

# EAST AYRSHIRE COUNCIL

## CORPORATE GOVERNANCE COMMITTEE 29 MARCH 2007

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

#### Report by Chief Executive

#### 1. PURPOSE

- 1.0 To submit for approval 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 INFORMATION

- 1.0 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.
- 2.0 In accordance with good practice and as identified within the Policy Statement, a review will be undertaken annually.
- 3.0 This report is to inform you of any significant changes in the Council's Policy on Health, Safety and Welfare at Work.

#### 3. POLICY DOCUMENT

- 1.0 The Policy document is presented in three parts, as identified in statute:  
- Statement of Intent; Organisation for Safety; and the Arrangements for Safety.
- 2.0 The Policy Statement (Statement of Intent) signed by the Chief Executive in February 2006 remains robust and does not require amendment.
- 3.0 The Organisation for Safety has been amended to reflect the Structure of the Council as of 1 April 2007. Responsibilities within the management structure remain as previously with only some Departmentally specific roles having moved
- 4.0 The Safety Arrangements are the standards by which we implement the Statement of Intent. These are contained within the Master Safety File as the 'B' numbered Standards. The following Master Safety File Standards have been amended during the past year: -
  - 3.4.1 B11 Display Screen equipment

5.0 The following Safety Arrangements have been identified for change however consultation has commenced to amend the statutory requirements or best practices that form the basis of these standards: -

- 3.5.1 B3 Fire Precautions
- 3.5.2 B6 Asbestos Policy
- 3.5.3 B19 Violence at Work
- 3.5.4 B21 Vehicle Policy

6.0 The identified Master Safety File Standards will be amended / developed through the coming year, in consultation with members of the Council's Health & Safety Strategy Group.

7.0 The following documents are proposed for development and incorporation into the Master Safety File as new Standards, having been consulted upon through the Council's Health & Safety Strategy Group: -

- 3.7.1 Management of Construction
- 3.7.2 Construction Project Toolkit
- 3.7.3 Blood Borne Viruses
- 3.7.4 Infection Control
- 3.7.5 Manual Handling
- 3.7.6 Management of Occupational Stress

#### **4. Consultation**

1.0 The Policy on Health, Safety and Welfare at Work has previously been distributed for consultation to Executive Directors and the Trade Unions through the Council's Health & Safety Strategy Group.

2.0 No adverse comments have been received.

#### **5. Financial Implications**

1.0 There is no additional expenditure required with the implementation of this Policy. The management of health and safety in the workplace is met from existing budgets.

## **6. Legal / Policy Implications**

- 1.0 The recommendation to continue with this Policy on Health, Safety and Welfare at Work will assist the Council to fulfil its statutory obligations, confirming the annual review has been undertaken.
- 2.0 The implementation of this Policy will support the development of a positive culture and the achievement of the revitalising health and safety targets agreed by the Government and Scottish Executive.

## **7. Recommendation**

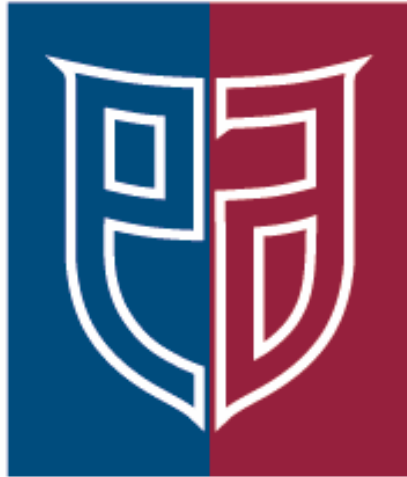
- 7.1 The Committee is asked to: -
  - a) approve the revised Policy on Health, Safety and Welfare at work;
  - b) ask each Executive Director to implement the requirements of the Policy within their own areas of responsibility; and
  - c) allow for the review of this Policy at regular intervals.

Fiona Lees  
Chief Executive  
March 2007

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## **Background Papers**

Corporate Governance Committee 16 February 2006



**EAST AYRSHIRE COUNCIL**

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

**March 2007**

## **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 2A** Supplements the Council's general organisation structure with the local Department's organisation for health and safety where additional or specified roles or responsibilities are present.
  
- 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 the Heads of Service (hereafter “*Senior Management*”) of East Ayrshire Council recognise that health and safety is a fundamental part of both efficient and effective delivery of local government services.
- 1.2 Senior Management is therefore 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 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;
  - 5.1.1 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;
  - 5.1.2 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;
  - 5.1.3 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;
  - 5.1.4 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;

- 5.1.5 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 to and egress from it;
  - 5.1.6 the provision and maintenance of plant, equipment and systems of work that are, so far as reasonably practicable, safe and without risks to health;
  - 5.1.7 the provision of arrangements for the safe use, handling, storage and transport of articles and substances that ensures the absence of risk;
  - 5.1.8 the systematic identification and assessment of risks associated with the activities of the Service and business units there-in, drawing the results of such assessments and the identified Control Measures to the attention of all affected; and
  - 5.1.9 support for the identification of resources necessary to meet the requirements of implementing this Health and Safety Policy of East Ayrshire Council.
- 5.2 Senior Management will plan for the 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 Council Committees and employee consultative committees.
  - 5.3 The Chief Executive, each Executive Director and Head of Service will demonstrate their personal commitment and support of this Health and Safety Policy by signing and displaying a copy of the Health and Safety Charter within their office.
  - 5.4 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 This Policy 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 Safety Policy and its implementation throughout the provision of its services.

Fiona Lees  
Chief Executive  
March 2007

## **2 The Strategy for Safety Management**

- 2.1 East Ayrshire Council has adopted a single Health and Safety Policy 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 also sign and display a Safety Charter within their office.
- 2.3 The Council will display only those elements of the Safety Organisation that are appropriate to the Service.
- 2.4 The Council's Arrangements for health and safety are contained in the Master Safety File as individual 'Policy' and 'Standard' documents. The current edition of the corporate documents can also be found on the Council Intranet site under 'Home Page', Health and Safety, Master Safety File.
- 2.5 The Master Safety File document, is available through your Supervisors or Managers. The hard copy edition is available at main locations, e.g. Main Offices, Depots, Schools, etc. The hard copy has been divided into three Sections.
  - Section A Contains the Council Health and Safety Policy Statement, supported by the Safety Organisation that is appropriate to that Service and business function.
  - Section B Contains the Corporate Safety Standards to be adopted for the Council to comply with the law. Each document will be identified as a Policy or Standard to be complied with and, in appropriate cases, guidance will support that document.
  - Section C Will provide specific information supporting the Corporate Standards as they affect the Service. These documents will be developed locally in co-operation with the assigned Safety Co-ordinator.
- 2.6 The Council will undertake both active and reactive monitoring of safety performance through the Chief Executive's Strategy Group, Chair's Monitoring Group, Corporate Governance Committee, individual Service Committees, Joint Consultative Committees and similar consultation forums at all levels within the organisation.
- 2.7 Annual 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 Strategy Group.

- 2.8 Each Executive Director will consider the Corporate Health and Safety Action Plan and develop a Departmental Action Plan to complement the Corporate goals and set appropriate actions and targets specific to the development of managing health and safety within their services.

## **PART 2**

### **1 Elected Members**

- 1.0 Elected Members are advised and informed in the development and approval of Council Policy, including Health and Safety Policy, by the Corporate Management Team and their Senior Staff.
- 1.2 Elected Members will consider the proposals being presented to the Corporate Governance Committee and confirm the course of action they consider appropriate, having due regard for the health and safety of employees fulfilling their duties and obligations, as well as the community at large.

### **2 Chief Executive**

- 2.1 The Chief Executive has the overall responsibility for ensuring the effective implementation of the Health and Safety Policy of the Council. The Chief Executive will therefore, 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 / Executive Director of Corporate Support to lead health and safety matters at a corporate level, providing for the strategy to be implemented across all departments.
- 2.4 The Chief Executive will ensure adequate resources are allocated to provide for 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 statutory provisions imposed upon the Council under the relevant statutory provisions.
- 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 the Policy and for delegating the day to day responsibility for such implementation within the departments to the Executive Directors and their Senior Staff.

### **3 Depute Chief Executive / Executive Director of Corporate Support**

3.1 The Chief Executive has nominated the Depute Chief Executive / Executive Director of Corporate Support with particular responsibility for corporate health, safety and welfare Policy. This Executive Director will take the overall lead on corporate health and safety issues affecting more than one department.

3.2 The Depute Chief Executive / Executive Director of Corporate Support, in addition to her duties as an Executive Director, will take lead responsibility for ensuring that: -

3.2.1 The Council Health and Safety Policy is effectively implemented, with Managers to whom specific responsibilities are allocated being aware of their responsibilities and appropriately trained to discharge their duties correctly.

3.2.2 Appropriate action is taken on matters pertaining corporately to health, safety and welfare, which are brought to her attention and that the Chief Executive is made aware of those matters out with her control.

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

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

3.0.0 Arrangements are made / 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 prescribed function.

3.3 The Depute Chief Executive / Executive Director of Corporate Support will ensure that matters requiring specialist advice are brought to the attention of the Health and Safety Manager, in order that appropriate assistance may be sought.

### **4 Executive Directors**

4.1 Each Executive Director will promote the health and safety of employees at work and of service users through the implementation of the Council's Health and Safety Policy in accordance with all relevant statutory requirements, in each case leading by example.

- 4.2 Each Executive Director has the overall responsibility for ensuring that there is a suitable organisation in place within their department, to implement the arrangements for health, safety and welfare in accordance with the Health and Safety Policy Statement of the Council.
- 4.2 Each Executive Director will ensure that those persons with management responsibilities for health and safety are made aware of those responsibilities and receive relevant training to effectively implement the requirements of the Health and Safety Policy of the Council.
- 4.3 Each Executive Director will ensure that adequate information, instruction and training are given to employees to ensure they are able to discharge competently their responsibilities.
- 4.4 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.
- 4.5 Each Executive Director will ensure the adequate provision of financial resources to meet the foreseeable expenditure pertaining to health, safety and welfare requirements.
- 4.6 Each Executive Director will ensure 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.
- 4.7 Each Executive Director will ensure that employees are only tasked with those duties and responsibilities for which they are competent. The Executive Director will therefore, ensure each employee is aware of the Health and Safety Policy in so far as it affects the operations and activities undertaken by the individual.
- 4.8 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, the premises and all services connected with it will be maintained in a condition that does not expose the users to risk.
- 4.9 Each Executive Director will support the implementation of a corporate health and safety audit programme, reporting outcomes to the Chief Executive's Strategy Group and relevant Joint Consultative Committee. Areas identified requiring attention will be included into the Annual Departmental Health and Safety Action Plan.

- 4.10 Executive Directors will ensure there are effective communications with the Health and Safety Manager and he is provided with the relevant information to enable him to undertake his statutory duties in the provision of competent health and safety assistance.
- 4.11 Executive Directors will ensure that any matters brought to their attention likely to affect the Council Policy on health, safety or welfare issues, are addressed or brought to the attention of the Depute Chief Executive / Executive Director of Corporate Support as appropriate.
- 4.12 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.
- 1.0 Each Executive Director will ensure there is effective communication and co-operation between the Corporate Management Team and the Depute Chief Executive / Executive Director of Corporate Support, in order that the Council Policy may be implemented.

## **5 Heads of Service**

- 5.1 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: -
  - 5.1.1 The effective implementation of the arrangements of the Health and Safety Policy of the Council in those areas under their control or influence.
  - 5.1.2 They are aware of the Council's Policy and Standards on health and safety and what is expected of them in ensuring the required standards are applied.
  - 5.1.3 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 Regulations, Approved Codes of Practice or Council Safety Standards.
  - 5.1.4 The allocation of appropriate resources to permit the operation of a safe working environment with safe systems of working being adopted by all concerned.

- 5.1.5 That managers to whom specific duties and responsibilities are given are made aware of and discharge them correctly, having received suitable training.
- 5.1.6 An appropriate course of action is taken when health and safety deficiencies are brought to their attention. Where such matters are out-with their control, they in turn will ensure the Executive Director is informed.
- 5.1.7 Adequate and appropriate access is provided to the Council's arrangements for safety in the form of the Master Safety File.
- 5.1.8 Local procedures are developed in support of the Master Safety File standards and drawn to the attention of appropriate employees.
- 5.1.9 Appropriate health and safety training is programmed and provided to managers with specific responsibilities for others.
- 5.1.10 Effective investigation into all incidents and near miss reports, by management, including acts of violence. They will also provide appropriate support and facilities required for investigations by independent bodies or departments.
- 5.1.11 Arrangements are made for appropriate consultation with local managers and employees on matters of health and safety.
- 5.1.12 Each Head of Service and Executive 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.
- 5.1.13 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.
- 5.1.14 Matters requiring specialist advice are brought to the attention of the lead Corporate Safety Adviser or Health and Safety Manager as appropriate.

## **6 Lead Officers / Heads of Establishments**

- 6.1 Corporate Management Team / Heads of Service will nominate Lead Officers or Heads of Establishment as appropriate, to ensure the co-ordination and implementation of health and safety issues and corporate Policy.
- 6.2 The Lead Officer or Head of Establishment will have overall responsibility for the co-ordination of emergency arrangements including fire and first aid. They shall act as the Fire Controller in the case of implementation of the corporate standard B3 – Fire Precautions.
- 6.3 The Lead Officer will co-ordinate corporate health and safety policy with members of other departments occupying the same identified premises. Where the premises are shared with other employers or agencies, the Lead Officer will co-operate in meeting those statutory requirements placed upon them by the Management of Health and Safety at Work Regulations 1999.

## **7 Supervisory Staff**

- 7.1 Any person who has a supervisory responsibility for other employees, whatever title they are given will ensure to the best of their ability that: -
  - 7.1.1 They are aware of the Council's Policy and Standards on health and safety and what is expected of them in ensuring the required standards are applied.
  - 7.1.2 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 Regulations, Approved Codes of Practice or Council Safety Standards.
  - 7.1.3 Personal Protective Equipment which has been agreed as necessary as a result of applicable legislation or as a result of any Risk Assessment is issued and correctly used for its intended purpose.
  - 7.1.4 Once advised of any reports of unsafe conditions, defective work or other deficiency likely to affect the safety or health of any person, they take the necessary appropriate immediate action to prevent injury or ill-health.
  - 7.1.5 All instances of near misses, injury or ill health reported to them are recorded and investigated appropriately.

7.1.6 All matters out with their personal experience or authority are brought to the attention of an appropriate Manager or Head of Service.

7.1.7 Matters requiring specialist health and safety advice are brought to the attention of the Corporate Safety Adviser or Health and Safety Manager as appropriate.

## **8 All Employees**

8.1 Every employee of East Ayrshire Council is required to co-operate in the implementation of the Council's Health and Safety Policy by: -

8.1.1 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.

8.1.2 Co-operating to ensure the Council undertakes its business in accordance with the relevant statutory provisions (the law) in force at the time.

8.1.3 By using correctly, all work items, plant and equipment provided by the Council in accordance with training or instructions they receive, or in the absence of such, to draw that fact to the attention of their Supervisor.

8.1.4 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.

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

## **9 Statutory Appointments relevant for Health & Safety**

9.1 The Council will be advised on health and safety matters by the Health and Safety Manager, appointed within Personnel Services in the Department of Corporate Support. The Health & Safety Manager is the appointed Competent Person within the meaning of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

9.2 The Health and Safety Manager will be responsible to the Head of Personnel. However, should the situation arise he will have direct communications with the Chief Executive and Executive Directors of

Departments, in order that they can perform their appropriate statutory functions.

- 9.3 The Health & Safety Manager will be supported in his function by Corporate Safety Advisers, 'outsourced' Health and Safety Co-ordinators and other support staff that form the Corporate Safety Section.
- 9.4 The Health & Safety Co-ordinators are members of the Corporate Safety Section and will provide support and advice to the local management and employees of the designated department.
- 9.5 The Health & Safety Co-ordinators will follow the lead of the Corporate Safety Advisers and Health & Safety Manager with respect to matters of both the Corporate and Departmental health and safety Policy arrangements.
- 9.6 The Council is advised on road transportation matters by the Transport Services Manager, based within the Roads & Transportation Service in the Department of Development & Property Services. The Transport Services Manager is the nominated Competent Person in relation to the Operators Licence of the Council.

## **PART 3**

### **1 Health & Safety Policy Arrangements**

- 1.1 The accepted arrangements for the Health and Safety Policy of East Ayrshire Council are contained within the Master Safety File document. This document is available 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 Policy documents and Standard documents. These in turn 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 or Service implements the Corporate Policy or 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 the operations of the Council, the assessment of risks is undertaken in a variety of ways:-
  - 1.0.0 General activity and workplace risks are assessed and recorded in a corporate format as identified in the Master Safety File Standard B 24 the Assessment of Risks. All such assessments will be carried out by trained appointed assessors from within the Services.
  - 2.0.0 Workplace fire safety risks are assessed and recorded in a corporate format as identified in the Master Safety File Standard B 3 Fire Precautions. Workplace fire safety inspections will be carried out by Line Managers within Services using the Risk Reduction Check Sheet.
  - 3.0.0 The assessment of moving and handling (persons) will be undertaken by trained assessors within the Social Work department. Where a need is identified outside this department, the local Safety Co-ordinator will be the first point of contact.

- 4.0.0 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 B 17 Noise at Work and B 26 Management of risks from Hand / Arm Vibration.
- 5.0.0 With the exception of Educational Services, where alternative arrangements have been made, the assessment of substances hazardous to health is undertaken through the Health & Safety Section. The services of an external agency are employed for the technical assessment of the substances. Supervisory staff will notify the Health & Safety Section of those substances potentially hazardous to health in the approved format as identified in the Master Safety File Standard B 5 COSHH.
- 6.0.0 Display Screen Equipment (DSE) workstations are assessed and recorded in the corporate format as identified in the Master Safety File Standard B 11 Display Screen Equipment. All such assessments are carried out by trained appointed assessors within Services.
- 7.0.0 The assessment of risks to new and expectant mothers is required when supervisory staff are 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 B 3 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 B 2 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 & Safety Team 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 and thereby reduce 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 Standard B 1 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 B 19 Violence at Work.

- 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. All such equipment will be considered for the tasks it is anticipated to be used for.
- 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.
- 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 Unions. 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 Strategy Group, RoSPA Quality System Auditing and during the development of draft and consultation on Master Safety File Standards.

## **9 Occupational Health**

- 9.1 East Ayrshire Council work in partnership with an external Occupational Health specialist to promote wellbeing at work. The provider maintains strict confidentiality 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 Council's Occupational Health Adviser.
- 9.3 The Occupational Health Adviser will be consulted with and work in partnership with the Council to develop and deliver appropriate Master Safety File Standards that have an impact upon occupational health issues.
- 9.4 East Ayrshire Council is an active participant in the Scotland Health at Work (SHAW) scheme. Being a Gold Award winner for the Council as a whole is a significant achievement and a demonstration of the commitment to the wellbeing of employees.

## **10 Contractors**

- 10.1 The Council will set out the standards it expects of contractors working on its behalf. The activities of contractors will be monitored to minimise the risks presented to employees, other persons on site and to the general public.
- 10.2 The Council will ensure that all contractors are properly assessed 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 employed by the Council.
- 10.3 The assessment of building (construction) contractors in this regard is subject to Council Standing Orders and will be the responsibility of the Executive Director of Development and Property Services.