



HEALTH AND SAFETY POLICY

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Author: EL – Health and Safety Officer
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SWALE BOROUGH COUNCIL HEALTH & SAFETY POLICY

1. LIST OF REGISTERED HOLDERS

The Council's Health and Safety Policy is a controlled document. All holders are required to confirm receipt of the document and any amended versions. These confirmations are held by the Health and Safety Officer as evidence that each Service Unit holds and has a complete and up to date copy of the document, available for inspection by staff at any time. An electronic copy is also held on the intranet for all staff to view

The distribution is as follows:

Hard Copy Documents

Copy No	Holder role	Name
1 (Master)	Health and Safety Officer	Emma Larkins
2	Cabinet Member for Finance (Health and Safety Committee Member Representative)	Cllr. Duncan Dewar-Whalley
3	Chief Executive (Head of Paid Service)	Mark Radford
4	Unassigned	Unassigned
5	Head of Property Services	Anne Adams

Electronic Documents

Holder role	Name
Health and Safety Officer	Emma Larkins
Leader of Council	Cllr A. Bowles
Labour Group Leader	Cllr. R. Truelove
Independent Group Leader	Cllr. M. Henderson
The Swale Group Leader	Cllr. Mike Baldock
Deputy Leader and Cabinet Member for Planning Services	Cllr G. Lewin
Deputy Leader and Cabinet Member for Housing and Safer Communities	Cllr. A. Horton
Cabinet Member for Finance and Performance	Cllr. D. Dewar-Whalley
Cabinet Member for Regeneration	Cllr. M. Cosgrove
Cabinet Member for Environment and Rural Affairs	Cllr. D. Simmons
Cabinet Member for Health and Wellbeing	Cllr. S Aldridge
Chief Executive (Head of Paid Service)	Mark Radford
Director of Regeneration	Emma Wiggins
Director of Mid Kent Services	Stephen McGuinness
Chief Financial Officer	Nick Vickers
Head of Policy, Communications and Customer Services	David Clifford
Head of Commissioning, Environment and Leisure	Martyn Cassell
Head of Planning	James Freeman
Head of Housing, Economy and Community Services	Charlotte Hudson
Head of Property	Anne Adams

Head of Legal Partnership	Patricia Narebor
Mid Kent Environmental Health Manager	Tracey Beattie
Head of Mid Kent Audit	Rich Clarke
Head of Mid Kent HR	Bal Sandher
Head of Mid Kent ICT	Chris Woodward
Mid Kent Planning Support Manager	Ryan O Connell

2. GENERAL POLICY STATEMENT

“Safety should be managed in rather than inspected out”

Swale Borough Council (SBC) is committed to do all that is reasonably practicable to establish, implement and maintain safe and healthy working conditions which conform to all the appropriate safe systems of work. These matters are central to the Council’s Mission and Aim and contribute towards the Councils corporate priority to be ‘A Council to be proud of’.

This policy is championed by the Leader of the Council in conjunction with the Council Cabinet and all SBC Councillors. Their responsibility is to ensure that Council Officers have the competence, confidence, and resources to implement this policy and accomplish its aims. This policy recognises that people are this organisation’s key resource.

Recognising that the Council’s activities matter to the Council’s staff, customers, partners, suppliers, the community, and to others who may be affected by the Council’s undertakings, we will take all reasonably practicable steps to:

- provide a safe working environment, without risks to health, provide adequate welfare facilities and provide and maintain means of safe access and egress;
- ensure the safe selection, use, maintenance, repair and replacement of plant, machinery and equipment;
- identify hazards and control risks as appropriate to provide safe systems of work, having regard for the nature of the Council’s activities;
- ensure arrangements are in place for the safe use, handling, storage and transport of articles and substances, without risks to health;
- provide all of the necessary information, instruction, training, and supervision for all staff to ensure that their work does not place themselves, their colleagues, contractors, visitors or members of the public at risk;
- prevent injury and ill health and promote well-being;
- look for lessons to be learnt, whenever accidents and incidents occur;
- encourage effective communication between staff, customers, contractors, suppliers and the community, with a view to continually improve and develop our safety management system, using legal requirements as a guide.

All employees must take reasonable care of themselves and any other person who may be affected by their actions or failure to comply with safety rules and safe working practices. Staff must carry out any necessary duty which the law requires, and co-operate with the Council to ensure legal obligations are met. Anything provided for health and safety purposes must not be misused, nor intentionally or recklessly interfered with.

This Policy applies equally to all SBC employees including temporary and agency staff. This Policy also applies to contractors, visitors and volunteers to the degree that SBC responsibilities extend. This Policy will be subject to regular consultation via the SBC Health and Safety Committee and will undergo a full review every three years.

	XXX December 2018
Chief Executive, on behalf of Swale Borough Council	Date

3. ORGANISATIONAL STRUCTURE AND RESPONSIBILITIES

Overall Responsibility

The ultimate responsibility for health and safety of all employees at work, and that of all other persons who may be affected by the work activities of the Council, rests with the elected Members of the Council, particularly the Cabinet Members.

The Council, through its structure and leadership, shall undertake to:

- ensure that the arrangements are adequate to put the organisation's Health and Safety Policy into effect;
- ensure that all levels of management and supervision shall have the appropriate and necessary resources to implement the Policy effectively;
- promote and encourage a positive health and safety culture; and
- ensure that health and safety is given the appropriate and due consideration in any Council decision-making process.

Chief Executive

The Chief Executive is responsible to the elected Members of the Council for the implementation of all aspects of the Health and Safety Policy, and ensuring that Directors and members of the Strategic Management Team implement the policy in their areas.

The Director of Regeneration shall be responsible for health and safety matters *in absentia* of the Chief Executive.

The Strategic Management Team (SMT)

The members of SMT shall be responsible, along with the assistance of the Health and Safety Officer, in formulating the Health and Safety Policy and proposing its adoption to elected Members of the Council via the Chief Executive.

Health and safety shall feature as a regular item on the SMT meeting agenda, with the Team receiving quarterly reports from the Health and Safety Officer or more regularly as required.

SMT will:

- provide direction and endorse corporate safety strategies, policies and procedures;
- provide adequate resources for the implementation of this policy;
- promote a positive health and safety culture in the Council; and
- ensure that Heads of Service implement, monitor and review the health and safety provisions of the Policy within their own service units.

The individual members of the SMT are responsible to the Chief Executive for the effective implementation of this policy within their directorates and service units.

Chief Financial Officer

The Chief Financial Officer shall be responsible for ensuring that there are adequate financial resources available to implement the Health and Safety Policy. This includes financial resources which can be made immediately available should it be necessary to implement emergency safety measures or acquire, replace, renew or repair safety equipment, safety signs, or any similar requirement appropriate to comply with the Health and Safety Policy and legislation on the advice and/or request of the Health and Safety Officer as endorsed via their line management arrangements.

The Chief Financial Officer shall also be responsible for ensuring that the Council maintains appropriate and adequate insurance cover at all times.

Head of Mid Kent HR

The Head of Mid Kent HR shall, with the assistance of the Health and Safety Officer, be responsible for the development, promotion and delivery of all necessary health and safety training and instruction, including the retention of appropriate training records for all Swale Borough Council elected Council Members, Managers and Staff.

The Head of Mid Kent HR is also responsible for the management and monitoring of the Occupational Health Service and the general promotion of well-being.

Head of Policy, Communications and Customer Services

The Head of Policy, Communications and Customer Services shall, with the assistance of and at the request of the Health and Safety Officer, be responsible for the communication of health and safety issues to staff as necessary, and where necessary the communication of information relating to major health and safety incidents affecting the community.

Head of Property

The Head of Property shall be responsible for ensuring that properties are managed and maintained with regard to all relevant health and safety legislation, including the retention of appropriate records.

Head of Commissioning, Environment and Leisure

The Head of Commissioning, Environment and Leisure shall be responsible for ensuring that appropriate commissioning and procurement policies are in place to include the specification of safe contracts, the selection of suitable contractors and the monitoring of contractor health and safety performance.

All Mid Kent Services (MKS) Heads of Service

Where a Mid Kent Service is hosted by SBC and the staff are SBC employees, the Head of Service responsibilities shall be the same as those identified in the **Heads of Service** section below.

Where a Mid Kent Service is not hosted by SBC and the employees are those of the host authority, the Head of Service responsibilities shall be to:

- Co-operate and co-ordinate with SBCs health and safety policy, in addition to the implementation of their host authorities health and safety policy within their departments and throughout all levels of management and supervision under their direct control ;
- Ensure that all staff within their Service Unit have access to, understand and comply with any SBC health and safety policies and procedures that will affect the host employers staff. This includes but is not limited to; the Fire Safety Policy and evacuations procedures and the accident reporting policy;

Heads of Service

Each Head of Service shall be responsible for ensuring the implementation of the Health and Safety Policy within their departments and throughout all levels of management and supervision under their direct control. They are responsible to SMT for:

- relevant matters relating to health and safety issues that occur within their own Service Units are advised to SMT in a prompt and timely fashion;
- relevant health and safety responsibilities are included in all management job descriptions and roles;
- all staff within their Service Unit have access to, understand and comply with all health and safety policies and procedures;
- sufficient and appropriate time and resources are made available to staff to attend all necessary health and safety training, information or instruction;
- health and safety requirements are considered when budget planning;
- individual managers are aware of their health and safety responsibilities;
- health and safety matters are routinely discussed at team meetings and contract meetings;
- health and safety issues are properly considered within any proposed projects and when making decisions; and
- all relevant forms requiring Head of Service counter-signature are appropriately considered and promptly signed and returned to line managers with comments as necessary.

All Managers and Team Leaders

Managers are responsible for ensuring that the Health and Safety Policy is effectively implemented in all areas under their control. Whilst Heads of Service retain responsibility for health and safety for their teams, in ensuring that all the necessary actions are implemented, they may arrange for managers and team leaders to carry out some of the functions set out below:

- identify hazards, assess and control risks within their teams, record the risk assessments and measures taken to reduce the risks as appropriate, and communicate the relevant information, ensuring that signed copies are sent to the Health and Safety Officer for publishing in the risk assessment register;
- ensure that all persons in their teams, including temporary and agency staff, have adequate knowledge of safety, fire, first aid and accident procedures and are fully

aware of potential hazards through a formal recorded programme of departmental induction and refresher training;

- ensure that all staff within their team have access to, understand and comply with all health and safety policies and procedures, including all emergency procedures;
- provide adequate supervision, particularly when young or inexperienced persons are concerned;
- ensure that all safety procedures are observed and that protective clothing or equipment is available and used where appropriate and maintained;
- undertake and record results of surveys to measure degrees of compliance with health and safety requirements, and take appropriate action;
- ensure that all departmental owned, used, or utilised plant, equipment, building services, machinery, and its guarding and safety devices, are adequately designed, properly maintained, are safe to use, and any risks to health and safety are adequately controlled,
- ensure that all persons required to use such plant, equipment etc are fully trained in its safe use, handling, storage, transport and the like;
- maintain good housekeeping standards;
- investigate promptly all accidents to persons, near misses, and incidents involving loss. Complete reports as required and ensure that these are received by the Health and Safety Officer without delay, providing as much detail as possible. Ensure necessary remedial action is taken. Where relevant, to communicate preventative actions to other teams and service units;
- make regular safety inspections and complete and circulate reports as required by the Health and Safety Policy and any future procedures or safe working practices;
- ensure that all defects are promptly recorded, reported and rectified within a timescale appropriate to the level of risk;
- liaise and co-operate with Safety Representatives, the Union safety representative, and the Council's Health and Safety Officer concerning inspections, audits, accident investigations and general safety matters;
- where substances which are potentially hazardous to health are used, to ensure that an adequate assessment of risk to health has been carried out and the controls implemented;
- ensure that, when appropriate, permit to work procedures are relevant and complied with;
- ensure that visitors and contractors are informed of and comply with local safety requirements, and where necessary, risk assessments and safe working practices are produced and adhered to;
- ensure that full two-way communication with all persons is carried out and effective;
- ensure any locally produced procedures are provided to the Health and Safety Officer for comment prior to issue;
- where contractors are appointed, ensure that they are competent to undertake the required role;

- ensure annual checks are undertaken on contractors' safety certification, risk assessments and insurances;
- ensure good communication with the Health and Safety Officer; and
- ensure the Health and Safety Officer is provided with copy documentation.

Health and Safety Officer

The Health and Safety Officer provides advisory, supportive, and auditing services to management at all levels and to all service units and teams. Responsibilities include:

- assisting the elected Members, the Chief Executive and SMT with the development of safety procedures and safety management systems;
- consultation and liaison with Trade Union Representatives and other employee representatives to involve them in the development, implementation, promotion, and enforcement of the Council's Health and Safety Policy, and of good health and safety standards and awareness;
- advising and assisting management in their completion of risk assessments;
- advising on compliance with law, regulations and the requirements of the enforcing agencies;
- liaising with enforcing authorities and supporting the Council's response to enforcement action or planned inspections / audits.
- supporting the Head of Mid Kent HR to deliver a health and safety training service for all personnel including, elected Members and management;
- providing support for the Council's Health and Safety Committee and similar ad hoc working groups;
- regular auditing of procedures and to review the Council's Health and Safety Policy;
- monitoring the various Council activities and working environment, reporting back to the relevant Head of Service on any deficiencies found;
- monitoring the Council's accident and incident data and reporting relevant information to the enforcing authorities when necessary;
- ensuring safety requirements and the Council's standards are extended to contractors, working partners, visitors and the public; and
- producing reports for SMT on (a) safety performance, (b) significant events, including changes to legislation, and (c) accidents and significant incidents.

Health and Safety Committee

The Health and Safety Committee supports the Council to develop, promote, monitor, and amend health and safety management systems. The Objectives of the Health and Safety Committee are to:

- promote health and safety awareness throughout the organisation;
- provide a forum where health and safety issues may be raised, discussed and decisions made. Some issues will require referral to SMT for decision;
- monitor and review accidents statistics; and
- review Health and Safety policies and procedures.

Although the Committee may come to its own decisions as to what course of action to recommend to management, it is the responsibility of management, not the Committee, to take any executive action which might be necessary.

Full details of the Health and Safety Committee's functions and composition can be found in the terms of reference. These are available via the intranet or from the Health and Safety Officer.

Safety Representatives and Representatives of Employee Safety

Safety Representatives and Representatives of Employee Safety are responsible for:

- ensuring that health and safety arrangements within their Service Units and teams are adequate and up to date, including appropriate risk assessments, safe working methods and compliance with the health and safety policies and procedures. Any deficiencies should be reported back to management and the Health and Safety Committee;
- supporting management to carry out accident, near miss, and other incident investigations as may be required, depending on the nature of the incident and in respect of matters arising within their Service Unit and teams. Such investigation to be either in conjunction with or instigated by the Health and Safety Officer;
- consider possible dangers at work, risks without assessments, or where no precautions have been implemented, changes to work which have not been picked up by a revised risk assessment etc, and to report such matters to the Health and Safety Committee;
- reporting general complaints, comments, observations and concerns from other staff members in their Service Unit and teams regarding matters of health, safety and welfare to management, the Health and Safety Officer and the Health and Safety Committee;
- carrying out inspections of the workplace, reporting any findings, and observations back to the Health and Safety Committee;
- meeting with HSE inspectors / enforcing authorities as may be required;
- attending the quarterly Health and Safety Committee meetings;
- taking sufficient and accurate minutes of the Health and Safety Committee meeting when asked to do so by the Chair. Minutes should be produced in a timely manner, following the meeting and in all cases, within two weeks of the meeting date;

- reporting all matters discussed at the Health and Safety Committee back to their Service Units and teams, to promote health and safety issues and compliance with health and safety requirements amongst their colleagues, and to encourage a safety culture within their Services and teams. Safety Representatives should direct staff to the minutes of the meeting, held on the health and safety intranet page;
- acting as the representative for their Service when responding to consultations on health and safety policies, procedures or the introduction of any measures that may have an effect on health, safety or welfare; and
- promoting health and safety issues and compliance with all health and safety policies and procedures amongst their colleagues to encourage a safety culture within their Services and teams.

First Aiders

First Aiders are responsible for:

- attending a training course in administering first aid at work and holding a current first aid at work certificate;
- attending a refresher training course every three years;
- ensuring that, in the event that first aid treatment is given, an appropriate record is made of the accident and that the Health and Safety Officer is promptly informed ; and
- checking the contents of their designated first aid box quarterly to ensure that the required stock is present and that it is within date and in a useable order.

Fire Marshals and Wardens

Fire Marshals and Wardens are responsible for ensuring that:

- they familiarise themselves with their designated role within the fire evacuation procedures, including any areas that have been designated to them to check;
- they are familiar with all the escape routes from the building;
- fire exit routes remain clear at all times;
- in the event of a fire, all personnel are evacuated efficiently and safely from buildings and sent to an area of safety; and
- any fire safety concerns are reported to management.

All Employees

It is an obligation and responsibility of all Council staff and employees, including temporary and agency staff, and self employed consultants engaged directly by the Council to:

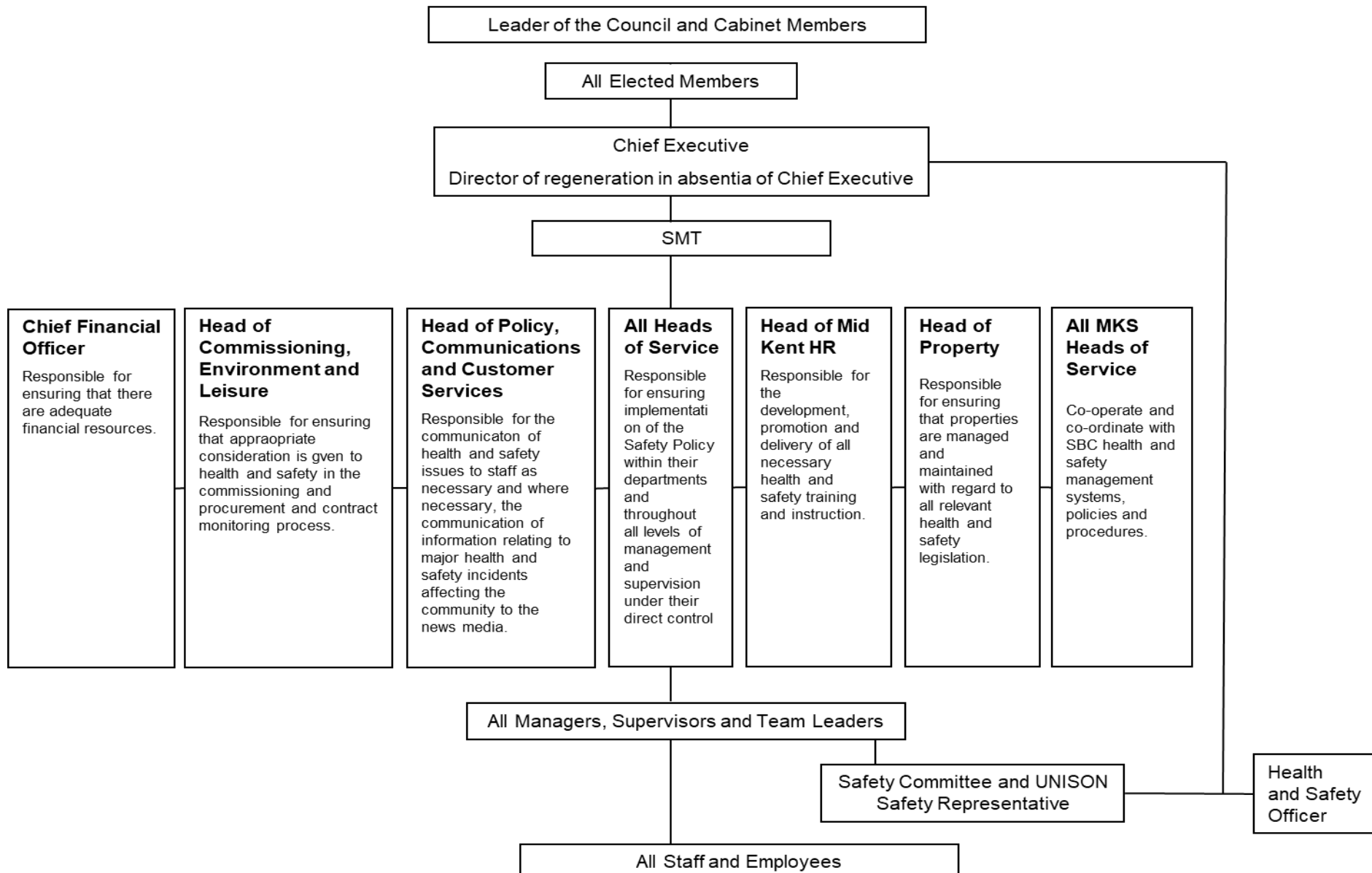
- make themselves familiar with and conform to the organization's Health and Safety Policy and all other health and safety policies and procedures, including undertaking all training as required;
- act responsibly and take care of their own health and safety and to consider their own safety in their acts or omissions and to avoid unnecessary risks;
- keep their workplace tidy and where practicable free from slip, trip and fall hazards;

- consider the health and safety implications to others, including other Council staff and employees, contractors, visitors and members of the community, that might arise from their actions or omissions, and to take appropriate care to avoid unnecessary risks;
- not intentionally or recklessly interfere with or misuse anything provided by management in the interests of health, safety or welfare;
- observe all safety procedures and instructions given by management;
- assist management in maintaining a safe place of work;
- wear protective equipment and use safety devices provided by management in a manner as instructed;
- report any accidents, incidents including near misses, hazards, defects or damages to plant and equipment;
- suggest any improvements to the Council's Health and Safety Policy to management and / or the Health and Safety Officer and/or their local Safety Representative; and

These duties of employees are as enshrined in Sections 7 and 8 of the Health and Safety at Work etc. Act 1974. Under Sections 7, 8 and 37 of the Health and Safety at Work Act etc 1974, individuals can be prosecuted for their acts or omissions.

The Council reserves the right to take immediate disciplinary action against any employee, failing to meet these duties, in accordance with the terms of the Contract of Employment.

Swale Borough Council Health and Safety Structure



4. ARRANGEMENTS

These arrangements apply to all areas of the Council's business. This section details the broad arrangements for managing health and safety within the organisation. This section is supplemented by specific policies and procedures where necessary. These are cross referenced within the following text.

Arrangements for:

- 4.1 Accident and Incident Reporting
- 4.2 Alcohol and Drugs
- 4.3 Asbestos
- 4.4 Biological Agents and Infectious Diseases
- 4.5 Confined Spaces
- 4.6 Contractors
- 4.7 Construction Design Management (CDM)
- 4.8 Staff Consultation
- 4.9 COSHH
- 4.10 Display Screen Equipment (DSE)
- 4.11 Driving for Work
- 4.12 Electricity
- 4.13 Event Safety
- 4.14 Expectant and New Mothers
- 4.15 First Aid
- 4.16 Fire Safety
- 4.17 Fire and Bomb Evacuation
- 4.18 Gas
- 4.19 Health and Safety Documents
- 4.20 Health and Safety Information
- 4.21 Health and Safety Training
- 4.22 Health Surveillance
- 4.23 Home working
- 4.24 Housekeeping
- 4.25 Keeping Records
- 4.26 Ladders and their use
- 4.27 Legionella
- 4.28 Lifting Equipment and Passenger Lifts
- 4.29 Lone Working
- 4.30 Manual Handling

- 4.31 Monitoring and Audits
- 4.32 Noise
- 4.33 Occupational Health
- 4.34 Partnerships and Agreements
- 4.35 PPE
- 4.36 Risk Assessments
- 4.37 Reporting of Defects or Concerns
- 4.38 Safety Signage
- 4.39 Safety Management System
- 4.40 Sub-Contractors
- 4.41 Stress
- 4.42 Tree Management
- 4.43 Vehicles
- 4.44 Vibration
- 4.45 Violence
- 4.46 Visitors to Council Premises
- 4.47 Volunteers
- 4.48 Waste Management
- 4.49 Welfare Facilities
- 4.50 Well-being
- 4.51 Working at Height
- 4.52 Work Environment
- 4.53 Work Equipment
- 4.54 Work Experience
- 4.55 Working close to water
- 4.56 Working with animals
- 4.57 Young Persons
- 4.58 Annex

4.1 Accident and Incident Reporting and Investigation

SBC seeks to prevent accidents, so far as is reasonably practicable, through effective health and safety management. Where they occur, accidents and ill health should be dealt with accordingly. This may involve provision of first aid by a trained First Aider, transporting the individual(s) to hospital, or summoning an ambulance.

All accidents, near misses or dangerous occurrences must be promptly reported to a supervisor or line manager and the Health and Safety Officer, as soon as possible. This includes accidents to elected members, staff, visitors, members of the public, and accidents to contractors whilst undertaking work on behalf of, or delivering a service for, the Council. It is vital that the Health and Safety Officer is informed promptly of any accident, near miss or dangerous occurrence to ensure that any RIDDOR reporting required is made within the statutory time period. The Health and Safety Officer completes all RIDDOR reports.

Accidents, near misses and dangerous occurrences should be reported and investigated in accordance with SBC's Accident Reporting Policy. This is available on the Health and Safety Intranet site.

4.2 Alcohol and Drugs

The use of illegal drugs or the misuse of other drugs or alcohol to the extent that it affects health, work performance, attendance, work relationships, or standards of conduct is not acceptable at SBC.

Generally, drinking alcohol during working hours is discouraged. If an employee does drink alcohol during the working day, this must not render him/her unfit to carry out their normal role effectively and safely.

In particular, employees in safety-critical jobs must not consume any alcohol whilst at work, or prior to work such that they may still be unfit to carry out their normal role effectively and safely on arrival. Safety critical jobs include: driving roles, working with machinery, working in hazardous or industrial environments, working at height or on the highway, those with access to work materials that might be used as drugs or to any drugs medically prescribed for other persons, working with children or vulnerable adults; or in any role where their actions may impact on the safety or health of others.

Staff must not possess, consume, sell or give illegal drugs to another person at work. Any incident will be reported to the police without exception.

Any person found to be under the influence of alcohol or illegal drugs at work will be required to leave work immediately and could be liable to dismissal.

Any employee taking prescribed medication which affects their ability to perform their duties must inform their line manager who will seek advice from Occupational Health before deciding if it is safe for that person to perform their duties.

Please refer to the Alcohol, Drugs and Misuse of Substances Policy.

4.3 Asbestos

SBC undertakes a 'Management Survey' for all properties as a means of taking reasonable steps to identify the location, condition, and quantity of any asbestos containing materials (ACM) as required under the 'duty to manage'.

Any property found to contain asbestos will then have a risk assessment and management plan produced by the Property Services Team. Any remedial works required will be undertaken.

Any contractor undertaking works to property must read the Asbestos Register prior to commencing works. This register is available on the intranet and staff responsible for the operation of buildings must ensure that this is made available to contractors.

Prior to refurbishment or demolition works a more comprehensive 'Refurbishment/ Demolition' survey will be carried out.

Any contractors commissioned for the surveying, treatment or removal of asbestos must be competent to do so. In many cases this will mean employing a licensed contractor.

Any member of staff who believes that they have been exposed to asbestos in the course of their employment must follow the asbestos emergency procedures, which includes provisions for decontamination. Comprehensive records must be kept of any such incident for 40 years.

Asbestos Awareness training must be undertaken by any member of staff who may come across asbestos containing materials whilst undertaking their work.

Please refer to the 'Asbestos Management Policy and Procedures' and the 'Asbestos Emergency Procedures'. These are available on the Health and Safety intranet site.

4.4 Biological Agents and Infectious Diseases

Biological agents can cause infection, allergy, or toxicity, or create a hazard to human health. Managers will assess the risks from biological agents where there is reasonable potential that staff could be exposed. Measures will be taken to prevent exposure or control exposure to prevent risk to human health. Where available (e.g. hepatitis), this may include the availability of vaccination programmes.

Deliberate biological release could be actioned through a suspect package. Post-room staff should look out for letters/packages with oily stains, with suspicious or threatening messages on them, those that are discoloured or with a strange odour, those that are leaking powder, and those with no postage or non-cancelled postage.

If a suspect letter / package is received, it should not be opened but should be left in the room, the room evacuated, and the House Superintendents and Buildings Manager notified immediately. The Health and Safety Officer, the Chief Executive (or most senior manager) and the Leader (or most senior elected member) should be notified immediately. The House Superintendents will call the police on (9) 999 and implement procedures according to their advice. If necessary, the building will be evacuated.

Deliberate biological release (e.g. anthrax attack) is likely to affect a larger section of the borough rather than just the Council. In the event of this, a co-ordinated multi-agency response will be co-ordinated under the Emergency Planning procedures.

4.5 Confined Spaces

A confined space is any space, which, by virtue of its enclosed nature, there is a reasonably foreseeable risk of:

- serious injury from fire or explosion;
- loss of consciousness due to an increase in body temperature;
- loss of consciousness from asphyxiation due to a gas, fume, vapour or lack of oxygen;
- drowning in a liquid; or
- asphyxiation arising from a free-flowing solid or entrapment by a free flowing solid (e.g. sand, grain).

SBC will avoid its employees working in confined spaces so far as is reasonably practicable. Any confined space working must be risk assessed, with a safe system of work put into place and appropriate rescue / emergency arrangements. Anyone working in a confined space must be suitably trained, experienced and competent to do so.

4.6 Contractors

SBC is required to appoint 'competent' contractors and any failure to do so can have significant implications for the Council. This applies as much to sole traders used for small or one-off contracts, as to large contractors delivering significant on-going services.

Contractor selection procedures include consideration of health and safety arrangements and performance. Approved lists are useful for routine work, but should be reviewed on a regular basis.

To ensure the use of competent contractors, the responsible manager should obtain and check the following prior to appointment:

- Health and Safety Policy (this applies to contractors with five or more employees);
- Risk Assessment (s) / Method Statements;
- Training Records;
- Insurance;
- Membership of relevant professional bodies;
- Licences where applicable, e.g. asbestos removal; and
- past Health and Safety Performance (Notices / conviction /accident records etc).

If a contractor has received notices or been prosecuted by an enforcing authority, they should not be automatically disqualified. Details of the incident(s) should be requested, along with details of what the contractor changed or introduced to comply with the notice or following the prosecution. A decision should then be made as to whether to proceed.

If contractors are employing sub-contractors, SBC responsible managers must satisfy themselves that the main contractor has adequate arrangements in place for assessing the competence of sub-contractors.

Before work under a contract commences, the responsible manager should discuss with a responsible person representing the contractor the safety precautions that will be implemented for the duration of the works.

Contractors must be informed of any site-specific rules and procedures, including emergency procedures. Contractors must report any accidents or incidents to SBC as well as their own managers.

The responsible manager from SBC will ensure co-operation and co-ordination with contractors. SBC will also manage and supervise contractors effectively. This will be proportionate to the hazards and risks presented by its work.

Please refer to the health and safety sections within SBCs procurement and management of contractors policies.

4.7 CDM (Construction, Design and Management)

All construction work (including demolition) will be carried out in accordance with the Construction (Design and Management) Regulations 2015 (CDM). In most cases, SBC will hold the role of the client and be responsible for:

- appointing duty holders. Where there is to be more than one contractor, SBC must appoint a Principal Designer and a Principal Contractor in writing;
- ensuring that suitable arrangements are in place for managing the project including that sufficient time and resources are allocated and that these arrangements are maintained and reviewed throughout the project;
- ensuring the any duty holders appointed have the Skills, Knowledge and Experience (SKE) to be able to undertake their roles;
- providing pre-construction information, as soon as practicable, to all duty holders;
- ensuring that a construction phase plan is drawn up by the contractor (where there is only one contractor) or the Principal Contractor where there is more than one;
- ensuring the Principal Designer and Principal Contractor carry out their duties;
- ensuring that the Principal Designer (where there is more than one contractor) prepares a health and safety file.
- ensuring welfare facilities are provided

If SBC fails to appoint a Principal Designer or Principal Contractor (where applicable), the responsibilities of these duty holders will fall to the Council.

Projects must be notified to the HSE if construction is expected to last more than 30 days and involve more than 20 workers (holidays and weekends do not count if no construction work takes place on these days) or totals more than 500 persons days (e.g. 50 people working for over 10 days).

Where a project is notifiable, SBC will be responsible for notifying the Health and Safety Executive (HSE) via an F10 form, available from the HSE website. The F10 must be completed as soon as practicable before the construction phase begins. An up to date copy of the F10 must be displayed on site.

There may be times where SBC takes on some designer duties under CDM, e.g. if work methods are stipulated in specifications. Managers should be aware of the implications of this and the additional responsibilities that may fall to the Council as a result of this.

Any member of staff who may become responsible for construction as part of their work must undertake CDM awareness training and provisions must be put into place for managing CDM.

Further information on the CDM Regulations 2015 can be obtained from the Health and Safety Officer or Property Services Team.

4.8 Consultation with Staff

SBC will consult employees in good time on matters relating to their health and safety. This will be done through Safety Representatives / Representatives of employee safety and the Health and Safety Committee.

4.9 Control of Substances Hazardous to Health (COSHH)

SBC will not use any chemicals that are prohibited by the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

COSHH assessments will be put into place for any activity that could lead to exposure to a substance hazardous to human health. These risk assessments will consider if and when exposure could occur, and whether this exposure could be at a level hazardous to human health.

Control measures will be implemented where required to prevent exposure or, where this is not reasonably practicable, exposure will be reduced to an acceptable level whereby health is not being put at risk. Further measures will be implemented to monitor controls.

Control measures will be regularly reviewed to ensure that they remain effective. Any equipment will be regularly maintained.

4.10 Display Screen Equipment (DSE) and Workstations

SBC will undertake assessments to ensure that workstations and display screen equipment meet minimum standards and are arranged so as to reduce the risk to users. Where discomfort issues arise, reasonable adjustments will be made, where feasible, to ensure comfort for users.

The principal risks associated with display screen equipment are musculoskeletal disorders, visual fatigue, and mental stress.

Eyesight tests can be arranged by employees in line with the Council's Procedure for Eye and Eyesight tests. Please also refer to SBC's DSE policy which is available on the Health and Safety Intranet page.

4.11 Driving for Work

SBC has a corporate risk assessment in place for driving at work as this is a task that numerous employees undertake as part of their role.

Any member of staff who drives as part of their work must present a valid driving licence to their employer annually. In addition, if the member of staff drives a privately-owned vehicle, they must present a valid insurance certificate annually covering the driver for business use. Any vehicles over three years old must have a valid MOT certificate.

Anyone who drives as part of their work must adhere to the Highway Code and the Road Traffic Acts at all times.

Please refer to the Driving at Work Policy which is available via the Health and Safety intranet site.

4.12 Electricity

- (i) **Electrical Installations:** the fixed electrical installation in all buildings where SBC holds responsibility will be examined and tested at regular intervals in line with statutory requirements. Examination and testing will be carried out by electrical contractors qualified in electrical testing, and a certificate will be provided as verification. The Property Services Team will commission testing and remedial works as necessary.
- (ii) **Live Working:** no person shall be engaged in any work activity on or near live conductors unless it is unreasonable in all circumstances for it to be made dead. Where it is absolutely necessary to work live, this must in all circumstances be carried out by a qualified electrician.
- (iii) **Electrical Equipment:** all electrical equipment, whether portable appliances, fixed plant or tools, must be appropriate for the task for which they are intended, and safe for use. Staff must ensure that they fully understand how to use electrical equipment safely before using it. Staff should never use electrical equipment that they do not feel competent to use. Electrical equipment must always be used in line with manufacturers' guidance. Prior to using new electrical equipment, a thorough visual inspection must be undertaken. This item will then be added to the regular maintenance schedule. Electrical equipment must be regularly inspected and maintained. Users must carry out a visual check of the equipment prior to every use. If any defects are noted, the item should not be used and the supervisor should be informed.
- (iv) **Portable Appliance Testing (PAT):** all portable appliances are subject to regular PAT testing and records are maintained. Some items may require annual testing, e.g. those that move around regularly (fans etc); whereas other equipment that remains more static will require testing less frequently (e.g. computers).

4.13 Event Safety

Any events organised and managed by SBC will be risk assessed and adequate control measures put into place to mitigate these risks.

Council run events: An adequate briefing will be held at the beginning of each event, including information on health and safety risks and the control measures that have been put into place. This is particularly important where the event involves third parties and volunteers, for example, an SBC organised community clear up. A de-brief should also be held after the event, focusing on the positives as well as any learnings for future events.

Externally organised events: In the event that external organisers, including community and voluntary groups request to hold an event in properties or on land owned by SBC, SBC will take appropriate steps to ensure that event organisers have appropriate insurances and risk assessments in place to safely manage their event.

4.14 Expectant and New Mothers

Employees should inform the HR Shared Service if they are expecting, have given birth within the last six months, or are breastfeeding to ensure that measures can be implemented to reduce any risks to mothers and their unborn / new child.

Once notified, a risk assessment will be carried out by the employee's line manager in conjunction with the employee. This risk assessment will identify any risks and allow necessary control measures to be implemented.

When required, SBC will ensure reasonable adjustments are made, where feasible, to enable an expectant mother to fulfil her working duties. Suitable rooms are provided for rest periods and breastfeeding. At Swale House, the First Aid Room (Room 151) is available to use.

4.15 First Aid

The Health and Safety Officer will undertake risk assessments and implement the recommendations to ensure that there is appropriate provision of first aid equipment and adequate first aid personnel at all locations where the risk assessment deems necessary.

First Aid training forms part of the Health and Safety Training Plan and is organised through the HR Shared Service. First aiders are required to attend an initial three-day training course, followed by a two-day refresher every three years.

First Aiders are designated a first aid box to check quarterly to ensure that its contents are complete and within date. The Health and Safety Officer is responsible for ordering and providing any first aid equipment required.

Swale House has a designated first aid room (First Floor, Room 151). A first aider should be present and a Facilities Officer informed when this room is in use.

A list of current first aiders is available via the health and safety intranet site

4.16 Fire Safety

SBC has a Fire Safety Policy which outlines how SBC will manage the risk of fire within its property portfolio, as required by the Regulatory Reform (Fire Safety) Order 2005. The information provided includes control of fire risks and the maintenance of fire detection systems.

The objectives of the Fire Safety Policy are to ensure:

- SBC meets its duty of care by managing the risk of fire within its properties.
- Lives are not put at risk through poor fire risk management.
- Damage is not sustained to property and plant through poor fire risk management.

All employees/contractors and tenants are required to familiarise themselves with the Fire Safety Policy and the roles and responsibilities which have been discharged to them.

Property Services ensures that there is a current fire risk assessment for each property that it is responsible for to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. Recommendations are actioned or, where this is not practical, alternative actions will be taken to ensure that the same degree of safety is achieved.

Please refer to the Fire Safety Policy. This is available via the Health and Safety Intranet Site

4.17 Fire and Emergency Incident Evacuation Procedures

Management ensures that adequate procedures are in place for the safe evacuation of properties and the summoning of the emergency services. This applies to staffed premises, and all premises where SBC holds the responsibility to ensure safe evacuation. Visitors / Contractors / Third Parties at premises must be made aware of the relevant evacuation procedures by the relevant manager. In a number of properties, tenants, managing agents and community groups have responsibilities to ensure the safe evacuation of their staff and service users.

Evacuation procedures for each building are displayed and communicated at the property. Specific arrangements are in place and implemented to ensure the safety of disabled persons in the event of an evacuation.

Management ensures that these procedures remain under review to ensure that they are effective.

4.18 Gas

Any gas systems or gas appliances will be fit for purpose, appropriate for use, safely located, and correctly installed. Gas systems and appliances will be maintained in an efficient state, in efficient working order and in good repair. This will include an annual gas safety check and certification commissioned by Property Services. Any pipe carrying gas must be clearly marked.

No person must carry out any work on a gas system or appliance unless they are competent and gas safe registered.

4.19 Health and Safety Documents

Corporate policies and documents will be drafted by the Health and Safety Officer. Consultation will take place with the Health and Safety Committee, which includes a UNISON representative. Policies will be formally adopted by the organisation. Depending upon the nature of the policy or document, this may be through:

- Cabinet approval;
- SMT approval; or
- approval by the Health and Safety Committee and UNISON.

The Health and Safety Officer maintains a register of Corporate Health and Safety policies and procedures and their review dates.

Many departments will have local health and safety documents (procedures, safe systems of work, guidance) that apply to specific activities undertaken by that department. It is the responsibility of relevant Heads of Service to ensure that these documents are kept up to date.

Any local health and safety documents must be provided to the Health and Safety Officer for checking to ensure compliance and best practice.

The Health and Safety Officer will keep a register of these documents to ensure that they are regularly reviewed.

4.20 Health and Safety Information

The Health and Safety Officer is responsible for keeping up to date with new / changing health and safety information and disseminating this to SMT, Members and staff, as appropriate. This includes, but is not limited to; new / changed legislation, guidance, best practice, and relevant prosecutions / civil claims that could have implications for the Council and its undertaking.

The Health and Safety Officer remains up to date via the following:

- attendance at conferences / events;
- regular email updates from key organisations e.g. HSE;
- trade journals e.g. SHP, HSW;
- relevant websites e.g. SHP, RoSPA; and
- Kent Corporate Safety Officers Group

Annex A contains a legal register identifying the key health and safety legislation that applies to SBC.

4.21 Health and Safety Training

The HR Shared Service, with guidance from the Health and Safety Officer, will ensure that staff receive adequate health and safety training to ensure that they are aware of risks and how to control them:

- at induction;
- when jobs change or staff acquire additional responsibilities;
- when work equipment is introduced or changed;
- when new technology is introduced; and
- when systems of work change or there is a change to the employer's undertaking.

Training will be refreshed regularly in order to maintain knowledge and will take place during working hours.

The Health and Safety Officer prepares an annual training plan identifying the priorities for the upcoming financial year. Once approved by SMT, the HR Shared Service takes responsibility for delivering the plan.

Staff should raise any specific requests for health and safety training with their line manager.

4.22 Health Surveillance

Where a risk assessment identifies that it is appropriate, managers will ensure that employees are provided with health surveillance. Health surveillance should be introduced where the risk assessment identifies that the following criteria apply:

- there is an identifiable disease or adverse health condition related to the work concerned;
- valid techniques are available to detect indications of the disease or condition;
- there is a reasonable likelihood that the disease or condition may occur under the particular conditions of work; and
- surveillance is likely to further the protection of the health of the employees to be covered.

4.23 Home Working

Home workers are staff contracted to work from home or premises of their choice rather than the workplace. In addition, although not contracted to, some staff will work from home on a regular or occasional basis.

Whether permanently, regularly or occasionally working from home, all employees are required to undertake a homeworking self-assessment including a risk assessment.

Any equipment provided by Swale BC for use at home must be in an efficient state, in efficient working order, and in good repair.

Staff working at home should ensure that their workstation is set up correctly and that they take regular breaks. Any equipment defects and accidents must be reported.

Please refer to SBC's Homeworking Policy.

4.24 Housekeeping

Management will ensure that premises, including stairways, floors and corridors, are kept clean and tidy at all times, in so far as this is reasonably practicable.

All staff are responsible for keeping the areas around their workstations clear and for ensuring that slip and trip hazards are not created as a result of poor storage and poor housekeeping. Any spillages must be cleared up immediately or where this is not possible, appropriate warning signs must be displayed until the spillage can be dealt with.

4.25 Keeping Records

SBC will ensure that it maintains records to evidence health and safety issues, plans, actions and reactions. Any sensitive information must be held and processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulations 2018 (GDPR).

4.26 Ladders and their use

Ladders should only be used for low risk, short-duration work. Short duration is taken to be between 15 and 30 minutes depending on the task. A ladder can also be used for low risk work where features on a site mean a ladder must be used. In all other cases, alternative access equipment should be used. Managers will ensure that a risk assessment identifies the most appropriate access equipment and control measures when working at height.

Ladders must always be fully open and correctly positioned, used, and secured to reduce the risks of falls from height. This includes being positioned on a stable platform and never leant against a fragile surface.

Users must always check the condition of ladders prior to use. Any defects must be reported immediately and the ladder must not be used. Ladders (including their feet) must be subject to regular inspection.

4.27 Legionella

SBC is committed to managing the risks posed by legionella bacteria. The Council undertakes legionella risk assessments, carried out by a competent person, for all properties and sites where they are the statutory duty holder.

These risk assessments are updated every two years, or following a change. Relevant control measures will be implemented or, where this is not practicable, alternative control measures will be implemented to ensure the same degree of safety.

The management of legionella is a cross-departmental process and it is important that all those involved in the process have an adequate level of knowledge and training. Training will be arranged for those that require it, including refresher training.

Please refer to the Legionella Management Policy and Procedures on the health and safety intranet site.

4.28 Lifting Equipment and Passenger Lifts

SBC complies with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) to ensure the safety of lifting equipment and lifting operations.

Lifting Operations will be planned, supervised and carried out in a safe manner. All lifting equipment must be suitable for use, adequately strong, and sufficiently stable to manage its load. The Safe Working Load (SWL) must be clearly marked on the equipment and must never be exceeded.

Passenger lifts are designed to prevent any person becoming crushed, trapped, stuck or falling from the equipment.

Lifting equipment is examined and inspected in line with LOLER. Passenger lifts undergo thorough examination every six months by a competent person. All other lifting equipment is thoroughly examined every 12 months. All lifting equipment is subject to routine maintenance organised by Property Services.

4.29 Lone Working

Working alone is not in itself against the law, and it will often be safe to do so. Those working alone should not be exposed to any additional risks compared with those working with others. In order to achieve this, risk assessments must be undertaken to inform a safe system of work, and any necessary control measures implemented before people are allowed to work alone.

SBC has identified those employees who are 'lone workers' and has provided a lone worker management system and appropriate training.

4.30 Manual Handling

SBC will avoid its staff having to undertake manual handling so far as is reasonably practicable. Where this is not reasonably practicable, risk assessments will be undertaken taking into account the task being undertaken, the individual(s) involved in the task, the load being handled, and the environment within which the manual handling operation is taking place.

Control measures will then be implemented to reduce any identified risks, so far as is reasonably practicable. This will include sufficient information, instruction and training being given to those who undertake manual handling.

4.31 Monitoring and Audits

SBC will ensure that it has processes in place to monitor and audit health and safety performance in order to constantly improve the health and safety management system. These include performance indicators which are used to monitor health and safety performance.

SBC will ensure that relevant teams implement inspection processes to identify defects that require rectification.

Health and safety audits will take place in order to monitor performance. The auditing process will be managed by the Health and Safety Committee.

4.32 Noise

Management will assess the risks from noise exposure in the workplace, ensuring that the legal limits on noise exposure are not exceeded. Actions will be taken to prevent or reduce risks to health and safety from exposure to noise at work. Examples may include the purchase of quieter machinery, introducing engineering controls, the use of hearing protection, health surveillance, and job redesign to reduce exposure.

4.33 Occupational Health

SBC has an Occupational Health Service who provides an independent and confidential health service. The Occupational Health Service aims to:

- prevent employees becoming ill due to work;
- assist employees to achieve good health by offering advice and support; and
- rehabilitate those employees returning to work after ill health.

Occupational Health works closely with employees, employers, and General Practitioners (GPs).

Administration of the service and referrals to the service is through the HR Shared Service.

4.34 Partnerships, Agreements and Shared Services

Where SBC enters into partnerships and agreements with other bodies or organisations (e.g. management agreements, partnership agreements, trust arrangements), health and safety responsibilities must be clearly identified and agreed with all parties involved. Monitoring arrangements must be clearly identified.

Where staff work as part of a shared service, the duties of each employer must be clearly defined to ensure that the health, safety and welfare of staff is not compromised and that actions are not duplicated, but that all those that need to be provided with various information are.

Staff must be aware of and understand specific policies and procedures for each organisation that they work for e.g. evacuation procedures. Where it is reasonably practicable to do so, and at appropriate times, e.g. when reviewing procedures, consideration must be given to developing shared policies and procedures. This will be a much more manageable solution than members of staff following potentially three separate sets of procedures. Compliance with procedures is also likely to be higher as a result which has clear health and safety benefits.

4.35 Personal Protective Equipment (PPE)

Where control by other means is not adequate, Personal Protective Equipment (PPE) will be considered as a risk control measure. A risk assessment will be undertaken to determine the most suitable type of PPE.

PPE must be suitable for the individual wearing it, ensuring that it correctly fits (incorrectly fitting PPE reduces its effectiveness).

PPE must be adequately stored when not in use, in order to prevent damage. It must also be adequately maintained, any defects reported immediately and promptly replaced when necessary.

4.36 Risk Assessments

In compliance with the Management of Health and Safety at Work Regulations 1999, management will undertake risk assessments in order to assess the risks to workers and any others who may be affected by their undertaking. Risk assessments must be suitable, sufficient, and regularly reviewed. All control measures implemented must be reasonable and proportionate to the risks. Risk assessments should be used to inform 'safe systems of work'. Risk assessments are live documents owing to the fact that work activities and locations change

SBC uses a risk assessment register to control the risk assessment process. This is maintained by the Health and Safety Officer. This register lists departmental risk assessments, who is responsible for them, and when they are due for review. The register does not list personal assessments such as pregnancy or DSE assessments.

The risk assessment register and risk assessments are available to all employees via the intranet to aid communication.

4.37 Reporting of Defects or Concerns

Any health and safety concerns or defects should be reported promptly either to the Health and Safety Officer or a Health and Safety Representative. There are online facilities for reporting hazards/concerns directly to ICT and Property Services.

4.38 Safety Signage

SBC will provide and maintain safety signs in circumstances where risks to health and safety have not been avoided by other means. Safety signage is **not** a substitute for other means of risk control; they are to warn of any remaining significant risk or to instruct employees of the measures they must take in relation to these risks.

SBC will ensure that the correct signage is used to convey the appropriate message and that all mandatory signs are provided and maintained in order to provide information and instruction to employees e.g. fire escape signage.

4.39 Safety Management System

SBC strives to follow the health and safety management system set by the HSE in their document HSG65: Managing for Health and Safety. This is a plan, do, check and act model for planning, implementing, and monitoring the Council's management of health and safety.

Plan	Determine your policy and plan for implementation – think about where you are now and where you want to be.
Do	Identify your risk profiles, organise your activities to deliver your plan, implement your plan. Assess risks, involve workers and communicate and implement controls.
Check	Measure your performance. Investigate the causes of accidents, incidents or near misses.
Act	Review your performance. Take action on lessons learned, including from audit and inspection reports.

4.40 Sub-Contractors

The selection of sub-contractors is ordinarily best left to contractors. However, SBC responsible managers must satisfy themselves that the Contractor has adequate and effective arrangements in place for appraising the competence of sub-contractors. The degree of competence required will be proportionate to the work being undertaken and the risks associated with it.

4.41 Stress

SBC recognises and is committed to reducing stress and promoting well-being as the Council acknowledges the high personal and business costs that stress at work brings.

Heads of Service take ownership for well-being issues within their service area.

SBC conducts risk assessments into stress at work every two years, implements control measures, consults with employees, and reviews arrangements.

An Employee Assistance Programme and an Occupational Health service are available to employees. Further information is available from the HR Shared Service.

Please refer to the Stress at Work Policy, Toolkit for Managers, and Toolkit for staff on the health and safety intranet site.

4.42 Tree Management

The Council owns a substantial number of trees and recognises it has a duty to ensure that its stock is effectively managed. SBC's Open Spaces Team meets its duty to manage trees through implementing a Tree Risk Zone system. An inspection framework has been established in accordance with this system. Processes are in place to prioritise and implement remedial actions as required.

Please refer to SBC's Tree Policy. This is managed and available from the Open Spaces Team.

4.43 Vehicles

Any vehicles purchased or leased by the Council must be fit for purpose. SBC will ensure that vehicles are adequately maintained. This includes planned preventative maintenance as well as reactive maintenance. All vehicles will be subject to regular cleaning.

Users of the vehicles must complete pre-journey checks e.g. check tyres etc and report any defects immediately to their line manager.

Any person driving work vehicles must hold a valid driving licence and be insured to do so. Staff must ensure that they make themselves familiar with the set up of vehicles e.g. how to activate the lights / window wipers etc.

Please refer to the Driving at Work Policy. This is available via the Health and Safety intranet site.

4.44 Vibration

Vibration can be split into two categories: hand-arm vibration, and whole-body vibration. Owing to the activities undertaken, hand-arm vibration is likely to be the bigger risk to relevant SBC employees e.g. those that use hand-held machinery such as drills.

Management will assess the risks from vibration exposure in the workplace, ensuring that the legal limits on vibration exposure are not exceeded. Actions will be taken to prevent or reduce risks to health and safety from exposure to vibration at work. Examples may include the purchase of low vibration machinery/equipment, regular maintenance, the use of PPE health surveillance, and job design to reduce exposure.

Please refer to the Control of Hand Arm Vibration at Work Policy. This is available on the Health and Safety intranet site.

4.45 Violence

SBC will not tolerate threats, abuse or assaults on its employees, nor will it condone staff-to-staff violence or staff violence towards members of the public.

SBC will assess the risks to staff, implement control measures, and ensure that procedures are reviewed. The Council has taken measures to reduce the likelihood of violence as detailed in the Violence at Work Policy and Procedures. This is available via the health and safety intranet page.

SBC operates a register of persons known to be potentially violent. This list identifies those persons that the Council deems, by experience and evidence, to pose a risk to staff, contractors, or others working on the Council's behalf. The Council will consider those individuals that have been involved in physical attacks or exhibited threatening behaviour to be a Potentially Violent Person.

This register is access controlled and regularly reviewed to ensure that all information remains valid. The register is held in compliance with the Data Protection Act 2018 and the General Data Protection Regulations 2018 (GDPR).

Please refer to the Violence at Work Policy and Procedures available via the Health and Safety intranet site.

4.46 Visitors to Council Premises

Council premises will be sufficiently maintained to ensure, so far as is reasonably practicable, the health and safety of employees, visitors, contractors, and any other third party.

Employees will be responsible for their visitors, clients, suppliers, representatives, contractors or sub-contractors, and should ensure that whilst they are on Council premises or sites that they conduct themselves in a safe manner with due regard to the requirements of this policy. Where staff are accompanying a disabled person, suitable arrangements must be in place in the event that an emergency should occur.

All contractors and visitors are required to wear an identification badge at all times that they are in the building.

4.47 Volunteers

SBC has a duty to protect people, other than those at work, from risks to their health and safety arising out of, or in connection with, their work activities. SBC should ensure that risks to volunteers are assessed when planning events and projects to ensure that proportionate and suitable control measures can be put into place.

4.48 Waste Management

SBC will ensure that any waste is stored in suitable receptacles. Combustible materials must not be allowed to build up loosely and must always be stored in a suitable bin. Bins will be emptied regularly to ensure that waste is not left to accumulate.

4.49 Welfare Facilities

SBC provides a suitable and sufficient number of welfare facilities, including toilets and washing facilities at all locations from which staff are required to work. These are regularly cleaned and maintained.

Rest facilities are provided for staff to allow breaks away from their desks. Facilities are provided to allow staff to prepare hot drinks. Rest facilities are regularly cleaned and kept tidy.

An adequate supply of drinking water is available at readily accessible places for persons at work.

Those staff working away from a base must ensure that they carry suitable drinking water and are aware of the location of public facilities.

4.50 Well-being

SBC is committed to improving and promoting well-being through a variety of initiatives. This includes holding an annual well-being week, the promotion of various health awareness days throughout the year, provision of trained mental health first aiders and the support for various ongoing well-being activities.

The Council is continuously looking for new ways to promote well-being and recognises the importance of this.

4.51 Working at Height

'Working at Height' refers to work activities where a person could be injured falling, even if it is at or below ground e.g. falling into a trench. SBC will do all that is reasonably practicable to prevent anybody from falling, including:

- avoiding working at height where possible;
- undertaking risk assessments to identify situations where falling from height is a risk;
- using work equipment / other measures to prevent falls;
- minimising the distance and likely consequences of falls;
- ensuring working at height is properly planned and organised;
- ensuring those working at height are adequately trained and competent;
- taking account of weather conditions, and postponing working at height where the weather conditions pose a risk to health and safety;
- ensuring that the place at which work at height is being undertaken is safe;
- ensuring that any equipment used is appropriately inspected;
- ensuring that risks from working with fragile surfaces e.g. asbestos roofs, are properly controlled; and
- ensuring that risks from falling objects are properly controlled.

4.52 Work Environment

SBC will ensure that working environments are:

- sufficiently ventilated by fresh or purified air, but that workers are not subject to uncomfortable draughts;
- at a reasonable temperature during working hours;
- suitably and sufficiently lit. So far as is reasonably practicable, preference will be given to natural light. Emergency lighting will be installed and maintained where it is required;
- sufficiently clean; and
- of sufficient size to allow people to move around the room with ease.

4.53 Work Equipment

Any work equipment purchased and utilised will be suitable to use for the purpose for which it is intended. Any equipment purchased will be 'CE' marked and have a declaration of conformity.

Work equipment will be maintained in an efficient state, in efficient working order, and in good repair.

Access to any dangerous parts or rotating stock bars must be prevented or movement must be stopped before any part of a person enters the danger zone.

Where appropriate, work equipment must have clearly visible and identifiable controls, including emergency stop controls. Where appropriate, there must also be a means by which to isolate the equipment from its source of energy.

Any persons using work equipment must be provided with adequate information, instruction and training.

4.54 Work Experience

SBC has the same responsibilities towards work experience candidates as it does to employees. When accepting work experience candidates, a risk assessment will be carried out before the candidate begins work, and the results of this risk assessment and any necessary control measures will be communicated to them. One way of doing this could be to adjust the teams existing teams risk assessment.

This risk assessment must include the workplace layout, work equipment used, how the work is organised, the health and safety training required and take account of the fact that they are likely to be inexperienced, unaware of health and safety risks and physically/emotionally immature.

4.55 Working on, in, or near water

SBC employs staff to work in various roles which may require them to work close to water. This includes beach cleaners and open spaces staff.

Any work involving water must be carefully planned. Managers will ensure that suitable and sufficient risk assessments are in place to identify the risks associated with these activities. Appropriate control measures will be implemented to control these risks, so far as is reasonably practicable. Adequate control measures must be implemented when working close to potentially contaminated waters or infested waters as there are additional health risks associated with this e.g. Weil's disease.

The weather and tide timetables must always be taken into account when working near tidal waters.

4.56 Working with Animals

Managers will undertake risk assessments to identify the hazards for those staff that work with animals, or who work close to animals. Appropriate control measures will be implemented to ensure that any risks identified are adequately controlled.

Staff must always bear in mind that animals can be unpredictable and can carry disease, and it is very important to ensure that any controls identified through a risk assessment are adhered to.

4.57 Young Persons

A young person is somebody who is under 18. Risk assessments will be carried out by line managers before a young person starts work and control measures will be

implemented. This can include reviewing the team risk assessments to take account of any additional risks and necessary control measures associated with employing a young person.

Young persons will not carry out work that:

- is beyond their physical or psychological capacity;
- involves exposure to agents that are toxic, carcinogenic, cause heritable genetic damage, harm to an unborn child, or which could chronically affect human health;
- involves harmful exposure to radiation;
- involves a risk of accidents that a young person could not recognise or avoid due to their insufficient attention to safety and lack of experience or training; or
- involves a risk to health from extreme cold or heat, noise or vibration.

4.56 Annex

Annex A

Legal Register

The following register shows the key health and safety legislation that applies to SBC. This should not be deemed to be an exhaustive list, but rather a guide to the main provisions. Approved Codes of Practice associated with this legislation have quasi-legal status and would be used in any court proceedings.

- Health and Safety at Work Act etc 1974
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (First Aid) Regulations 1981
- Electricity at Work Regulations 1989
- Health and Safety (Display Screen Equipment) Regulations 1992
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences 2013
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Confined Spaces Regulations 1997
- Control of Lead at Work Regulations 1998
- Gas Safety (Installation and Use) Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Ionising Radiation Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Control of Noise at Work Regulations 2005
- Control of Vibration at Work Regulations 2005
- Regulatory Reform (Fire Safety) Order 2005
- Work at Height Regulations 2005
- Construction (Design and Management) Regulations (CDM) 2015
- Corporate Manslaughter and Corporate Homicide Act 2007
- Health and Safety Offences Act 2008
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012