalf of the CMT, is responsible for ensuring that OHSW and risk management issues are properly addressed, both by the CMT and more widely in the organisation. (Financial risk management is the responsibility of the Corporate Director of Finance and Resources). The Director responsible for OHSW, who is a member of the CMT, is required to report to the CMT on strategic issues relating to OHSW, at least annually.

2.5 School Governors' Responsibilities

Under the Education Reform Act 1988, School Governor's are charged with the same responsibilities within their School, as the Directors within the Corporate Management Team are (outlined previously).

2 ORGANISATION OF HEALTH AND SAFETY MANAGEMENT

2.6 Chief Officers

Chief Officers are responsible for OHSW in their own Department and are charged with ensuring that this policy is complied with and performance standards for health and safety are set and achieved.

They will also ensure:

- Adequate resources for OHSW needs are incorporated into annual budgets, making sure this corresponds with debated and agreed OHSW targets.
- Management at all levels set an example for employees' safe behaviour and maintain a constant and continuing interest in staff OHSW matters.
- All work undertaken is carried out in compliance with health and safety legislation, in particular the Health & Safety at Work Act 1974, the Management of Health and Safety Regulations 1999, and any relevant Council Codes and Policies with appropriate monitoring arrangements being put in place.

- A member of their management team is appointed as OHSW Liaison Officer to coordinate OHSW across the Department
- A Departmental OHSW Action Group is set up to co-ordinate, develop and monitor progress with an annual Departmental and Service OHSW Action plan.

- A management representative attends EJSWC and that the minutes of EJSWC are distributed to departmental management teams.

- Funds are available so that employees can receive appropriate training to carry out their duties in a safe manner, and that, resources are provided for every manager to undertake OHSW management and risk assessment training and that managers attend these courses on a regular basis.

Support and advice on meeting the requirements of this policy and on other OHSW issues is available from the Council's OHSW Team.

2 ORGANISATION OF HEALTH AND SAFETY MANAGEMENT

2.7 Heads of Service

Heads of Service and Head Teachers have a responsibility to ensure that a healthy and safe working environment is provided and safe working practices are observed through their managers, whether by their employees, appointed contractors, partners or agency staff.

They will also ensure:

- A member of their management team is appointed to coordinate OHSW across the service.
- Their workforce meets the OHSW requirements set out in this document and other codes of practice, policy documents or procedures (Appropriate monitoring must be put in place to ensure this is being achieved).
- An annual action plan for OHSW is developed and implemented and an annual OHSW report is produced.
- They have representation on Department Health and Safety Committees and minutes of the committees are distributed to their management teams.

- They meet with a member of OHSW and relevant section manager to review OHSW needs on a regular basis.
- They support an annual audit report for their service carried out in conjunction with OHSW.
- OHSW is an item on the agenda of their Management Team meetings.

OHSW issues that they are unable to resolve must be taken through the Corporate Management procedures for dealing with risk (see section 4.2).

2.8 Head Teachers

Head Teachers should ensure that the Corporate OHSW policy and standards set out in this document are supported by the school's own OHSW Policy and arrangements for managing OHSW.

2 ORGANISATION OF HEALTH AND SAFETY MANAGEMENT

2.9 Managers

The Council requires managers to set the highest example in safe behaviour, and to promote a positive approach to OHSW in relation to the area under their control and within their responsibility.

It is their duty to ensure that the OHSW policies and arrangements which have been set are translated into action and working practice. If officers encounter issues which they are unable to resolve they must refer such matters to the appropriate Head of Service in line with corporate procedures (see section 4.2).

As a general rule, their responsibility for OHSW is determined by the extent to which they have the authority to take effective action within the overall limits of their job. If they have authority to make a decision about aspects of their work, then they are responsible for the health and safety implications of that decision.

They will also ensure:

- All new employees and temporary or agency staff receive appropriate Health and Safety induction at the start of their employment.
- All work entrusted to their staff and others is carried out in accordance with good practice and statutory requirements.

- All accidents, dangerous occurrences or near misses are promptly investigated and incident report forms completed.

- Suitable and sufficient risk assessments are carried out in conjunction with employee OHSW Representatives (in effect TU Safety Representatives), to provide effective working practices.

- Suitable protective clothing and equipment is available and worn where required as a OHSW control measure. Users must be trained in its use.

- The delivery of adequate OHSW training to the workforce.

- Recorded checks and maintenance systems are in place for the safe operation of plant and equipment.

- Periodic OHSW inspections of their workplace are carried out at least every three months, in consultation with employee Health, Safety and Welfare Representative (in practice this means TU Safety Representatives) and recorded.

2 ORGANISATION OF HEALTH AND SAFETY MANAGEMENT

2.10 Teachers

The Council requires teachers to set the highest example in safe behaviour, and to promote a positive attitude towards OHSW, which is consistent with this policy, and their school OHSW policy.

They have a responsibility for the students in their care, with regard to their HS&W. Within this it is their duty to ensure that the OHSW policies and arrangements which have been made are converted into action and safe working practices.

If Teachers encounter issues which they are unable to resolve they must refer such matters to the Head Teacher (Head of Service) in line with corporate procedures (see section 4.2

As a general rule, their responsibility for OHSW is determined by the extent to which they have the authority to take effective action within the overall limits of their job. If they have authority to make a general decision about some aspects of their work, then they are responsible for the H&S implications of that decision.

2.11 Supervisory Personnel

These staff have a direct responsibility for the work activities within their control. Should they encounter any difficulties, which they are unable to resolve, they must refer

them to the appropriate Manager.

They should also ensure:

- A suitable and sufficient risk assessment has been carried out before work activities take place and at regular intervals afterwards.
- Health and Safety instructions are included in the allocation of work and see that they are obeyed.
- Employees are trained with respect to the safety aspects of the work to be carried out.
- All machinery and plant are in safe working order and that regular inspection and maintenance systems are effectively operated.
- They investigate and take appropriate action with regard to all accidents, dangerous occurrences or near misses brought to their attention.
- Procedures are implemented to correct those who fail to consider the OHSW of themselves or others.
- Particular attention is paid to the Health, Safety and Wellbeing of Young Persons & Trainees

2 ORGANISATION OF HEALTH AND SAFETY MANAGEMENT

2.12 OHSW Manager

The Manager is based in the Human Resources section and provides support and advice on OHSW and risk management to Chief Officers and Members, mindful of the changing needs of the Council.

The OHSW Manager:

- Advises on the content and nature of OHSW policies and strategies across all departments and schools within the Council. This is undertaken in conjunction with planning and implementation of cross directorate initiatives and strategies to ensure and facilitate best practice, consistency and compliance with legislative requirements for health and safety, mindful of the HSE's Sensible Risk agenda.

- Is responsible for establishing and implementing systems to monitor OHSW performance by regular audits and reviews of policies and practices across Departments.

- Has authority to immediately suspend any activity where there is a threat to life or risk of injury in order to ensure that H&S legislation is complied with.

2.13 Principal Health and Safety Adviser

The Principal Health and Safety Adviser:

- Acts in support of the OHSW Manager and may deputise in his/her absence
- Provides advice and support to employees, on management of OHSW issues.
- Provides advice on the content and nature of the Council's OHSW policies, procedures and documentation to provide for consistency across the directorates.

- Has authority to immediately suspend any activity where there is a threat to life or risk of injury in order to ensure that H&S legislation is complied with.

2 ORGANISATION OF HEALTH AND SAFETY MANAGEMENT

2.14 OHSW Advisers

These Officers have a responsibility to promote OHSW throughout the Council, providing guidance, support and advice on OHSW matters.

OHSW Advisers are not responsible for managing Health and Safety on behalf of managers. This responsibility cannot be delegated.

In conjunction with the OHSW Manager the OHSW Advisers have the authority to immediately suspend any activity where there is an immediate threat to life or limb.

The Advisers:-

Act in co-operation with management, and the OHSW Manager to develop a OHSW strategy and in the planning, supervision and implementation of an effective OHSW programme.

Keep management abreast of all legal and statutory health and safety requirements.

Attend Head of Service Management Teams at least every three months to advise on suitable improvements for OHSW management and to update on new legislation.

Monitor progress OHSW action plans; identify areas of concern and areas of progress and making recommendations to management.

Support the Departmental OHSW Liaison Officers in the production and presentation to the Departmental Management Teams of half and full year OHSW reports.

Participate in the Corporate OHSW review program.

Advise on departmental OHSW training plans and where appropriate develop and deliver suitable courses.

2 ORGANISATION OF HEALTH AND SAFETY MANAGEMENT

2.15 Departmental OHSW Liaison Officers

Each Director is responsible for appointing a Departmental OHSW Liaison Officer who will champion OHSW and act with their authority in the planning and implementation of the Department's OHSW responsibilities.

The OHSW Liaison Officer will:

- Ensure that the Departmental OHSW Action Group functions effectively.
- Ensure that an annual divisional and departmental OHSW action plan and report is produced, monitored and presented to the departments Senior Management team and to the EJSWC.
- Chair and facilitate the smooth running of the Departmental OHSW Committee.

2 ORGANISATION OF HEALTH AND SAFETY MANAGEMENT

2.16 The Employee OHSW Representatives Role (in practice this means TU Safety Representatives).

The term "Employee OHSW Representative", is used throughout this document and indicates both Trades Union Safety Representative and non Trades Union employee OHSW Representative. In practice this role is fulfilled by Trades Union Appointed Safety Representatives.

2.17 Trades Union Safety Representatives

The role of recognised Trade Union Safety representatives is an essential part of the organisation, with employees having the right to take any health and safety matter to them if they feel management has not already dealt with it effectively.

Trades Union Safety Representatives have agreed to represent all employees on matters of general OHSW purposes not with regard to individual OHSW issues.

They will be informed and consulted with on OHSW matters.

They will be given sufficient facilities and time off with pay to carry out their tasks in order to ensure that the OHSW policy is successfully implemented.

An updated list of Trades Union Safety Representatives must be given in writing to Human

Resources annually and when any changes occur.

In addition to representing employees in consultation with management, each OHSW representative has the following functions:-

To promote OHSW at work, in conjunction with Management.

To investigate complaints by an employee he/she represents relating to that employee's work activity.

To carry out Health and Safety inspections.

To investigate potential hazards or dangerous occurrences at their workplace and to examine the cause of accidents at their workplace, with management, whether or not they are drawn to their attention by an employee, and to examine the cause of accidents/incidents in the workplace.

To make representations to management on matters affecting the OHSW at work of the employees.

To receive information from inspectors in accordance with section 28(8) of the 1974 HSAW etc Act.
To attend Health and Safety committees.

2 ORGANISATION OF HEALTH AND SAFETY MANAGEMENT

2.18 All Employees

No OHSW policy will be successful without the active participation of all employees. It is essential everyone realises that they are responsible for:

- their own OHSW (and that of others)
- complying with all OHSW rules and regulations
- not interfering with or misusing anything provided in the interest of OHSW

All employees within the Council are expected to co-operate to enable the OHSW policy to be successfully implemented.

No employee should be expected to work in conditions or use any methods of working that are unsafe. They should report OHSW issues which they are not able to put right themselves, to their supervisor or line manager. If this does not resolve the issue they should contact any one of the following:

- OHSW Adviser
- Departmental OHSW Liaison Officer or
- Employee OHSW Representative.

Employees are encouraged to pass on ideas, experiences or complaints regarding OHSW, as this is a very important part of raising standards. Any of the following can be approached:

- Line Manager/ Supervisor /Officer-in-Charge,
- OHSW Advisers,
- Employee OHSW Representatives.

2 ORGANISATION OF HEALTH AND SAFETY MANAGEMENT

2.19 Building Duty Holders

The Building Duty holder role has been set at Head of Service and Head Teacher level.

The role of the Building Duty Holder includes the co-ordination of building maintenance activities and services. (This does not take account of responsibilities which may be required as part of the job function the duty holder may carry out.)

They have a duty to ensure that sufficient resources are available to manage these activities and services to Council standards via Management Plans, suitable monitoring, maintenance and repair regimes. They must also ensure suitable training has been provided to those who may be involved with building services and maintenance (see The Council OHSW Competency framework).

To assist Duty Holders a "Duty Holder Support Pack" has been developed <http://lbbd/hr/health-and-safety/building-duty-holders.htm> . The pack and a list of Duty Holders are available via the intranet or from OHSW.

In practice this means for OHSW purposes they should:

Appoint a Site Responsible Person (this may be the Duty Holder) to maintain building services and maintenance activities to Council standards with suitable monitoring, maintenance and repair regimes. (See also The Duty Holder Support Pack)

Consider:

- Fire
- Electrical Installations
- Gas Installations
- Water Systems
- Asbestos
- Lifts
- Portable Electrical Appliances
- Lightning protection
- Air Conditioning
- Ventilation Equipment
- Pressurized Equipment
- Swimming Pools
- First Aid
- Contractors

For Water Systems, the Duty Holder must ensure:

They are familiar with the Council's Water Systems Management Policy, their duties and the contents of the "Duty Holder Pack"

Effective management procedures are in place for each area within their responsibility and that they are regularly reviewed.

2 ORGANISATION OF HEALTH AND SAFETY MANAGEMENT

For fire management , the Duty Holder must ensure:

They are familiar with their duties and the contents of the “Duty Holder Pack”.

A written fire risk assessment is carried out using the Council’s Fire Risk Assessment Check list and guidance <http://lbbd/hr/health-and-safety/fire-safety.htm> for each area within their responsibility and that they are regularly reviewed.

Effective fire management and emergency evacuation procedures are in place for each area within their responsibility and that they are regularly reviewed.

Effective fire management information, instruction and training is given to those who use the workplace. Corporate standards have been developed for Fire Warden training. These are available on the intranet site or by contacting OHSW.

All relevant names and telephone numbers, fire protection equipment maintenance and training records are recorded in the fire logbook for the premises, which must be kept updated with the risk assessment.

Action to be taken if the alarm is raised is explained on fire notices displayed in prominent places in all buildings.

All emergency escape routes are kept clear and free from obstruction.

For Asbestos, the Duty Holder must ensure:

They are familiar with their duties and the contents of the “Duty Holder Pack”

Effective management procedures are in place for each area within their responsibility and that they are regularly reviewed.

Effective information, instruction and training is given to those who use the workplace.

All asbestos in poor condition is removed by a reputable, licensed worker – *asbestos must not be transported without a consignment note, obtained from the Environment Agency.*

Asbestos in good condition is labelled and regularly checked.

Those who may be affected are made aware of the asbestos, so that they do not accidentally disturb it.

Employees who may come into contact with asbestos receive adequate training.

Only trained personnel are allowed to “work” with Asbestos.

2 ORGANISATION OF HEALTH AND SAFETY MANAGEMENT

2.20 Multiple-Occupancy of a site by two or more Departments or Organisations

Where two or more Departments or Organisations share a site, each Department should:

- Co-operate with each other, as necessary, to enable each to comply with all relevant OHSW requirements.
- Take all reasonable steps to co-ordinate any measures taken to comply with any statutory requirements e.g. fire risks.
- Take all reasonable steps to inform the each other of any risks to their employee's OHSW arising from work activities carried out on site.
- Ensure that all managers have a clear understanding of OHSW responsibilities.
- Use building plans to identify and allocate responsibility for areas they occupy.
- Agree a system of communication for the notification of defects and changes to the building fabric.

Each is responsible for:

- The safety of operational activities (including the use of fixed and mobile operational equipment) under their managerial control.
- Ensuring adherence to common procedures (e.g. fire alarm, evacuation).
- Alerting the Building Duty Holder to any aspects arising from defects or damage to the building fabric.
- Informing the Building Duty Holder of any proposed accommodation changes that may affect the building/site or its fire management arrangements.
- Defining where responsibilities interface (these responsibilities will be reviewed every six months at a suitable forum, such as a 'House Committee').

3 ARRANGEMENTS FOR IMPLEMENTATION OF THE POLICY

The Health and Safety at Work etc Act 1974 holds management accountable for good Health and Safety practice. The Management of Health and Safety at Work Regulations 1999 require management to consider Health and Safety to be an integral part of their normal management duties, to consult with employees with regard Health and Safety issues and to provide effective training to enable employees to carry out their work safely.

Success with OHSW in this Council is achieved by an integrated approach to OHSW Management and both management and employees will be advised and supported by the Corporate OHSW.

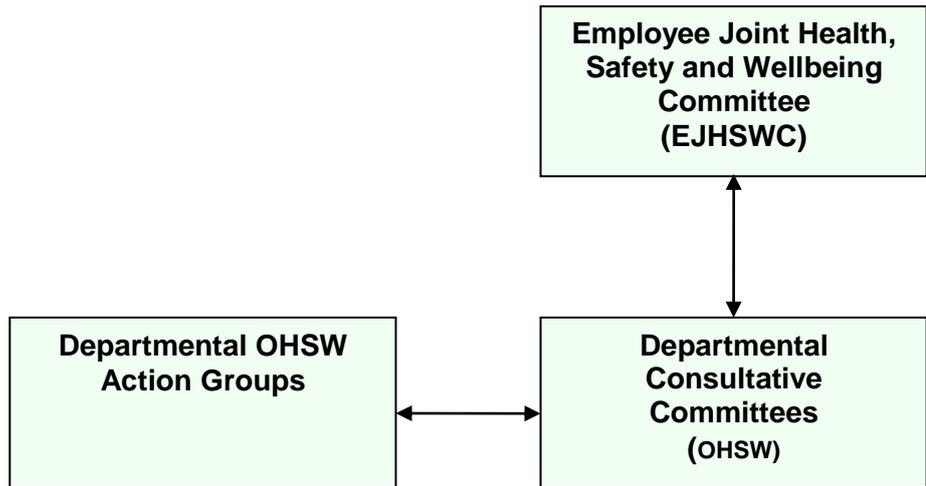
The following sections set out arrangements and how the Council will implement this OHSW policy.

3.1 HEALTH AND SAFETY COMMITTEES AND ACTION GROUPS

The structure for OHSW Committees within the Council is shown in the diagram below and the terms of reference for the committees is available on the intranet

The OHSW committee structure may vary slightly from department to department, so please note the separate information for your own Department.

Committees are generally set out as follows:



3.1 HEALTH AND SAFETY COMMITTEES AND ACTION GROUPS

i) The Council EJHSCW Committee is chaired by a Councillor (Vice Chair is elected by the employee side).

The EJHSCW meets four times per year.

Members include Councillors, management and Employee OHSW Representatives.

It is the main consultative body for the consideration of employee related OHSW affecting the Council as a whole and also deals with matters that cannot be successfully resolved by departments.

ii) The Departmental OHSW Committees chaired by the Departmental OHSW Liaison Officer.

There should be at least four meetings per year with emergency or ad hoc meetings being arranged as appropriate. One meeting should include on its agenda the OHSW Plan for the ensuing year.

Members include Senior Managers and the Employee OHSW Representative (in practice this means TU Safety Representatives) and OHSW Adviser providing professional advice.

The remit of this committee is:

- Determination of the broad thrust of OHSW within the department consistent with corporate strategy.
- Consideration of the Annual Departmental OHSW Action Plan.
- Meeting for the co-operative activity of providing a safe place of work and to discuss OHSW issues that cannot otherwise be resolved by Departmental Management Procedures (see 4.2)

iii) The Departmental OHSW Action Groups chaired by the Departmental OHSW Liaison Officer.

Meetings should be held no less than four times per year and be timed to support the main Departmental OHSW Committee meeting.

Members should include a Senior Manager to represent each Head of Service and a OHSW Adviser providing professional advice.

The remit of this group is to:

- Develop, role out and monitor progress with the Departmental OHSW Action Plans.
- Produce quarterly OHSW reports for their Senior Management teams and the EJHSCW.

3.2 HEALTH AND SAFETY INFORMATION, INSTRUCTION & TRAINING

Information, instruction and training are available to all employees, including temporary and agency staff to enable them to carry out their duties safely.

A list of OHSW training sessions is available on the OHSW intranet pages <http://lbbd/learning-and-development/health-and-safety-training.htm> .

All Managers, Supervisors and employees are required to attend Health and Safety Management and Risk Assessment briefings or courses (based on corporate training standards) at least every 3 years.

Adequate Health and Safety instruction and training should be given to all new employees to enable them to carry out their work in a Healthy and Safe manner – prior to commencement of their work.

Specialised training should be given to those employees, whose work has been identified as requiring a specific type of knowledge of health and safety.

All new employees are required to attend a Health and Safety induction briefing based on corporate training standards, ASAP after commencement of employment *regardless of their level within the organisation*. Where appropriate OHSW training should be included in Personal Development Plans (PDP's)

Managers should regularly assess training requirements. Employees and management are required to attend OHSW, which will enable them to carry out their duties safely.

3.3 HEALTH AND SAFETY SERVICES

Corporate OHSW is available to help, advise and give guidance with regard to OHSW matters on a council wide basis, and its role is to ensure consistent high standards of OHSW practice are implemented and maintained in accordance with the HSE's Sensible Risk agenda.

OHSW Advisers are not responsible for managing OHSW on behalf of managers. This responsibility cannot be delegated.

OHSW Advisers have access to an extensive library of OHSW publications as well as access to various specialist OHSW information systems, and are always pleased to give help and advice on OHSW matters

They have contacts across the Council and with external specialist OHSW groups and organisations.

OHSW is based at the Civic Centre, Dagenham.

Office telephone numbers:

*Tel: 020 8227 2104 / 2381
Fax: 020 8227 2237*

Alternatively and in an emergency, individual members of OHSW are contactable on mobile telephones via Barking and Dagenham Direct tel: 020 8215 3000

For this policy and other Council OHSW policies and information see also the OHSW section of the Council's Intranet site.

4 PROCEDURES/CODES & GUIDANCE

The following procedures and guidance notes give general information to assist managers and employees in their work

Further information may be found in various Health and Safety Executive, Corporate and Departmental Codes of Safe Working Practice, Handbooks, Manufacturers instructions or relevant legislation.

Should you require further information, please speak to your line manager or OHSW

4.1 RISK ASSESSMENTS

The Management of Health and Safety at Work Regulations (MHSWR) 1999 have specific requirements relating to training, consultation and Risk Assessment

To meet these requirements, management must ensure that where necessary a sensible, suitable and sufficient Risk Assessment is carried out before work starts and revised when necessary.

The general duty to assess and record activities which carry significant risk also include a specific requirement to take into account **young people** at work (up to the age of 18) taking into account:

- psychological or physical immaturity
- inexperience
- lack of awareness of existing or potential risks

For detailed requirements please follow link.

<http://www.hse.gov.uk/youngpeople/law/management.htm>

Specific risks to **females of child bearing age** and **new and expectant mothers** also need to be considered, further advice can be found by following the link below.

<http://www.hse.gov.uk/mothers/fags.htm#>

Sensible Risk Assessment applies to all aspects of work activities carried out by employees, and should cover issues such as excessive pressure (stress), violence and aggression, wellbeing and lone working.

It should be noted that The Council is committed to the HSE's "Sensible Risk Management" agenda and the development of risk assessments that enable activities to be carried out in a safe way

The Council is fully committed to carrying out a programme of sensible risk assessment for each Department.

Sensible Risk Assessments are a key part of good OHSW management and the following procedure for managing risk should be followed.

For more detailed advice please refer to the Council's Risk Assessment Guidance and supplementary information available via the intranet. <http://lbbd/hr/health-and-safety/risk-assessment.htm>

4.2 PROCEDURES FOR DEALING WITH RISK

Management must, in consultation with employee representatives (in good time), ensure that the risks to OHSW in their area are assessed and reduced so far as is reasonably practicable in line with the HSE's guidance for sensible risk management.

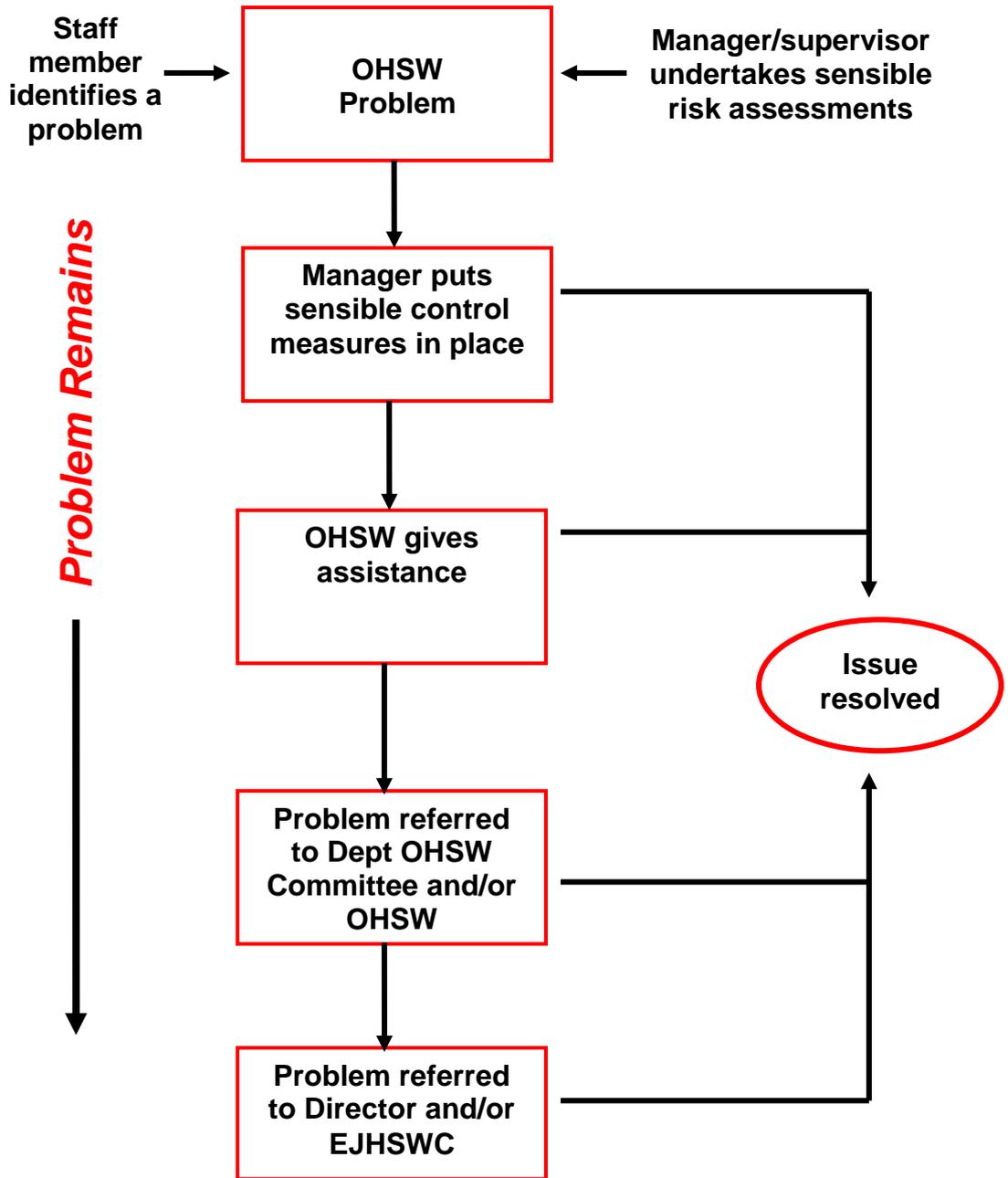
Should a significant risk be found, then adequate and sensible control measures must be put in place, monitored and reviewed in order to reduce the risk as far as is reasonably practicable.

Management Procedure for Dealing with Risks

1. The actions taken should be recorded on the *Council Risk Assessment Form* and retained in the Managers' OHSW file.
2. If a manager, because of circumstances beyond his/her control, is unable to reduce a risk so far as is reasonably practicable, then advice should be sought from OHSW, who will advise/ assist.
3. The manager should then attempt to resolve the issue, using the advice and assistance of OHSW.
4. Should management still be unable to deal with the issue satisfactorily, then the manager must refer the matter upwards to the Head of Service.
5. The appropriate Risk Assessment and any other relevant information such as the OHSW Advisers' report, if produced, must accompany all referrals.

This process continues up the management line until the issue is brought to the attention of the EJHSCW failing earlier resolution.

4.2 PROCEDURES FOR DEALING WITH RISK



4.3 ACCIDENT/INCIDENT REPORTING PROCEDURE

An incident in this context, is a hazardous, or potentially hazardous, unplanned event that may or may not result in damage to people, plant or property. An accident is normally where actual physical injury to a person occurs.

All employees must follow the Council Incident Reporting Procedure.

Managers, Section Heads, Head Teachers and OHSW must be notified of accidents, dangerous occurrences and near misses (including acts of violence, aggression or verbal abuse). They must be reported and recorded using the Council Accident/Incident Report Form <http://lbbd/hr/health-and-safety/accident-injury-reporting.htm> .

Management are required to investigate every accident no matter how minor to prevent a reoccurrence.

Details of accidents/Incidents must be reported as soon as possible to the supervisor or manager.

The supervisor must record accidents/incidents on the Council accident/incident Report Form (available from the OHSW intranet site) and inform OHSW when an employee is unable to continue with normal work duties for more than 7 days as a result of an accident.

Serious accidents/incidents must be reported to OHSW on 0208 724 5233 immediately (mobile numbers available via 020 8215 3000). (See also section 4.4, Procedures for Reporting Serious Accidents).

Within 24 hours, the form must be sent to OHSW, who will ensure that the required notifications are made.

All incidents which involve violence or aggression must also be reported to the Security Manager.

All incidents considered to be racial must also be reported to the Equalities and Diversity Team.

In addition, some diseases which may be work related also need to be reported. If you believe you are suffering from a work-related disease, contact your manager and complete an accident/incident report form.

It is important that you meet the timescales because by law the Council is obliged to report certain types of accidents/incidents to the appropriate authorities. Late reporting may undermine the credibility of the report. If you are unable to complete the form, someone else can do this on your behalf.

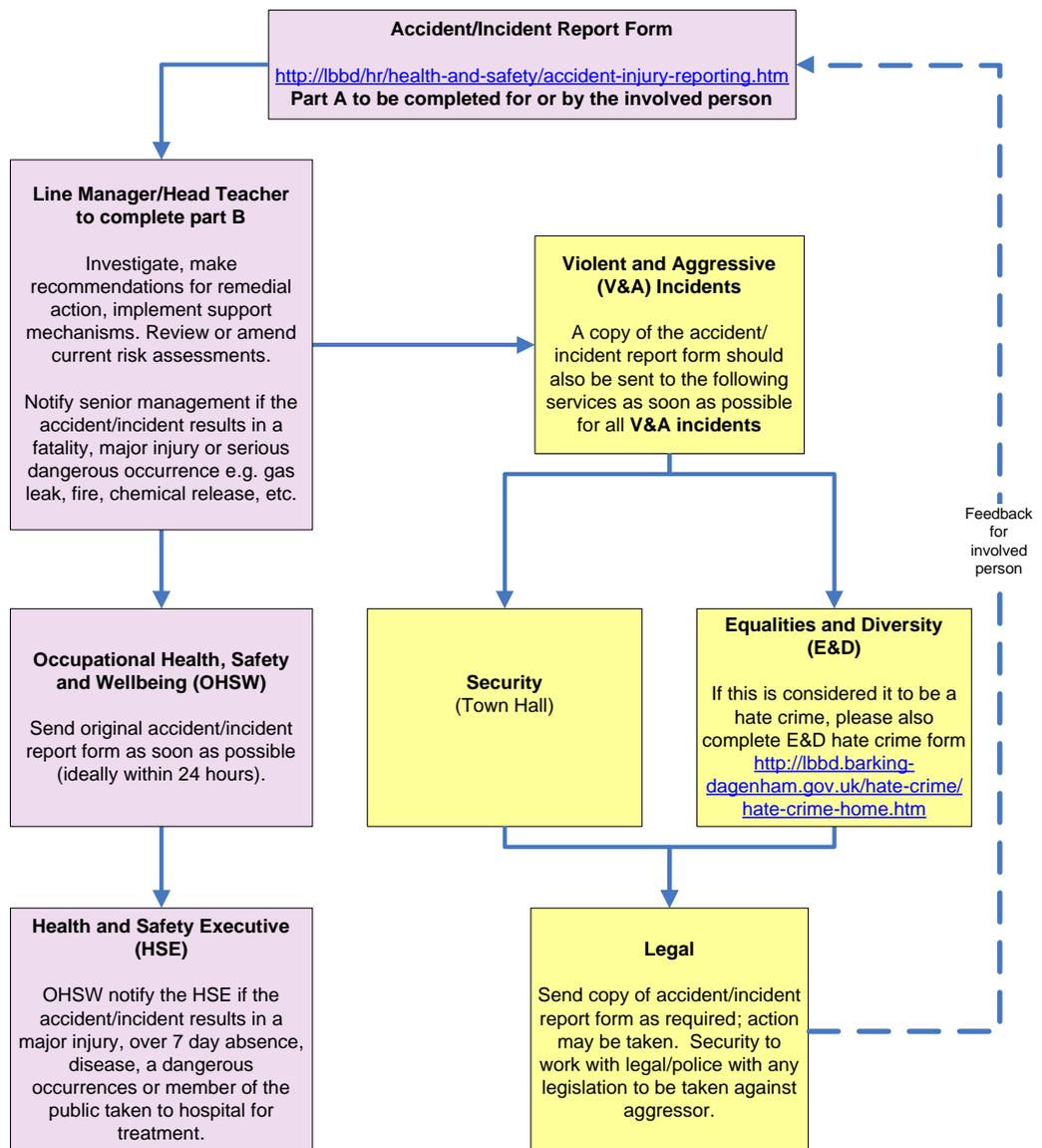
4.3 ACCIDENT/INCIDENT REPORTING PROCEDURE

Accident/Incident Reporting Flowchart

(Includes notification/process for violence and aggression)



The accident/incident report form should be used for all types of hazardous incidents including work related illness/disease, stress, violence and aggression and motor vehicles accidents/incidents.



4.4 ACCIDENT REPORTING PROCEDURES FOR SERIOUS ACCIDENTS

Serious accidents or dangerous occurrences must be reported to OHSW immediately (Team mobile telephone numbers available via Barking and Dagenham Direct: (020 8215 3000).

Outside of normal working hours the responsible officer must notify the HSE direct on (01519 514000.)

A full list of notifiable incidents can be found at <http://www.riddor.gov.uk/>

Examples are:

The death of any person if it arises out of, or in connection with, work.

MAJOR INJURY

Any fracture other than to the fingers, thumb or toes.

Any amputation.

Dislocation of the shoulder, hip, knee or spine.

Loss of sight in any eye (whether temporary or permanent)

Chemical or hot metal burn to the eye or any penetrating injury to the eye.

Injury from electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.

ANY OTHER INJURY

Leading to hypothermia, heat induced illness or to unconsciousness.

Requiring resuscitation, or requiring hospital admittance for more than 24 hours which results from the absorption of any substance by inhalation, ingestion or through the skin leading to:-

Acute illness requiring medical treatment or

Loss of consciousness

OVER 7 DAY INJURY

If, following an accident, an employee is unable to undertake their normal duties for over 7 days the Supervisor must inform OHSW.

4.5 VIOLENCE AT WORK

All risks associated with violence at work must be suitably managed in line with the Council Policy and Guidance documents, which deal with violence at work and lone working <http://lbbd/hr/health-and-safety/violence-and-aggression.htm> .

Managers must:

- Ensure that sensible risk assessments are carried out in order to identify potential violent situations in their area.
- Ensure that employees report all incidents of violence, using an accident/incident report form.
- Demonstrate prompt personal understanding and offer sympathetic support, which should include the opportunity to discuss the incident acknowledging that staff may feel themselves to blame.
- Make every effort to ensure that the discussion takes place in an open, safe and supportive manner.
- Ensure that investigation is carried out on all violent incidents and pursue the issue so far as is reasonably practicable
- Ensure that physical assaults are reported to the following:
 - Police
 - OHSW
 - Security Manager
 - Insurance Manager
 - Legal Services
 - Trades Union
 - Representatives

4.6 FIRST AID

Departments and Schools must provide adequate and effective First Aid cover depending on the risk.

This may be a first aid kit controlled by a responsible named (appointed) person or where risk assessment requires, a fully trained first aider.

Building Duty Holders are required to undertake a First Aid risk assessment to ensure sufficient First Aiders or appointed persons, are available at the location under their control.

Adequate and sufficient signs will be displayed throughout the workplace giving details and contact numbers of the current first aiders and appointed persons.

Prompt first aid may save a life or lessen the consequences of injury so everyone should know how to contact their nearest first aider, appointed persons or other emergency contact.

Do not move a seriously injured person if it can be avoided unless danger threatens or resuscitation is necessary.

Employees wishing to train to become first aiders may do so at the discretion of their manager, and nominations forwarded to the OHSW.

Additional information is available at <http://lbbd/hr/health-and-safety/first-aid/first-aid-home.htm>

4.7 FIRE SAFETY – MANAGING THE RISK

The **Regulatory Reform (Fire Safety) Order 2005 (RRO)** has superseded all previous regulations relating to fire management in premises. It places responsibilities on Duty Holders (Head Teachers/ Heads of Service/ Building Managers, etc) to manage fire safety in premises.

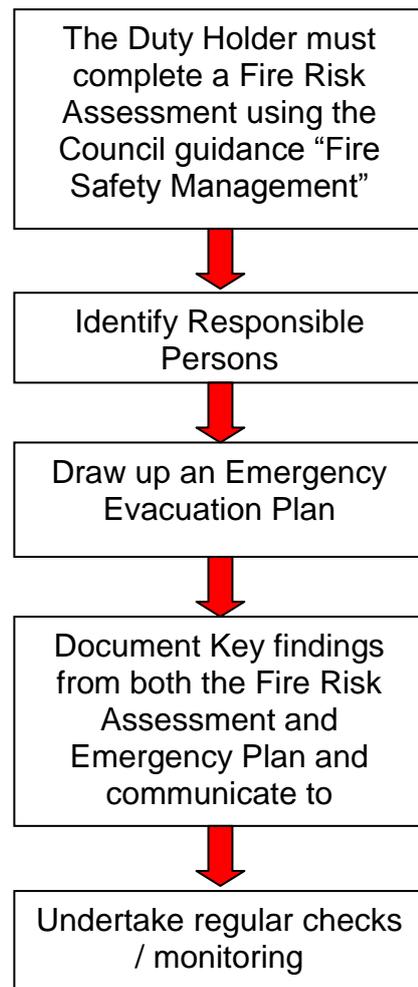
Fire certificates are no longer valid and the emphasis is placed instead on a comprehensive Fire Risk Assessment – which is enforceable by the local fire and rescue authority.

The Duty Holder/ Responsible Person must ensure a Fire Risk Assessment and Emergency Evacuation Plan is completed and reviewed at least annually for each premises which they have designated responsibility - this includes communal parts to residential accommodation.

Should significant changes occur at the premises (e.g. structural alterations, change or personnel, change of usage etc) or following an incidence of fire, the fire risk assessment must be reviewed.

To assist managers and Duty Holders, OHSW has produced “Fire Safety Management” guidance which is available via the intranet

<http://lbbd/hr/health-and-safety/fire-safety.htm>



4.7 FIRE SAFETY - EQUIPMENT

The fire extinguisher colour coding system and limits on their use.				
Type	Red : Water	Blue: dry powder	Black : Carbon Dioxide Co2	Cream : Foam
Suitability	Wood, Cloth, Paper, some Plastics, Coal, People. Fires involving solids	Wood, Cloth, Paper, Plastics, Coal, Liquids such as grease, fats, oil, paint, petrol.	Liquids such as grease, fats, oil paint, petrol etc. Do not use on chip pan fires.	Limited number of liquid fires.
Method of Use	Point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out.	Point the nozzle at the base of the flames and, with a quick sweeping motion, drive the fire away from you until all the flames are out.	The discharge horn should be directed at the base of the flames and the jet kept moving across the area of the fire. These extinguishers are generally not recommended for home use.	Point the jet at a surface nearby the burning liquid. Allow the foam to build up and run across the liquid. Do not aim jet straight into the liquid. Where the liquid on fire is in a container,
Theory	The water takes away the heat of the fire by cooling the burning material	As well as knocking down flames, on burning solids it melts to form a layer or skin that smothers the fire.	Vaporizing liquid gas which smothers the flames by displacing oxygen in the air.	Forms a fire extinguishing film on the surface of a burning liquid. Has a cooling action with a wider extinguishing application than water on solid combustible materials.

4.7 FIRE SAFETY - PRECAUTIONS

Fire Alarms

You must familiarize yourself with the fire alarm warning signal or signals for the emergency evacuation of the workplace you are in.

If the “evacuate” signal is activated, leave the workplace immediately by the nearest escape route and go to the designated assembly point without using lifts or stopping to collect personal belongings.

<p>General Fire Precautions</p> <p>It is in everyone’s interest that workplaces have good efficient fire precautions, and <i>you can help by taking the following action:</i></p>	<p>Fire Action</p> <p>If you discover flames, smoke or abnormal heat you should:</p>
<ul style="list-style-type: none"> • Do not wedge, or hold open internal fire doors (especially not with fire extinguishers) • Keep escape routes clear of clutter and combustible materials • Fire doors on escape routes should be easily opened and not locked • Do not obscure signs for escape routes, fire alarm call points or extinguishers • Do not leave holes in floors or walls open so smoke and heat can spread. The holes must be “fire stopped”. • Ensure electrical equipment is properly connected, tested and not left switched on unnecessarily • Store highly flammable and flammable liquids properly 	<ul style="list-style-type: none"> • <i>Operate the premise fire alarm and follow written procedures.</i> Some premises will not have an automatic fire alarm as the alarm can be satisfactorily given by shouting or other means. • <i>Call the fire brigade from a safe position. Do not assume someone else has already done this</i> • You may use the appropriate extinguisher, but only if you feel confident enough to attack the fire without endangering yourself or others. <i>Your life is worth more.</i> <p>If you do attempt to fight a fire, do not enter the fire, do not enter a smoke filled room, and <i>never let fire or smoke get between you and the exit</i></p>

4.8 DISPLAY SCREEN EQUIPMENT (DSE) COMPUTERS AND RELATED EQUIPMENT

All new computing and office equipment should be installed by a competent person and be subject to the appropriate electrical checks and risk assessments.

It is the line Manager's responsibility to ensure that a risk assessment is carried out on work activities. Where an employee uses DSE for a significant part of their working day, this should be included in the work activities covered by the risk assessment.

The Council's DSE Assessment Checklist (available on the intranet) should be used and will assist with this process.

The assessment will highlight any areas requiring further evaluation and / or corrective action. In many instances, this may only require simple adjustments.

Assessments must be reviewed if there are any significant changes to the work activity or after an agreed period of time identified in the original assessment.

If you discover a broken item of equipment **do not** attempt to mend it yourself, but label it to indicate why it is faulty or otherwise defective and taken out of use.

In addition, employees who use DSE for a significant part of their work are entitled to a free eye examination; this should be highlighted as part of the DSE Risk Assessment.

DSE Eye Test forms are available on the OHSW Intranet site.

If an employee has a bad back or similar problem, and they wish to have a 'special' chair, then they are required to get a letter from their GP, chiropractor, or physio confirming that there is a medical problem or otherwise specify why a 'special' chair may be required **and**, exactly what type of support is needed in the new chair i.e neck, lumbar, upper back etc.

Sometimes the requirements can be met in a normal chair other times a 'special' chair is required. If the person has a disability then part of the cost of the chair may be met by the Access to Work fund subject to their assessment, but more likely should be met from the budget held by the manager or Head of Service.

For further information, consult the OHSW intranet pages <http://lbbd/hr/health-and-safety/display-screen-equipment-vdu.htm> .

4.9 ELECTRICAL SYSTEM MAINTENANCE & SAFE USE

The Electricity at Work Regulations require that all electrical installations are maintained to prevent danger. This includes fixed installations and portable appliances.

It should be noted that portable electrical equipment becomes part of an installation when it is plugged in.

Managers are responsible for ensuring that all electrical installations and equipment in their work area is regularly maintained (inspected and tested) and safe.

The Corporate requirement is that all electrical equipment is maintained at the appropriate frequency to comply with the regulations in line with the HSE guidance set out below.

Ensuring the Safety of Portable Equipment		
Environment	Formal Inspection	Combined Inspection And Test
Equipment hire	Before issue/after return	Before issue
Construction	Before initial use – 1 month	3 months
Industrial	Before Initial use – 3 months	6-12 months
Premises used by the Public	See other sector-specific guidance- refer to the Safety Office	
Commercial/office Premises		
General low-risk Situations		
Battery-operated: (less than 20 volts)	No	No

For more detailed guidance contact Asset Strategy and Capital Delivery - Technical Support Services.

4.9 ELECTRICAL SYSTEM MAINTENANCE & SAFE USE

The safe and correct use of electrical equipment is vital to prevent the risk of electric shock or fire.

It is normally safer to use 110 volt or battery operated equipment. Where practicable battery or 110v equipment must be used in preference to 240v equipment.

Always ensure you have received adequate training and instruction in the safe use of equipment before attempting to operate it and only use it for its intended purpose.

Before use you should check the equipment to ensure that there are no obvious defects. If there are they should be reported immediately so that repairs can be undertaken

Some portable equipment must be tested regularly by a competent person. Other equipment must be tested periodically but at periods not exceeding five years. If any equipment bears an out of date test label or no label at all, you must inform your line manager, who should arrange for checks to be carried out. Unsafe equipment must be reported to your line manager, taken out of use until it has been repaired.

4.10 SAFE USE OF PLANT AND EQUIPMENT

All plant and equipment should be maintained to ensure it is in a safe condition.

Managers must ensure that employees are given adequate instruction and training in the use of equipment used at work and that all employees use equipment in accordance with instructions and training received.

Faults to plant or equipment must be reported to the manager/supervisor immediately, who should take steps to remedy the problem or dispose of the item.

It is the responsibility of the manager or supervisor to ensure that any portable access equipment (such as ladders and steps and mobile towers) is formally inspected on a yearly basis and must be issued with an identification number to show it has been inspected. No portable access equipment should be used without being regularly checked.

Refer to guidance or *Codes of Safe Working Practice* relevant to the equipment to be used as this will give additional information.

4.11 CONTROL OF HAZARDOUS SUBSTANCES

Use of hazardous substances in the workplace is covered by the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

A list should be kept by the manager/school site of any substances, used by the section/school or with which you may come into contact, and which are potentially hazardous to health.

Managers/school sites should ensure that COSHH risk assessments of potentially hazardous substances that affect their section/school are carried out in line with Council guidance

<http://lbbd/hr/health-and-safety/control-of-substances-hazardous.htm>

In order to assist managers/school sites with this requirement, COSHH Assessments can be produced with the aid of the HSE COSHH Essential tool, see useful link below:

<http://lbbdstaff/HR/Pages/Hazardous-Substances.aspx>

Employees should be advised by their manager of any risks associated with the use of any potentially hazardous substance, the correct protective and control measures to be used and information on first aid treatment necessary in the event of an emergency involving the substance.

The COSHH Risk Assessment should take into account:

- Whether an alternative, safer substance can be used and stored.
- How and where substances are used.
- Potential harmful effects
- Who uses them and for how long.
- What health risks there are.
- What precautions are already taken.
- What extra precautions may be necessary to reduce risks to health.

Managers are responsible for ensuring:

- Any substances used in the workplace are assessed for potential harmful effects.
- Significant risks are reduced.
- Information and training on potential hazards is supplied to employees.
- Unlabelled containers and decanting into different containers from those the product is supplied in, is not permitted.
- Employees are issued with the appropriate COSHH assessment(s) and personal protective equipment relating to their work activities.

4.12 LIFTING AND HANDLING Manual Handling Regulations 1992

Manual handling by employees should be avoided whenever practicable and alternatives such as re-organisation of work, and use of mechanical lifting and handling aids should always be considered first. A risk assessment should be carried out to assist with this process

Where the major work activity carried out by an individual comprises manual handling a separate dedicated risk assessment should be completed.

Where manual handling cannot be avoided employees who may be exposed to risk must be adequately trained. Further advice is available from OHSW and the OHSW intranet pages <http://lbbd/hr/health-and-safety/manual-handling-guidance.htm> .

A Risk Assessment should be undertaken before any manual handling task is undertaken.

Managers should as far as practicable:

- Avoid the need for hazardous manual handling
- Assess the risk of injury from any manual handling activity that can not be avoided, and:
 - Refer to the Council Guidance on Manual Handling (available on the intranet) and the importance of its contents.
 - Ensure due care is taken of staff with pre-existing back/neck or stomach conditions if they are required to undertake manual handling tasks
 - Ensure employees are properly trained to carry out manual handling as part of their work activities.

All employees need to ensure that they:

- Follow appropriate systems of work laid down for their safety
- Make proper use of equipment provided for their safety
- Follow health and safety procedures
- Take care not to put others or themselves at risk.

4.13 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The regulations require that managers assess and reduce the risks to employees

Some work activities may require use of protective clothing and/or equipment and the LBBD will provide these where necessary.

Personal Protective Equipment must only be used as a last resort. Managers must first carry out risk assessments, implement control measures and any other practical means to reduce the risk without the need for PPE.

If this is not practicable managers should use the risk assessment to determine what PPE is required in order to reduce remaining risk to an acceptable (practical) level. Managers and supervisors must give employees instructions on the use, maintenance, and user-life of all PPE issued.

Having determined what PPE is required the manager/supervisor will issue it and must replace it when necessary.

Employees have a duty to use PPE issued to them, or instructed to use for a particular task.

Employees also have a duty **not** to misuse or interfere with any such items which are issued to them or others for health and safety reasons.
Failure to do so may result in disciplinary action.

Additional advice may be sought from OHSW.

4.14 ASBESTOS MANAGEMENT

All work with asbestos is controlled by The Control of Asbestos Regulations 2006 and associated guidance. There is a specific duty to appoint a Duty Holder to manage asbestos.

A corporate Asbestos Policy <http://lbbd/hr/health-and-safety/asbestos-management.htm> . and Duty Holder support pack <http://lbbd/hr/health-and-safety/pdfs/duty-holder-support-pack.pdf> have been developed and are available on the OHSW intranet site

Chief Officers must ensure:

The appointment of an Asbestos Duty Holder for each place of work within their area of responsibility (See section 2.19 on Building Duty Holders).

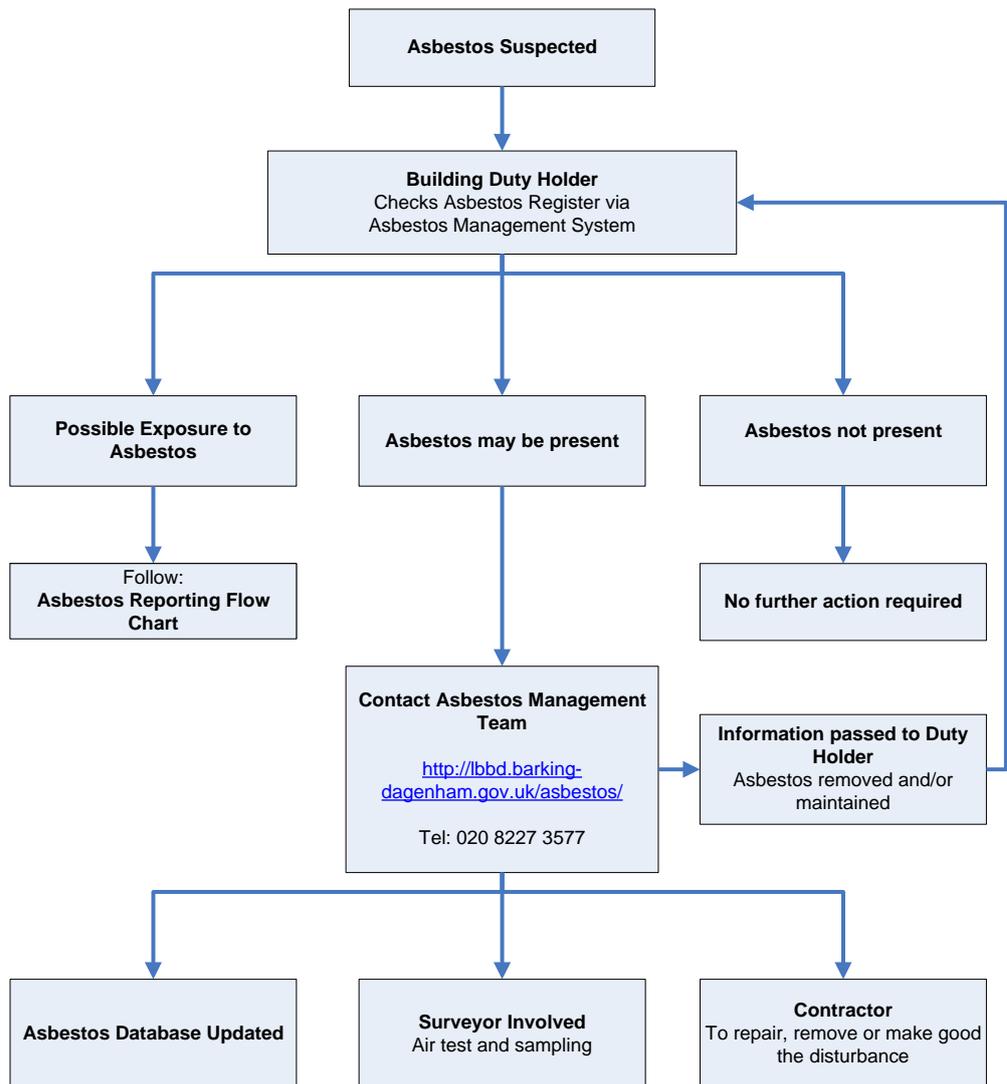
All places of work are inspected and assessed for the risks associated with asbestos, in line with the Council policy and that effective safety measures are put in place to protect people.

The actions set out in the flow charts are followed (See next Page – also available on the OHSW intranet pages):

4.14 ASBESTOS MANAGEMENT

Asbestos Management Flowchart

Action in the event of suspected asbestos identification

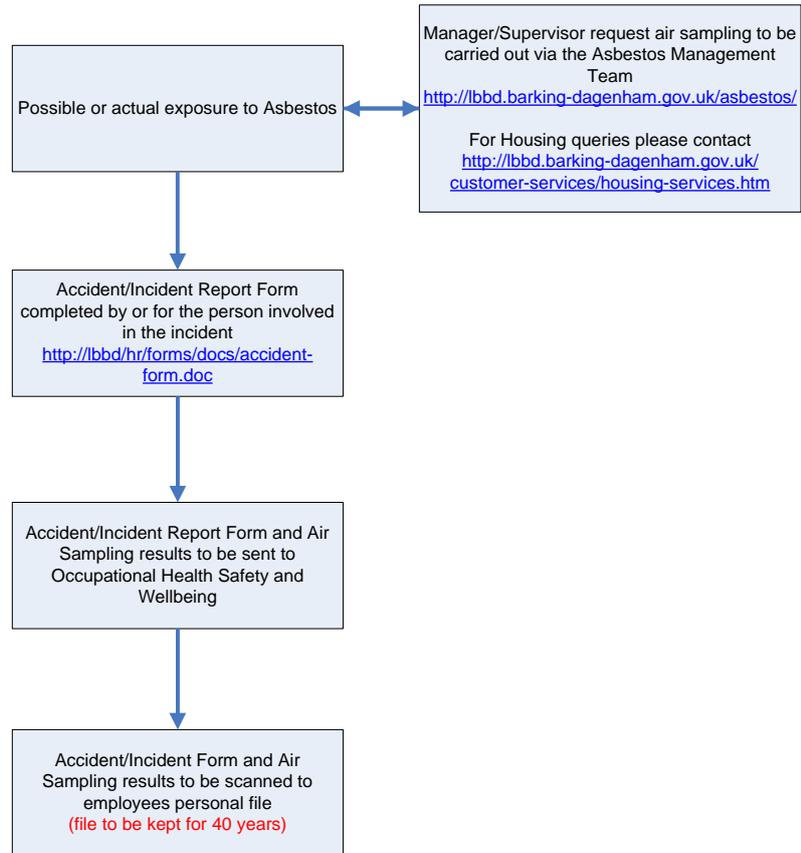


4.14 ASBESTOS MANAGEMENT

Asbestos Exposure Reporting Flowchart



Action in the event of possible or actual exposure to asbestos



Note;
Health surveillance is not recommended by the Health and Safety Executive (HSE) as the effects of exposure to asbestos are not usually apparent until upwards of 15 years after exposure and x-rays in themselves pose a health risk

4.14 ASBESTOS MANAGEMENT

If you think you are disturbing asbestos and not taking precautions STOP WHAT YOU ARE DOING! – make the area safe for yourself and others who may be affected, as far as practicable.

Immediately report to your Manager/Supervisor who should inform the asbestos Duty Holder for the area, the Council's Asbestos Management Office on ext 3505 and the Health and Safety Team.

If you notice what could be asbestos in any council property – report it to your

Remember the hazard is loose asbestos dust and or fibres.

If you think you are disturbing asbestos and not taking precautions STOP WHAT YOU ARE DOING! – make the area safe for yourself and others who may be affected, as far as practicable.

Immediately report to your manager/supervisor who should inform the asbestos Duty Holder for the area, the Council's Asbestos Management Office on ext 3505 and OHSW.

If you notice what could be asbestos in any council property – report it to your manager or supervisor who will notify the Duty Holder for that area.

If you have been exposed to asbestos dust, ensure that a record is kept by submitting a Council accident/incident report form in the normal way and your personnel record will be endorsed accordingly.

You are not allowed to remove, transport or work with asbestos unless you are properly trained to do so.

4.15 MEDICAL AND WELFARE FACILITIES

Facilities exist for employees to be medically examined prior to and during, employment if necessary i.e. ill health, long term sickness, nature of the job etc.

Occupational Health is Based in the Civic Centre and provides a service for all employees.

The aims are to provide support and advice for managers and staff on occupational health issues, and also to promote general health and wellbeing at work.

For more detailed information see the Occupational Health and Safety Section of the intranet or contact the Occupational Health Service;

Tel 020 8227 2421
e-mail
occupationalhealthnurse@lbbd.gov.uk

Employees may request an examination in consultation with the Human Resources section (Employee Relations), and may also be referred by their line manager.

Employees may self refer for welfare support.

Welfare support is also offered by Trades Unions. Please contact your Union Representative for further information.

4.16 PRESSURE AND RESILIENCE

The Council recognises that providing quality services to the local community depends on having a healthy, well motivated workforce who feel valued for their contribution at work and do not experience long term excessive pressure at work.

Managers are expected to:

- Manage the work, performance and well being of their staff to create and maintain a positive working environment.
- Know their staff and be able to recognise the signs that may indicate that they are experiencing excessive pressure.
- Recognise how their own behaviour might cause excessive pressure in others.
- Attend training and development to improve their skills in identifying and managing pressure and building resilience.

If you believe you are experiencing excessive pressure and require further advice or assistance you should:

- Visit the Health and Wellbeing section of the OHSW intranet pages <http://lbbd/hr/health-and-safety/health-wellbeing.htm>
- Refer to the guidance in the Mental Wellbeing Policy, which can be found on the Council Intranet site.
- Contact HR (Employee Relations section), OHSW or the Occupational Health section.
- Don't delay – seek help and advice as soon as you can.

4.17 MANAGING CONTRACTORS

Contractors must be on a council approved list <http://lbbd/procurement/approved-lists.htm> or otherwise be thoroughly vetted for their Health and Safety competence using pg 16 of the Corporate Procurement Contractor Assessment Questionnaire <http://lbbd/procurement/approved-lists.htm> before being engaged by Departments.

Following risk assessment, sufficient specification and instruction must be given to the contractor and an agreed method statement developed, to ensure that work is carried out in a safe manner and without risk of injury or ill health to employees and others

Provision of information: Contractors engaged by the Council should be provided with relevant information on the health, safety and wellbeing risks they may be exposed to whilst undertaking works or providing services.

During the work, all contractors working on behalf of the Council must be monitored for their compliance to the agreed method statement for the work and the LBBD Health and Safety standards. This is the responsibility of the Contract Manager. Records must be kept of such monitoring and be available for inspection by appropriate Officers.

Where there is any doubt as to whether compliance is being achieved OHSW should be contacted

4.18 CONSTRUCTION AND BUILDING WORK (CDM) REGULATIONS

Before commissioning work on a project to which the CDM regulations may apply, managers must inform Asset Strategy and Capital Delivery - Construction Services section.

Do the CDM Regulations apply to all construction projects? - Yes

The 2007 Regulations apply to all construction works irrespective of how many operatives on site or the size of the undertaking. Therefore, duties remain with clients, designers and contractors. Part 3 of the Regulations have additional duties where notifiable projects apply e.g. Construction phase lasts more than 30 days or more than 500 person days.

The following is an overview of the key duties; more detailed information is available from Assets and Commercial Services or OHSW.

The client:

- Is accountable for the impact he/she has on the H&S standards.
- Should make sure things are done, although not necessarily do them themselves.
- Should take advice from the coordinator and consider the coordinator to be the key adviser.
- Must provide enough time and resource to allow the project to be delivered safely.

The designer:

- Must eliminate hazards and reduce risks from the start of the design process.
- Design for safe build, safe use, safe to clean and maintain and safe to demolish.

The Coordinator:

- Is the key client adviser on competence, the provision of information and the adequacy of the H&S plan.
- Coordinates the design process and makes sure structure is safe to build, to use, to clean and maintain and safe to demolish.
- Should provide the right information to the right people at the right time.
- Draws up the H&S file for the completed project.

The principal contractor

- should take account of health and safety issues when preparing and presenting tenders or similar documents.
- has to develop the health and safety plan and co-ordinate the activities of all contractors.

Contractors and the self-employed:

- Should co-operate with the principal contractor and provide relevant information on the health and safety risks created by their work and how they will be controlled.

4.19 ORGANISING AN EVENT

Guidance and Standards for the Management of Events has been developed by, the Events Team in conjunction with OHSW and Building Control Officers and the document is available via the intranet <http://lbbd/adult-and-community-services/leisure-arts-and-olympics/events/pdfs/health-safety-welfare-standards.pdf>

The aim of the guidance is to set a consistent high standard of Health and Safety management for Council events.

If you are organising an event or extraordinary activity you must ensure you comply with these standards.

If you wish to hold an event on behalf of The Council you should contact The Council's Events Team, Tel 0208 227 3093 or OHSW, who will offer you advice. The advice will include guidance and highlight various licenses that may be necessary for the proposed event.

4.20 ON THE ROAD

Every year people die as a result of road traffic accidents which are generally preventable.

Managers are responsible for issuing employees who drive Council vehicles with relevant Codes of Practice and Council Codes of Conduct, ensuring these guidelines are followed.

Although you cannot control other road users you can greatly reduce your chances of having an accident by taking the following precautions:

Never drive under the influence of drugs or alcohol.

Never use a hand-held mobile phone or radio whilst driving.

Ensure that the vehicle they use for work is roadworthy and properly insured.

Read the Highway Code and follow its guidance.

Observe speed limits suitable for your vehicle and indicated on road signs.

Always wear a seatbelt.

Be courteous at all times and make sure you park legally and safely not blocking corners, junctions, or where pedestrians would have to use the road to walk around the vehicle.

If you develop an illness which may affect your driving, *even if temporarily*, you should stop your vehicle and advise your line manager immediately.

Managers should check licences of employees who drive Council vehicles or use their own vehicles for business purposes, on an annual basis.

Employees who use their own vehicles when on Council business must also comply with the above guidance.

4.21 GOOD HOUSEKEEPING

Hazards can be reduced if you keep floors, corridors and stairs clear of goods, obstructions and trailing leads.

Clear rubbish and waste paper regularly

Dispose of glass and sharp objects carefully – wrap if possible.

Keep paper and other combustible materials to a minimum.

Make sure cables and leads are tucked away to avoid tripping hazards

Clear up spilt liquids straight away

Take broken or unsafe equipment out of use, label as to why it is faulty and arrange for repair or disposal.

If you see a potential hazard, correct it if you can do so safely. If not, post a warning notice or prevent access to the area if it is safe to do so. *Then inform your manager or supervisor.*

4.22 COMMON AREAS - CORRIDORS, STAIRS AND ACCESS ROUTES

Shared buildings within the Council may have certain rules that cover common areas and a committee to rectify issues that cannot be dealt with by individual Managers directly.

When moving around such areas always look where you are going and be alert.

It is your duty to ensure your own safety and that of others who may be affected by your actions.

Whatever the urgency, no one should ever run along corridors or on stairs.

If you see worn stair treads, missing or damaged hand rails, damaged floor coverings or inadequate lighting levels you must report them to your line manager.

Make sure that fire exits are not blocked and that fire doors are not wedged open.

Furniture paper or other combustible materials should not be stored in corridors, which are also fire escape routes.

Vision panels in doors should never be obscured as this could cause collision accidents and may be a requirement of the Fire Officer or Building Control Officer.

Lifts

Everyone should obey the cautionary notices displayed.

In the event of lift failure use the lift alarm or telephone. Do not attempt to leave the lift car until instructed to do so by the lift engineer or fire brigade.

Do not use lifts in the event of a fire.

Car Parks

Everyone must keep parking areas tidy with enough clear space for people and vehicles. Never park your vehicle where it obstructs the access to a fire point or fire exit.

Be considerate of others when parking and only take up one space for your vehicle. Do not park in areas designated for people with disabilities unless you or your passenger(s) are disabled.

4.23 DISTRIBUTION OF HEALTH & SAFETY INFORMATION

OHSW information is vital to the safety culture of the Council.

If you feel you are not in receipt of the most current available information, or have any queries with regard the information issued, you should speak to you Line Manager or contact OHSW. Similarly if you have an idea which could improve Health and Safety contact OHSW.

Managers must ensure that:

- All relevant OHSW information is distributed to employees within their area.
- The distribution is monitored and recorded effectively, and that where appropriate Confirmation of Receipt Slips are completed correctly and returned to the Business Support Section of Human Resources.

All new employees receive on their first day:

- Local Health and Safety Induction.
- Access to The Council's OHSW Policy either via the intranet or hard copy
- Relevant Codes of Safe Working Practice & Guidance.
- Notice of the next available Council OHSW induction briefing.

4.24 NOISE

Where conditions in the workplace are considered to be noisy, independent measurement of the working environment will be undertaken to assess the problem. Where the problem cannot be eliminated, measures will be taken to protect employees from any detrimental effects. This may include changes to the working environment in order to isolate the problem or, as a last resort, the provision of protective equipment.

For further information and advice contact OHSW.

4.25 SMOKING AT WORK

The Council introduced a No Smoking policy on its premises on the 1st January 2005 <http://lbbd/hr/health-and-safety/pdfs/no-smoking-policy.pdf> .

This means that there is a **total ban** on smoking for employees, service users and other visitors to Council premises.

Assistance for staff who may wish to quit smoking is available via the local Primary Care Trust (PCT) and Occupational Health.

This policy supports national legislation which is effective from mid 2007.

5 CORPORATE GUIDANCE, STANDARDS & FORMS

<p>ACCIDENT / INCIDENT REPORTING:</p> <p>Accident /Incident report Form</p> <p>Accident investigation Guidance</p> <p>List of Dangerous Occurrences and Diseases</p> <p>HSE Reporting</p> <p>Reporting Procedure for General Accidents / Incidents</p> <p>Reporting Procedure for Violence and Aggression</p>	<p>CONTRACTORS</p> <p>Health and Safety Standards for Contractors (in draft)</p> <p>Guidance for Contractors (in draft)</p> <p>Guidance for Contract Supervising Officers (in draft)</p> <p>Contractors Health and Safety Assessment Questionnaire and Checklist</p> <p>Guidance on the CDM Regulations</p>
<p>CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)</p> <p>COSHH Risk Assessment Guidance</p> <p>COSHH Risk Assessment Request Form</p>	<p>DISPLAY SCREEN EQUIPMENT</p> <p>DSE Guidance</p> <p>DSE Assessment Questionnaire</p> <p>Members Workstation Checklist</p> <p>Home working Checklist</p> <p>DSE Eye Test Form</p>
<p>FIRE</p> <p>Fire Risk Assessment Guidance</p> <p>Fire Log and Risk Assessment Form</p> <p>Fire Warden Guidance</p>	<p>HEALTH AND SAFETY</p> <p>Audit System</p> <p>Workplace Inspection Checklist</p>

5 CORPORATE GUIDANCE, STANDARDS & FORMS

RISK ASSESSMENT	VIOLENCE AND AGGRESSION
Guidance on Risk Assessment	Violence and Aggression Policy and Standards
Risk Assessment Form	Lone Working Standards
Risk Assessment Form Completion Guide	Withdrawal of Service Standards
Manual Handling Risk Assessment Form	Reception Area Violence and Aggression Standards
<ul style="list-style-type: none">• See also:• COSHH• Fire• Manual Handling• Personal Protective Equipment• Violence and Aggression	Violence and Aggression Risk Assessment Checklist (General)
	Violence and Aggression Risk Assessment (Reception Areas)

Confirmation Receipt

Management of Health and Safety Policy

*This form should be completed and sent **electronically** to Human Resources Business Support Section, where it will be kept on your personal file.*

Please confirm that:

1. regular access to the OHSW Intranet Site is available to you
2. you have been given guidance on how to access and use the Site
3. you have been given sufficient time to explore, read and understand the information and guidance which is on the Site

Surname.....

Forename.....

Employee
No.....

Department.....

Section.....

Telephone
No.....

Date.....

A record of issue to employees who are unable to access the intranet or who may have difficulties with reading and writing should be kept by their manager.