

EAST AYRSHIRE COUNCIL

CABINET 23 MARCH 2011

POLICY FOR HEALTH, SAFETY AND WELFARE AT WORK

Report by Chief Executive

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to submit for Cabinet's approval revisions to the Council's Policy on Health, Safety and Welfare at Work, in accordance with the statutory requirements of the Health & Safety at Work etc. Act 1974, Section 2(2).

2. BACKGROUND

- 2.1 The Council is required to review its Policy on Health, Safety and Welfare at Work at regular intervals, to ensure it is appropriate and reflects the organisation and arrangements for its implementation.

3. KEY CHANGES

- 3.1 Following review the following changes have been made to the Policy:-

- Amendments to reflect changes to the Departmental Structures which took effect on 1 April 2010 which extended the remits / functions of both the Finance & Corporate Support Department and the Neighbourhood Services Department;
- The Health and Safety Manager reports to the Executive Director of Finance and Corporate Support, through the Head of Human Resources for day to day matters.
- Strategic health and safety matters will be under the direction of the Depute Chief Executive / Executive Director of Neighbourhood Services.
- Duties for those persons appointed as Premises Manager have also been identified within the Policy.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising from this report. The management of health and safety in the workplace is met from existing budgets.

5. POLICY / LEGAL IMPLICATIONS

- 5.1 The Policy on Health, Safety and Welfare at Work will assist the Council to fulfil its statutory obligations.

5.2 The Policy supports the development of a positive health and safety culture and the achievement of the revitalising health and safety targets.

6. RISK IMPLICATIONS

6.1 The adoption of the Policy on Health, Safety and Welfare at Work will allow the Council to minimise health and safety risks by having in place appropriate arrangements as set out in the Policy and related documents.

7. TRADE UNION CONSULTATION

7.1 The revised Policy has been issued to the Trade Unions for consultation purposes.

8. RECOMMENDATION

8.1 It is recommended that Cabinet;

- (i) approve the revised Policy for Health, Safety and Welfare at Work; and
- (ii) otherwise note the content of this report.

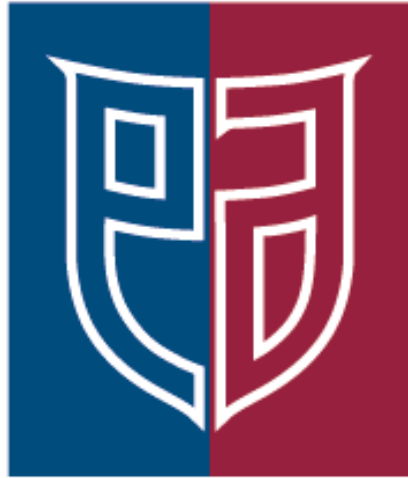
Fiona Lees
Chief Executive
14 March 2011

BACKGROUND DOCUMENTS

Nil

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EAST AYRSHIRE COUNCIL

**POLICY FOR HEALTH, SAFETY AND
WELFARE AT WORK**

March 2011

CONTENTS

<i>Introduction</i>	2
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PART 1

<i>Policy Statement</i>	3
<i>The Strategy for Safety Management</i>	5

PART 2

1	<i>Elected Members</i>	7
2	<i>Chief Executive</i>	7
3	<i>Depute Chief Executive</i>	8
4	<i>Executive Director of Finance and Corporate Support</i>	8
5	<i>Executive Directors</i>	9
6	<i>Heads of Service</i>	10
7	<i>Premises Managers</i>	11
8	<i>Supervisory Staff</i>	12
9	<i>All Employees</i>	13
10	<i>Statutory Appointments relevant for Health & Safety</i>	14
11	<i>Other appointments relevant for Health & Safety</i>	14

PART 3

1	<i>Health & Safety Policy Arrangements</i>	16
2	<i>Assessment of Risk</i>	16
3	<i>Emergency Procedures</i>	17
4	<i>Defects in Safe Systems of Work</i>	18
5	<i>Incident Reporting</i>	18
6	<i>Personal Protective Equipment</i>	19
7	<i>Provision & Use of Work Equipment</i>	19
8	<i>Employee Consultation</i>	19
9	<i>Occupational Health</i>	19
10	<i>Managing Stress</i>	20
11	<i>Contractors</i>	20

INTRODUCTION

This document is the corporate Health and Safety Policy, Organisation and Arrangements for East Ayrshire Council, having regard to the requirements of the Health and Safety at Work etc. Act 1974, Section 2(2). It is set out in the following parts: -

Part 1 The statement of the Health and Safety Policy approved by East Ayrshire Council. The Policy Statement applies to all Council Services.

Part 2 Identifies the Council's organisation for health and safety and establishes the responsibilities for developing the organisation and arrangements for health and safety throughout the Council.

Part 3 Establishes the common operating standards to be achieved throughout all Council Services. These are the Council's Arrangements for Health and Safety and they are communicated within the organisation through the Master Safety File System.

East Ayrshire Council is committed to its responsibilities as a good employer for ensuring, so far as is reasonably practicable, the health and safety of its employees at work, any other person whether employed or otherwise and the community at large who may be affected by the activities, operations or statutory undertakings of the Council

PART 1

1 Policy Statement

- 1.1 The Elected Members, Chief Executive, Executive Directors and Heads of Service (hereafter “*Senior Management*”) of East Ayrshire Council recognise that health and safety is a fundamental part of the efficient and effective delivery of local government services.
- 1.2 Senior Management is therefore committed to its responsibilities as a good employer and procurer of services for ensuring, so far as is reasonably practicable, the health and safety of its employees at work, any other person whether employed or otherwise along with the community at large who may be affected by the activities, operations or statutory undertakings of East Ayrshire Council.
- 1.3 Senior Management will, as a demonstration of their commitment, lead by example in establishing a positive safety culture and ensure, as far as is reasonably practicable: -
 - 1.3.1 the provision of safe places of work, safe methods of work, the provision of appropriate training and the promotion of workplace consultation with employees, to engender a culture of risk management throughout the business operations of the Council;
 - 1.3.2 encouragement of each employee to co-operate in accident prevention and to exercise personal responsibility so as to avoid accidents to themselves, fellow workers and others who may be affected by their acts or omissions;
 - 1.3.3 unsafe working practices are not to be condoned and that all employees are required to report deficiencies in the operation of safe systems of work, work equipment and other systems, as soon as they become aware of such situations;
 - 1.3.4 the provision of such information, instruction, training and supervision as is necessary, to empower competent employees to undertake their assigned tasks, roles and responsibilities with due regard for themselves and other persons who may be affected by their acts or omissions in the course of their employment;
 - 1.3.5 the adequate and appropriate provision of facilities that meet the welfare requirements of employees and such other appropriate persons to include service users under their control. This provision will be maintained to provide suitable levels of personal hygiene that are appropriate to the work or personal environment and not be detrimental in any way;

- 1.3.6 that all places of work under their control are maintained in a condition that is safe and without risks to the health and safety, including the means of access and egress;
 - 1.3.7 the provision and maintenance of plant, equipment and systems of work that are, so far as reasonably practicable, safe and without risks to health;
 - 1.3.8 the provision of arrangements for the safe use, handling, storage and transport of articles and substances that ensures the absence of risk;
 - 1.3.9 the systematic identification and assessment of risks associated with the activities of the Service and business units therein, drawing the results of such assessments and the identified Control Measures to the attention of all affected; and
 - 1.3.10 support for the identification of resources necessary to meet the requirements of implementing this Policy for Health, Safety and Welfare at Work of East Ayrshire Council.
- 1.4 Senior Management will plan for continued improvements in health and safety performance by setting realistic long term objectives and short term targets, monitoring and reporting same through update reports to Cabinet and employee consultative committees.
 - 1.5 The Chief Executive, each Executive Director and Head of Service will demonstrate their personal commitment and support of this Policy by signing and displaying a copy of the Health and Safety Charter within their office.
 - 1.6 This Health and Safety Policy Statement, along with the supporting Organisation and Arrangements for health and safety will be kept under review and all amendments made drawn to the attention of those employees affected.
 - 1.7 The Policy for Health, Safety and Welfare at Work and the procedures that stem from it, support the wider corporate objectives of the Council in their provision of services to the community of East Ayrshire.
 - 1.8 This Policy Statement will be reviewed annually as a part of the Council's ongoing commitment to monitoring the effectiveness of the Policy for Health, Safety and Welfare at Work and its implementation throughout the provision of its services.

Fiona Lees
Chief Executive
March 2011

2 The Strategy for Safety Management

- 2.1 East Ayrshire Council has adopted a single Policy for Health, Safety and Welfare at Work that applies to all Services of the Council.
- 2.2 The Chief Executive, Depute Chief Executive, Executive Directors and Heads of Service are required to lead by example, in establishing a positive safety culture. As a demonstration of their commitment to this Policy, they will sign and display a copy of the Health and Safety Charter within their offices.
- 2.3 The Council's Arrangements for health and safety are contained in the Master Safety File as individual 'Master Safety File Standards'. The current edition of the corporate documents can also be found on the Council Intranet site from the 'Home Page', Quick Link to Health and Safety / Master Safety File.
- 2.4 The Master Safety File document, is available through Supervisors or Managers. The hard copy edition is available at main locations, e.g. main offices, depots, schools, etc. The Master Safety File has been divided into three Sections.
 - Section A Contains the Council Policy for Health, Safety and Welfare at Work.
 - Section B Contains the Corporate Standards to be achieved in order that the Council will comply with the law. Each document will be identified as a Master Safety File Standard to be complied with and, in appropriate cases, guidance will support that document.
 - Section C Provides specific information supporting the Corporate Standards as they affect the Service. These documents will be developed locally in co-operation with the assigned Corporate Safety Adviser / Health & Safety Co-ordinator.
- 2.5 The Council will undertake both active and reactive monitoring of safety performance through the Chief Executive's Health & Safety Strategy Group, Cabinet, Governance and Scrutiny Committee, Joint Consultative Committees and similar consultation forums at all levels within the organisation.
- 2.6 Targets, in the form of the Corporate Health and Safety Action Plan will be set by the Council and their progress monitored through the Chief Executive's Health & Safety Strategy Group.

- 2.7 Each Executive Director will consider the targets identified within the Corporate Health and Safety Roadmap as they develop their Departmental Health & Safety Action Plan. The Departmental Health and Safety Action Plan will complement the corporate aims, setting appropriate actions and targets specific to addressing the management of health and safety within their Services.

PART 2

1 Elected Members

- 1.1 Elected Members are advised and informed in the development and approval of Council Policy, including the Policy for Health, Safety and Welfare at Work, by the Corporate Management Team and their Principal Officers.
- 1.2 Elected Members, as members of the decision making bodies recognised within the Council's decision making structure, shall, when discharging their respective responsibilities, have due regard for the health, safety and welfare of employees fulfilling their duties and obligations.

2 Chief Executive

- 2.1 The Chief Executive has the overall responsibility for ensuring the effective implementation of the Council's Policy for Health, Safety and Welfare at Work. Therefore, the Chief Executive will develop a culture amongst the Corporate Management Team that encompasses the integration of health and safety into the general ethos of the organisation.
- 2.2 The Chief Executive will ensure that adequate resources are allocated to ensure the safety and health of employees and those other persons who may be affected by the activities and actions of the Council, its employees and those persons working on behalf of the Council.
- 2.3 The Chief Executive has nominated the Depute Chief Executive to lead health and safety matters at a corporate level, providing for strategic implementation of the Policy across all departments.
- 2.4 The Chief Executive will ensure adequate resources are allocated for managing health and safety. This allocation will include the provision of competent health and safety assistance to the Council as well as such other technically competent individuals as may be necessary to fulfil the relevant statutory provisions imposed upon the Council.
- 2.5 The Chief Executive will ensure systems are in place that makes for the provision and maintenance of a safe place of work that has adequate protection from a harmful environment.
- 2.6 The Chief Executive will ensure that appropriate structures are in place to implement this Policy and for delegating the day-to-day responsibility for such implementation within departments to the Executive Directors and their Senior Staff.

3 Depute Chief Executive

- 3.1 The Depute Chief Executive has particular responsibility for corporate health, safety and welfare matters. The Depute Chief Executive will take the overall lead on corporate health and safety issues affecting more than one department.

4 Executive Director of Finance and Corporate Support

- 4.1 The Executive Director of Finance and Corporate Support will take lead responsibility for ensuring that: -

4.1.1 The Council Policy on Health, Safety and Welfare at Work is effectively communicated to managers to whom specific responsibilities are allocated and, being aware of those responsibilities, are appropriately trained so as to discharge them.

4.1.2 Appropriate action is taken on matters pertaining corporately to health, safety and welfare, which are brought to his attention and that the Chief Executive is made aware of those matters outwith his own control.

4.1.3 Corporate Health and Safety Standards in the Master Safety File are monitored to ensure that they are relevant and reflect industry best practice or minimum statutory standards where no such practice is recognised.

4.1.4 The corporate safety auditing system is effectively supported and an appropriate programme of audits are undertaken, to ensure reasonable feedback is provided to Senior Management to assess the management of health and safety within the Council.

4.1.5 Arrangements are made and maintained to provide for the effective discussion and consultation on health and safety matters and that appropriate facilities are made available to the recognised Trade Union Safety Representatives to allow them to carry out their functions.

- 4.2 The Executive Director for Finance and Corporate Support will ensure that matters requiring specialist advice are brought to the attention of the Health and Safety Manager.

5 Executive Directors

- 5.1 Each Executive Director will promote the health and safety of employees at work and that of service users through the implementation of the Council's Policy for Health, Safety and Welfare at Work, in each case leading by example.
- 5.2 Each Executive Director has the overall responsibility for ensuring that there are suitable organisational arrangements in place within their department to implement the arrangements for health, safety and welfare in accordance with the Council's Policy on Health, Safety and Welfare at Work.
- 5.3 Each Executive Director will ensure that those persons with management responsibilities for health and safety are made aware of their responsibilities and receive appropriate training to effectively implement the requirements of the Council's Policy on Health, Safety and Welfare at Work.
- 5.4 Each Executive Director will ensure that adequate information, instruction and training are given to employees to ensure they are able to competently discharge their responsibilities.
- 5.5 Each Executive Director will ensure that there are adequate levels of competent supervision to provide for the safety of employees and others who may be affected by the activities and operations of the Council.
- 5.6 Each Executive Director will ensure the adequate provision of financial resources to meet the foreseeable expenditure pertaining to the management of health, safety and welfare requirements.
- 5.7 Each Executive Director will ensure that employees are only tasked with those duties and responsibilities for which they are competent.
- 5.8 Each Executive Director will ensure the maintenance of a safe place of work that has an adequate provision for welfare. Where that workplace is a premise, that premise and all services connected with it will be maintained in a condition that does not expose the users to risk.
- 5.9 Each Executive Director will support the implementation of a corporate health and safety audit programme, reporting outcomes to the Chief Executive's Health & Safety Strategy Group and relevant Joint Consultative Committees. Areas identified requiring attention will be included into the Annual Departmental Health and Safety Action Plans.
- 5.10 Executive Directors will ensure there are effective communications with the Health and Safety Manager and Corporate Safety Advisers so as to allow for the provision of competent health and safety assistance.

- 5.11 Executive Directors will ensure that any matters brought to their attention likely to affect the Council Policy for Health, Safety or Welfare at Work, are addressed or brought to the attention of the Depute Chief Executive, in the first instance.
- 5.12 Each Executive Director will ensure there are effective communications and consultations with employees and their recognised Trade Union representatives on matters of health, safety and welfare at work.
- 5.13 Each Executive Director will ensure there is effective communication and co-operation between the Corporate Management Team and the Depute Chief Executive, in order that the Council Policy for Health, Safety and Welfare at Work may be implemented.

6 Heads of Service

- 6.1 Each Head of Service, will lead in the promotion of a positive safe working culture by setting the standard and leading by example. They will each, in particular, ensure: -
 - 6.1.1 The effective implementation of the arrangements of the Council's Policy for Health, Safety and Welfare at Work in those areas under their control or influence.
 - 6.1.2 They are aware of the Council's Policy and Standards for the management of health and safety and what is expected of them in ensuring the appropriate standards are legally, morally and financially addressed.
 - 6.1.3 Those employees for whom they are responsible are made aware of what is expected of them with due regard to the health and safety of themselves in following safe working practices as dictated by appropriate legislation, Approved Codes of Practice and Council Safety Standards.
 - 6.1.4 The allocation of appropriate resources to permit the operation of a safe working environment shared with safe systems of working being adopted by all concerned.
 - 6.1.5 That managers to whom specific duties and responsibilities are given are made aware of and discharge them after having received suitable training.
 - 6.1.6 That where new work equipment or systems of work or, where significant changes in systems of work are introduced, they are appropriately assessed for their risks and consulted with the workforce in relation to health and safety matters, including what control measures are required to be implemented.

- 6.1.7 An appropriate course of action is taken when health and safety deficiencies are brought to their attention. Where such matters are outside their control, they in turn will ensure their Executive Director is informed.
- 6.1.8 Adequate and appropriate access is provided to the Council's arrangements for health, safety and welfare in the form of the Master Safety File.
- 6.1.9 Local procedures are developed in support of the Master Safety File Standards and drawn to the attention of appropriate employees.
- 6.1.10 Appropriate health and safety training is programmed and provided to managers and supervisors with specific responsibilities for others.
- 6.1.11 Effective investigation by their management into all incidents and near miss reports, including acts of violence. They will also provide appropriate support and facilities required for investigations by the Corporate Safety Section and statutory enforcement authorities.
- 5.1.12 Arrangements are made for appropriate consultation with local managers and employees on matters of health, safety and welfare.
- 6.1.13 Each Head of Service will ensure key objectives and developments are managed through structured health and safety planning, including the assessment and control of risks, with appropriate built-in review mechanisms and realistic timescales.
- 6.1.14 Systems are in place to allow for the purchase, maintenance and safe disposal of work equipment and premises, that take due cognisance of statutory and Council Policy requirements, appropriate at the time.
- 6.1.15 Matters requiring specialist advice are brought to the attention of the Health and Safety Manager or Corporate Safety Adviser as appropriate.

7 Premises Managers

- 7.1 Corporate Management Team / Heads of Service will nominate Premises Managers as appropriate, to ensure the co-ordination and implementation of health and safety issues and the Council's Policy for Health, Safety and Welfare at Work.

- 7.2 The Premises Manager will have overall responsibility for the co-ordination of emergency arrangements including fire and first aid. They shall ensure the appointment of an Evacuation Controller in the case of implementation of the Corporate Standard B3 – Fire Precautions.
- 7.3 The Premises Manager will co-ordinate the Council's Policy on Health, Safety and Welfare at Work with members of other services occupying the same identified premises. Where the premises are shared with other employers or agencies, the Premises Manager will co-ordinate meetings with the other users to fulfil those statutory requirements placed upon them by the Management of Health and Safety at Work Regulations 1999.
- 7.4 The Premises Manager is responsible for the day-to-day running of their premises and for all health and safety issues in connection with the structure and fabric of the buildings as it may impact upon all who use the premises. The two exceptions to this requirement apply only to those activities undertaken there-in: -
- 7.4.1 Where an establishment is used outwith normal hours, the responsibility for the activities will depend upon the letting policies of the Council Service allowing the use; and
- 7.4.2 Where part or the whole of an establishment is formally leased to an organisation, the responsibility for the activities connected with that let, its users and visitors, rests with the appropriate representative of that organisation.
- 7.5 The Premises Manager is not responsible for the implementation or arrangement of core facility maintenance that is under the control of the Asset Manager. In such cases, the Premises Manager is required to make reasonable enquiry of the Asset Manager so as to be informed of the programme of such inspection, testing and maintenance for their premises.
- 7.6 The Premises Manager is required to advise the Asset Manager if there are changes in the circumstances of the premises that might result in the serious or catastrophic failure of a system under the management of the Asset Manager.

8 Supervisory Staff

- 8.1 Any person who has a supervisory responsibility for other employees, whatever title they are given, will ensure to the best of their ability that:-
- 8.1.1 Those persons under their control are aware of the Council's Policy for Health, Safety and Welfare at Work and the supporting Standards contained within the Master Safety File.
- 8.1.2 Those Employees for whom they are responsible are made aware of their responsibilities and what is expected of them with

due regard for the health and safety of themselves in following safe working practices as dictated by applicable legislation, Approved Codes of Practice and the Council's Master Safety File Standards.

- 8.1.3 Personal Protective Equipment which has been agreed as necessary as a result of a suitable and sufficient risk assessment is issued and correctly used for its intended purpose.
- 8.1.4 Once advised of any reports of unsafe conditions, defective work or other deficiency likely to affect the safety or health of any person, that they take the necessary appropriate and immediate action to prevent injury or ill-health.
- 8.1.5 All instances of near misses, injury, ill health, violence or aggression reported to them are recorded on the appropriate form and investigated.
- 8.1.6 All matters outwith their personal experience or authority are brought to the attention of an appropriate manager or Head of Service.
- 8.1.7 Matters requiring specialist health and safety advice are brought to the attention of the Health and Safety Manager or Corporate Safety Adviser as appropriate.

9 All Employees

- 9.1 Every employee of East Ayrshire Council is required to co-operate in the implementation of the Council's Policy for Health, Safety and Welfare at Work by: -
 - 9.1.1 Undertaking activities in the course of their employment with due care for their own safety and for that of others, who may be affected by their acts or omissions.
 - 9.1.2 Co-operating to ensure the Council undertakes its business in accordance with the relevant statutory provisions in force at the time.
 - 9.1.3 By correctly using all plant and equipment provided by the Council in accordance with their training or the instructions they receive, or in the absence of such, to draw that fact to the attention of their Supervisor.
 - 9.1.4 By reporting any near miss incident, injury, dangerous occurrence or case of disease to their immediate Supervisor and to co-operate in the ensuing investigation by appropriate persons.

- 9.1.5 Bringing to the attention of their immediate Supervisor any shortcomings they become aware of in respect of the Council's health and safety arrangements

10 Statutory Appointments relevant for Health & Safety

- 10.1 The Council will be advised on health and safety matters by the Health and Safety Manager and Corporate Safety Advisers, supported by the Health & Safety Co-ordinators. The Health & Safety Manager and Corporate Safety Advisers are the appointed Competent Persons within the meaning of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- 10.2 The Health and Safety Manager and Corporate Safety Advisers, should the situation arise, will have direct communications with the Chief Executive, Depute Chief Executive and Executive Directors in order that they can perform their appropriate statutory functions.
- 10.3 The Health & Safety Co-ordinators will provide support and advice to local management and employees of the assigned Department under the direction of the Corporate Safety Advisers.
- 10.5 The Council is advised on road transportation matters by the Transport Services Manager, based within the Roads & Transportation Service in the Department of Neighbourhood Services. The Transport Services Manager is the nominated Competent Person for the purposes of the Operators Licence of the Council.
- 10.6 There is a limited use of ionising radioactive sources to fulfil specific school curricular activities. The Department of Educational and Social Services has appointed the National Support Services in Science, Technology and Safety to provide Competent Person advice in accordance with Regulation 13 of the Ionising Radiations Regulations 1999.

11 Other Appointments relevant for Health & Safety

- 11.1 Under the Construction (Design & Management) Regulations 2007, there is a requirement to appoint a competent Co-ordinator for construction projects that are deemed Notifiable. Whilst the Council will be the appointed organisation for such a statutory appointment, a named competent person will be identified as the lead contact for the role, acting on-behalf of the Council.
- 11.2 The function of the appointed Co-ordinator is identified in the Master Safety File Standards B22 Management of Construction and B23 Construction Project Toolkit.

- 11.3 An Asbestos Co-ordinator has been appointed to support the Council with its management of the risks associated with asbestos. The Asbestos Co-ordinator is based within the Health and Safety Section and carries a Council-wide remit.
- 11.4 The Department of Educational and Social Services has appointed a Moving and Handling Adviser to provide guidance and direction with respect the movement of persons under the care of the department. Where an issue arises within another department in respect of moving and handling of persons and such competent advice is sought, the first point of contact should be the local Health and Safety Co-ordinator or Health & Safety Assistant.
- 11.5 The Department of Educational and Social Services has appointed a Transport Manager to assist in the co-ordination of transport issues within that Department. This position has no statutory function.
- 11.6 The Transport Manager will work within the corporate policy framework to ensure that relevant statutory obligations are achieved by the department.

PART 3

1 Health & Safety Policy Arrangements

- 1.1 The accepted arrangements of the Policy for Health, Safety and Welfare at Work are contained within the Master Safety File. This document is available as a hard copy at all main offices and depots and electronically through the Council Intranet (Health and Safety pages).
- 1.2 Section B of the Master Safety File contains the Corporate Arrangements in the form of topic 'Standard' documents. In turn these may be supported by guidance material.
- 1.3 Section C of the Master Safety File contains the local Departmental or Service specific Arrangements, in support of the Corporate Section B. These are intended to provide more direct guidance as to how the Department / Service or Business Unit implements the Corporate Standards.
- 1.4 The Council seeks to develop a positive attitude towards health and safety among all employees by ensuring that it becomes an integral part of the overall business culture. For this to be achieved, every employee is encouraged to promote safe working practices, report defects and deficiencies in systems of work, plant, equipment and premises.

2 Assessment of Risk

- 2.1 Due to the diversity of operations in the Council, the assessment of risks is undertaken in a variety of ways:-
 - 2.1.1 General activity and workplace risks are assessed and recorded in a corporate format as identified in the Master Safety File Standard B24 the Assessment of Risks. All such assessments will be carried out by trained appointed assessors from within the Services.
 - 2.1.2 Workplace fire safety risks are assessed and recorded in a corporate format as identified in the Master Safety File Standard B3 Fire Precautions. Workplace fire safety inspections will be carried out by Line Managers within Services using the Risk Reduction Check Sheet.
 - 2.1.3 The assessment of moving and handling (persons) will be undertaken by trained assessors within Community Care. Where a need for assistance is identified outside this department, the local Safety Co-ordinator will be the first point of contact.

- 2.1.4 The assessment of noise and vibration requires training in the use of specialist equipment. These assessments will be undertaken by trained appointed assessors (competent persons). The assessments will be carried out in accordance with the requirements of the Master Safety File Standards B17 Noise at Work and B26 Management of Risks from Hand / Arm Vibration.
- 2.1.5 With the exception of Educational Services, where alternative arrangements have been made, the assessment of substances hazardous to health is undertaken through the Corporate Safety Section. The services of an external agency are employed for the technical assessment of substances. Supervisory staff will notify the local Health & Safety Co-ordinator or Health & Safety Assistant as appropriate of those substances potentially hazardous to health in the approved format as identified in the Master Safety File Standard B5 COSHH.
- 2.1.6 Display Screen Equipment (DSE) workstations are assessed and recorded in the corporate format as identified in the Master Safety File Standard B11 Display Screen Equipment. All such assessments are carried out by trained appointed assessors within Services.
- 2.1.7 The assessment of risks to new and expectant mothers is required when supervisory staff have been made aware of the fact by the employee. In accordance with the Master Safety File Standard B24 the Assessment of Risks, all such assessments are to be carried out in the corporate format by the Line Manager.
- 2.1.8 Other assessments may be undertaken in prescribed forms by Services implementing local procedures identified in the Master Safety File document – Section C. These equally will form a part of the arrangements for safety and will be treated accordingly.

3 Emergency Procedures

- 3.1 Procedures for actions in event of emergencies will be developed and implemented by each Service, appropriate to their needs and responsibilities.
- 3.2 Master Safety File Standard B3 Fire Precautions identifies the corporate standards to be achieved in respect of fire precautions and these should be developed into local procedures that will be practiced at appropriate intervals.

- 3.3 Master Safety File Standard B2 First Aid identifies the corporate standards to be achieved in respect of first aid within the workplace. These standards should be developed into local procedures that are then implemented and practiced at regular intervals.
- 3.4 The Health and Safety Section are authorised by the Chief Executive to issue Immediate Action Notices, where activities or situations are witnessed that pose a significant risk of personal injury. This authority is only in respect of situations under the control of the Council and includes those persons working for or on behalf of the Council, e.g. contractors or sub-contractors.
- 3.5 Locally developed procedures for dealing with specific emergencies will be developed and implemented in the absence of any corporate specific standard being identified.

4 Defects in Safe Systems of Work

- 4.1 Every employee is required to report defects in the safe systems of work that they are instructed to follow. This will allow management the opportunity to review and if necessary amend the deficiency thereby reducing the risk of injury or ill health.
- 4.2 Each department will ensure that a reporting system exists whereby defects, deficiencies, potential hazards, unsafe or unhealthy working conditions or working practices can be reported to management with a view to seeking a satisfactory resolution.
- 4.3 Each department will ensure such reports are progressed within reasonable timescales and having due regard for the nature of the defect or deficiency, implement temporary working solutions to protect persons, property, plant and the reputation of the Council.

5 Incident Reporting

- 5.1 The Corporate Standard for incident and near miss reporting is contained within the Master Safety File, identified as B1 Incident & Near Miss Reporting. Each department will supplement this procedure, identifying the local reporting arrangements and responsibilities.
- 5.2 Acts of violence or aggression against staff will be reported and managed in accordance with the Master Safety File Standard B19 Personal Safety.
- 5.3 Each department will supplement this Standard with procedures identifying the local reporting arrangements and responsibilities.

6 Personal Protective Equipment

- 6.1 Personal Protective Equipment (PPE) will be provided to employees, where the risk to their health and safety cannot otherwise be controlled. All such provision will be suitable for the tasks assigned, having been assessed as a part of the activity risk assessment.
- 6.2 Where an employee has been issued PPE, it will remain their responsibility to maintain it in an appropriate state so it remains fit for purpose. Any defect or deficiency in the PPE must be reported immediately to the responsible Manager or Supervisor.

7 Provision & Use of Work Equipment

- 7.1 In appropriate cases, the Council will provide for use at work, equipment (including vehicles, lifting equipment, tools, etc) to assist with the undertaking of the business of the Council.
- 7.2 Local management will ensure all nominated operators of work equipment will receive suitable information, instruction and training in the safe use of the work equipment, especially in respect of safety devices, equipment and procedures. Drivers of Council vehicles are required to hold a valid Drivers Permit.
- 7.3 Where there are aids or attachments to the work equipment, all operators will be suitably instructed and trained in their safe use, operation and maintenance requirements.
- 7.4 Where work equipment has statutory inspection and test requirements, these will be observed and the use of the work equipment managed in such a way as to ensure that prescribed periods are not exceeded.

8 Employee Consultation

- 8.1 All matters affecting the health and safety of employees are consulted with the recognised Trade Union representatives. There is a positive culture of consultation within East Ayrshire Council at all levels of the organisation.
- 8.2 Trade Union representation is included at Joint Consultative Committees, Chief Executive's Health & Safety Strategy Group and during the development and review of Master Safety File Standards.

9 Occupational Health

- 9.1 East Ayrshire Council works in partnership with an external occupational health specialist to promote wellbeing at work. The provider maintains strict confidentially protocols whilst assisting the local management in the most appropriate employment requirements for the individuals.

- 9.2 The service provision includes active health surveillance and reactive absence monitoring services. Employees can be referred by their management or may elect a 'self referral' where they will be initially assessed by the appointed Occupational Health Nurse Adviser.
- 9.3 The Occupational Health Nurse Adviser will be consulted with and work in partnership with the Council to develop and deliver appropriate Master Safety File Standards and other such information that has an impact upon occupational health issues.

10 Managing Stress in the Workplace

- 10.1 The recognition and management of stress is integral to the Council's responsibilities towards its employees and forms an important part of the role of all Executive Directors, managers and supervisors.
- 10.2 B25 the Stress Management Standard is primarily concerned with stress arising in the workplace. It is also recognised that stress and stressors may be influenced by a variety of factors and that no one cause may necessarily be identified.
- 10.3 As part of its commitment to managing stress in the workplace, the Council offers a free, confidential, open access counselling service for individuals, groups and teams with work-related and personal challenges.

11 Contractors

- 11.1 The Council Service engaging the contractor will set out the standards it expects whilst they are working on its behalf. The activities of contractors will be managed by the engaging Service to minimise the risks presented to employees, other persons on site and to the general public.
- 11.2 The Council will ensure that contractors are properly vetted from a health and safety perspective and that only contractors who can demonstrate their ability to discharge their primary responsibility to safeguard their employees and others will be engaged by the Council.
- 11.3 The assessment of building (construction) contractors in this regard is subject to Council Standing Orders and the effective implementation of the vetting process will be the responsibility of the Head of Legal, Regulatory and Procurement, through his Procurement Section.

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