

**Policy and Resources
Committee
27th September, 2006**

Agenda Item No **5**
Public Report

Reference from the Joint Consultative Group

Item for Recommendation:	To consider a request from the Joint Consultative Group
Contributors:	Chief Executive
Contact Officer:	Anthony Braine, Committee Officer
Financial Implications:	None
Council Priorities:	PER2
Recommendations:	It is RECOMMENDED that: a) the Health and Safety policies appended to this report be supported; and that b) these policies be forwarded to full Council for approval

1. Applicable Lead Member Area(s)

1.1 Performance

2. Crime and Disorder – Section 17 Implications

2.1 There are no Crime and Disorder implications arising from this report

3. Introduction

3.1 At its meeting on the 11th September, 2006 the Joint Consultative Group supported the above request and resolved that it would be forwarded to this Committee.

3.2 The Risk Management Group has identified Health & Safety documentation is out of date and does not reflect the Authorities management structure or strategy.

3.3 This could bring criticism from the HSE and potentially make it difficult to defend criminal or civil court actions.

4. Progress report

4.1 The following Health and Safety Policies have been prepared:

- Policy Introduction and Statement
- Policy Organisation and Responsibilities
- Fire Safety Policy
- First Aid Policy
- Smoking Policy

4.2 Many of the Policies being developed will be supported by procedures, for example, site specific Emergency Evacuation Procedures or First Aid Procedures

5. Next Steps

- 5.1 Appropriate training and awareness of all staff to be carried out and further Policies and specific procedures prepared, such as Lone Working.

6. Appendices

- 6.1 Policy Introduction and Statement
- 6.2 Policy Organisation and Responsibilities
- 6.3 Fire Safety Policy
- 6.4 First Aid Policy
- 6.5 Smoking Policy

7. Background Papers

- 7.1 Published works



HEALTH & SAFETY POLICY

Introduction

The Health & Safety at Work etc Act places a duty on employers to ensure, so far as is reasonably practicable, the health safety and welfare of all of their employees whilst at work. Its also sets out similar duties in respect to the public, and others, that may be affected by our activities.

Our Health and Safety Policy establishes a frame work for meeting these duties and is supported by "Procedure Documents".

Statement

East Dorset District Council recognises every employee's right to work in an environment as free as possible from the risk of injury or ill health and has a Corporate Health and Safety Policy to help achieve this aim and objective.

The Management of the Council, fully supported by Elected Members, is committed to providing a safe and healthy working environment for all its employees.

In particular to ensure that the Council Policy:

- Provides and maintains safe and healthy working conditions and, taking account of statutory requirements, provides training and instructions to enable employees to perform their work safely and efficiently
- Maintaining an ongoing interest in health and safety. This will be supported by consulting with employees or their representatives

It is the overall aim to instill a safety culture and all employees are encouraged to actively contribute and continuously support the Policy

Alan Breakwell
Chief Executive
September 2006

Derek Burt
Leader of the Council
September 2006

ORGANISATION & RESPONSIBILITIES

Appendix 2

Chief Executive

Has ultimate responsibility for health, safety and welfare within the Council and will:

- Provide adequate resources to ensure the implementation of a positive and progressive safety culture
- Appoint Heads of Services for each unit who will be responsible for health, safety and welfare in their individual units
- Nominate competent persons to assist with health and safety arrangements
- Advise Elected Council Members of matters concerning the health and safety of employees

Heads of Service

Responsible for ensuring that satisfactory health and safety arrangements exist within their unit. How these should be met is laid down in Corporate Policies and Procedures, and further supported by departmental procedures.

Must demonstrate a positive and direct interest in the health and safety of their staff and will:

- Take a strategic role in managing all risks to their Services Unit and is responsible to the Chief Executive for health and safety
- Provide adequate resources to meet the requirements of legislation, policies and procedures to support the implementation of a positive and progressive safety culture
- Nominate an appropriate number of managers to be responsible for health and safety within their units
- Ensure health and safety procedures and risk assessment are regularly reviewed
- Ensure health and safety is discussed at meetings and communicated to employees

Managers

Has responsibility for all health and safety matters associated within their units and the various services and facilities provided. Responsibilities include to:

- Identify hazards, assess risk and developing Safe Systems of Work / Procedures
- Awareness of the contents of the Council's Health and Safety Procedures
- Consult with employees, safety representatives and Heads of Services on Safe Systems of Work and Risk Assessments
- Regularly review health and safety arrangements and Risk Assessments to establish if improvements or additions should be made
- Implementation of procedures and all matters pertaining to health and safety on a daily and ongoing basis
- Being aware of statutory legislation, codes of practice and guidance affecting their activities within their unit
- Oversee the investigations of accidents and review accident trends
- Monitor and ensure that all employees receive appropriate training

- Ensure equipment is checked and maintained in a safe condition
- Ensure equipment records and registers are maintained in accordance with statutory requirements and EDDC Policies and Procedures
- Ensure a high standard of house keeping as part of the normal routine
- Ensure contractors are vetted, qualified and carry out their tasks using safe systems of work

Personnel Manager

Has responsibilities for occupational health and will:

- Coordinate medical advice including liaise with the Occupational Health Advisor
- Arrange pre-employment medicals
- Arrange stress counselling and medical referrals
- Promote initiatives to improve employees well being within the workplace

Safety Adviser

The Council has a part-time Safety Adviser who is responsible for:

- Development of the Council's Health and Safety Policies
- Advice and assistance on managing the safety function
- Assisting managers in the development of their risk assessments including hazard spotting and accident prevention measures
- Assisting managers by arranging appropriate health and safety training
- Advice in developing and updating health and safety procedures and practices
- Monitoring relevant legislation and changes to give information and guidance on good practice
- Providing a central point for the reporting of accidents and incidents
- Notifying the HSE of any accident or illness under Reporting of Injuries Disease or Dangerous Occurrence Regulations (RIDDOR)
- Giving basic safety advice to new employees on induction

First Aiders

- Responding promptly to all request for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or until further medical assistance has arrived
- Reporting details of the injury and treatment given
- Assist in ensuring First Aid boxes are kept adequately stocked

*First Aiders must **not** administer any medication under any circumstances*

Fire Marshals

The role will vary depending on the specific site. Reference therefore should be made to the specific site's Emergency Evacuation Procedure. However, without putting themselves at risk, the role is:

- To assist in the clearance of their allocated areas
- Where appropriate maintain a roll call system

- To contain and prevent the spread of small fires

Health & Safety Groups & Meetings

Consultation and communication of health and safety is achieved by the following forums all of which have managers and trade union appointed representatives.

Risk Management Group

The Council, in recognising it has a responsibility to manage risks and to protect its employees, has a Risk Management Group which comprises of the Head of Services from all departments, plus a Trade Union Representative.

The objectives include:

- Identify and manage risk in accordance with best practice
- Integrate risk management into the culture and performance management processes
- Prevent injury, damage and loss, to minimise the total cost of risk, and to maximize benefits to the Council and community

The Risk Management Group is supported by a Sub-group who are tasked with assisting by developing appropriate solutions, taking actions and forwarding recommendations.

Joint Consultative Group

A function of this Committee is to enable communication and develop cooperation between employer and employee on health and safety matters.

This includes:

- Consultation of Health and Safety Policies
- Consideration of the implications of any new legislation
- Monitoring of health and safety performance.

Safety Meetings

Members of the above Groups may call Special Safety Meetings.

Employees

All have a duty under the Health and Safety at Work Act to cooperate with all Health and Safety arrangements. This duty also includes Contractual, Temporary, Casual and Self-Employed workers.

Basically this means to:

- Be aware of arrangements for First Aid & Emergency Evacuation
- Look after yourself and others (work colleagues, members of the public, etc.)
- Work safely and efficiently, not misusing or abusing equipment
- Obey information and instructions given (risk assessments / safe methods of work / manuals / signs / site rules and verbal instructions)
- Only set-up, use equipment or carry out tasks for which you have been trained
- Check equipment, reporting any problems or defects and help prevent the use of faulty equipment or dangerous practices

- Report accidents, incidents, near misses, dangerous occurrences, unsafe conditions or acts, including aggression and violence
- Assist in accident investigations with the aim to prevent recurrences
- Maintain good housekeeping standards

Contributions to develop the safety culture are welcomed and should be referred to your Line Manager

Elected Members

- The elected members of the Council have a duty of care and responsibility for the Health and Safety performance of the Council and its employees
- They will in certain circumstances also have degrees of corporate responsibility and liability for the health and safety performance of contractors and partners
- Elected members have a responsibility to show leadership and strategic understanding of the health and safety issues and the management arrangements
- The elected members of the Council may appoint one councillor to hold the health and Safety portfolio to support and position health and safety at the highest level in the Council

Functional responsibility for the Council's activities and operations is delegated to the Chief Executive.

Contractors

To assist with site safety and action in the event of an emergency evacuation, all contractors are to:

- Sign in and out in the Visitors Books at location where they are used
- Comply with all statute and common law requirements
- Comply with all site Health, Safety and Security arrangements and rules
- Not interfere or use any on site equipment or hazardous substance unless authorised by their host
- Ensure that all equipment and substances brought onto site is safe and used in accordance with legal requirements
- Ensure areas of works are cordoned off to protect staff and the public
- Provide method statements for proposed works
- Provide on request copies of risk assessments and COSHH assessments
- In the event of emergency evacuation, go to the Fire Assembly Point and notify their presence during the role call
- The provision and wearing of Personal Protective Equipment as required
- Report any accident or near miss / dangerous occurrence whilst on site

FIRE SAFETY POLICY

Fire kills and injures people. It combines flames, heat, smoke (which can obscure vision, irritate eyes and restrict breathing), hot gases (which can burn the nose, throat and lungs) and toxic fumes (that kills in seconds).

Fire safety duties are taken seriously at all our locations. This policy helps us comply with our legal obligations to employees and others under the Regulatory Reform (Fire Safety) Order 2005. This includes the provision of a safe place of work where fire safety risks are minimised and for suitable evacuation arrangements.

Responsible Person Duties

Each location will have a "Responsible Person" whose normal duties includes the management control of the building. Their fire safety role is to:

- Take such general fire precautions as will ensure, so far as is reasonably practical, the safety of any of our employees and that of other persons to ensure the premises are safe.
- Carry out a "Fire Risk Assessment" which must focus on the safety in case of fire
- Make and give effective to such arrangements as is appropriate for the effective planning, organisation, control, monitoring and review of the prevention and protection measures.

Managers Duties

- Ensure all employees including new and temporary are aware of the evacuation procedure
- Appoint appropriate number of Fire Marshals
- Ensure in conjunction with the Safety Adviser that Fire Marshals are trained
- Keep employees informed of any changes that are made to our fire safety procedures and fire risk assessments
- Investigate and remedy concerns of fire safety
- Liaise with the Responsible Person and the Safety Adviser

Employees

You should know the following:

- How to raise the alarm on discovering a fire
- How to evacuate the building on hearing the alarm
- Where applicable, know who is their Fire Marshal
- Location of their assembly point

Raising the alarm must be done before any other action is taken as fire spreads rapidly. Employees are not to fight fires, unless they have been trained, are competent and can do so without putting themselves at risk.

All employees have a duty to ensure that they do not place themselves or others at risk of harm. You are required to practice and promote fire prevention by being aware of the risk of fire and exercise care in the work activities, paying particular attention to the following:

- Aware of the emergency evacuation drill and taking part in fire drills
- Good housekeeping standards are maintained
- Waste materials are not left around and waste / recycling bins are regularly emptied and not overfilled
- Combustible materials are kept from heat sources / ignition sources
- Electrical circuits are not overloaded
- Extension / multi-point leads are kept to a minimum
- Access to extinguishers and escape routes are kept clear
- If you think a fire risk exists, report it to a Manager

Site Specific Emergency Action

We have developed the following site specific procedures which will be maintained, communicated and practiced at all locations in order to maintain a high standard of fire safety.

- Furzehill
- Moors Valley Country Park
- Queen Elizabeth Leisure Centre
- Haviland Road Depot
- Priest's House Museum

Checks and Inspections

The following tests / inspections will be carried out and recorded in the Fire Log Book held at each location:

- | | |
|--------------------------|---------------------------------|
| • Fire alarm test | Weekly |
| • Emergency lighting | Every 3 months |
| • Smoke & heat detectors | Every 3 months |
| • Extinguishers | Annual inspection & maintenance |
| • Fire Risk Assessment | Reviewed annually |
| • Fire evacuation drills | At least annually |

FIRST AID POLICY

Appendix 4

We will ensure that appropriate first aid arrangements are in place for our staff and visitors to our premises. This includes providing sufficiently trained employees and maintaining an adequate supply of first aid equipment.

Each location where staff are employed will have a procedure suitable for the activities and normal working hours to ensure:

- A sufficient number of qualified First Aiders are maintained
- Appropriate First Aid materials, equipment and facilities are maintained
- First Aid arrangements are communicated to employees and, where appropriate, to visitors.

RESPONSIBILITIES

First Aiders duties:

- Responding promptly to all request for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or until further medical assistance has arrived
- Reporting details of the injury and treatment given
- Assist in ensuring First Aid boxes are kept adequately stocked

First Aiders must **not** administer any medication under any circumstances

Managers

The senior managers at each location is responsible for compliance with this policy and for maintaining suitable procedures for that location. Guidance can be obtained from the Safety Adviser.

SMOKING POLICY

The Council acknowledges that breathing people's smoke is a health hazard. Passive smoking has been shown to be a risk factor for lung cancer in non-smokers, as well as other illnesses.

- It is the policy to discourage smoking within the organisation and to provide so far as is reasonably practicable, a smoke free working environment
- This policy seeks to guarantee non-smokers the right to work in air free of tobacco smoke, whilst also taking into account the needs of those that smoke. Where the rights are in conflict it will be the policy to support the rights of non-smokers
- All Council Buildings are designated smoke free
- Smoking is prohibited in all Council Vehicles

It should be noted that this policy is not concerned with whether anyone smokes, but where they smoke and the effect this has on non-smoking colleagues.

If any employee would like help or support to give up smoking the Safety Adviser can provide details.