



HEALTH AND SAFETY POLICY



Document Control

The distribution of this document is controlled and the current version is available on the intranet.

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Document Details

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SECTION 1: POLICY STATEMENT

1.1 Introduction

The Health and Safety at Work etc. Act 1974, together with the Management of Health and Safety at Work Regulations 1999, other associated Health and Safety legislation and Codes of Practice impose duties on all employers in respect of health and safety at work. These duties extend to the Council its employees and also other persons who may be affected by the Council's work activities. As the employer, the Council has formulated a Health and Safety Policy Statement to include these duties.

All Council employees should carefully read this Policy Statement.

1.2 Objectives

To eliminate or minimise, so far as is reasonably practicable, the risk of injury to:

- (a) All Council employees.
- (b) Staff, manual workers, persons on work experience and trainees on any Government Training Scheme for which the Council is a sponsor or managing agent.
- (c) All non-employees of the Council, including the general public, visitors to Council premises and any other person who may be affected by the activities or undertakings of the Council or its employees at work.

1.3 Statement of Intent

Corby Borough Council recognises that the health, safety and welfare at work of all employees and others under their direct control, whether on the Council's premises, or carrying out the Council's business elsewhere, is primarily the responsibility of the Council. In addition, a duty of care extends to other persons while they are on the Council's premises or affected by the Council's activities.

To achieve this effectively, the Council will, so far as is reasonably practicable and through the use of risk assessment: -

- identify hazards of its work activities and assess the risks to the health and safety of employees and other persons, and record the management action required to effectively reduce the risks of injury and ill health
- Provide and maintain safe premises, plant and systems of work;
- Ensure safe methods of using, handling, storing and transporting articles and substances;
- Provide suitable and sufficient information, instruction, training and supervision;
- Provide and maintain a safe working environments with adequate welfare facilities;

- Provide and maintain workplaces in a safe condition with safe access to and egress from a place of work and procedures for evacuation in an emergency.
- Provide adequate and suitable personal protective equipment when required.
- Identify individuals with responsibility for health and safety management and advice.
- The Council will provide, so far as is reasonably practicable, Codes of Practice and systems to cover effectively all aspects on health, safety and welfare.

The Council will arrange for the provision of competent, technical advice on health safety and welfare matters.

No safety policy is likely to be successful unless it actively involves those at work. The Council will therefore fully cooperate in the appointment of Safety Representatives, by recognised Trade Unions, and where necessary, provide them with sufficient facilities and training to complete their duties. The council will also cooperate in the formation of a Joint Health and Safety Committee to represent all employees.

Where employees share the same workplace, the Council will fully cooperate by co-ordinating its activities to ensure that those persons are not exposed to unnecessary risks. The Council will also ensure that full and comprehensive information regarding their activities is provided when that situation arises.

To assist in the management of health and safety and to ensure consistent approach by all Service Areas the Council has implemented a corporate safety management system.

The Council reminds all its employees, whatever their status, of their duties under the Health and Safety at Work Act 1974 to take care of their own safety and that of others. They should also cooperate with management to enable them to carry out their responsibilities successfully.

A copy of this statement and the following Organisation and Summary of Arrangements will be available to employees on the Council's Intranet system and those employees that do not have access to Intranet will be able to view this document at their place of work in hard copy format. Further guidance and information will supplement and expand the arrangements where necessary.

All documents will be added to or modified as legislation or the local situation dictates.

Signed:

Chief Executive

November 2015

SECTION 2: ORGANISATION

2.1 The Council

The Council (corporate body), as the employer, is ultimately responsible in law for:

- The health, safety and welfare of the Council's employees at work.
- Conducting the Council's undertakings in a way that ensures the health, safety and welfare of the public and other persons not in their employment.

To meet these responsibilities the Council must ensure that:

- There is an effective overall policy for the health, safety and welfare of employees and other persons who may be affected by the Council's undertaking and that adequate funds are available to meet health & safety requirements within the Council.
- Any necessary changes are made to the Council's safety policy.
- The Council's activities do not affect detrimentally the health safety or welfare of the general public.
- The general public are made aware of any situations that arise which may affect their health, safety and welfare, and where reasonably practicable take steps to eliminate such situations.
- The Council is organised and has sufficient numbers of competent staff to meet its responsibility for health, safety and welfare.

2.2 Health and Safety Responsibilities

Day to day responsibilities for health & safety matters are delegated to officers as set out below:

2.3 Chief Executive:

The Chief Executive is responsible for:

- Ensuring that the Council has in place the appropriate arrangements to ensure compliance with legislation and local policies on health, safety and welfare.
- Ensuring the Council employs competent persons to provide advice and assistance on health and safety matters, as required by the Management of Health and Safety at Work Regulations 1999, who will, in turn have full access to the Strategic Management Team and elected members.
- Arranging for health and safety matters to be discussed by the strategic management team as and when necessary.
- Ensuring arrangements are made for joint consultation of all employees.

2.4 Director of Corporate Services/Director of Operational Services

In addition to the duties of the Chief Executive, the Corporate Services Director and Operational Services Director are responsible to ensure the discharge of the health and safety function on behalf of the Chief Executive.

They are responsible for:

- Monitoring and administering throughout their directorate all legislation and Council policy decisions concerning health, safety and welfare, and to ensure that employees at all levels are aware of their responsibilities.
- Ensuring through supervision & monitoring, that adequate information, instruction, training and supervision is provided and that all employees in their directorate are suitable and competent in the health & safety aspect of the work they are required to undertake.
- Requisitioning for sufficient funds to meet the foreseeable health and safety requirements of their directorates.
- Written records are made and kept for all health and safety arrangements.
- Ensuring arrangements are made for joint consultation with all employees.

2.5 Heads of Service

The health and safety legislation as it affects each directorate, together with training, administration and day to day working requirements, justify the need for delegation to personnel under the Corporate Services Director and Operational Services Director. For this purpose, the following Heads of Service are nominated as being responsible for health and safety in the service unit specified:

Head of Service: Culture and Leisure Services
 Head of Service: Planning and Environmental Services
 Head of Service: CB Property Services

2.6 Service Unit Heads

- Heads of Service will be responsible to the Director of Operational Services for all matters relating to health, safety and line management within their service unit. They will ensure that corporate, directorate, service unit or section guidance & instructions, relating to health and safety, are practised and information relating to regulations and codes of practice is disseminated to those employees for whom they are responsible. They will also ensure that safe working methods are used at all times and necessary controls maintained.
- Implementing and administering throughout their areas of responsibility all legislation and Council policy decisions concerning health, safety and welfare, and to ensure that employees at all levels are aware of their responsibilities.
- Identify and ensure that adequate training, instruction, information and supervision is provided and that all employees in the Service Areas they control are suitable and competent in the safety aspects of the work they are required to undertake.

- Publishing written and signed safe working arrangements and practices where necessary and bring them to the attention of their employees.
- Requisitioning for sufficient funds to meet the foreseeable health and safety requirements of their Service Areas.
- Ensuring, so far as is reasonably practicable, that plant, transport, tools, equipment, articles and materials for use at work are without risk to health and safety, maintained in a safe condition and that they are used in a proper manner and in accordance with the manufacturer's instructions.
- Considering the implications to the health, safety and welfare of employees when reorganising workplaces, changing systems of work or innovating new plant or machinery.
- Written records are made and kept for all health and safety arrangements.

2.7 Head of Service: Planning and Environmental Services

In addition to the duty as a Head of Service, the Head of Service for: Planning & Environmental Services is responsible for ensuring arrangements are in place for:

- Ensuring that in the absence of the Safety Adviser that corporate health & safety guidance and advice is available.

2.8 Managers and Supervisors

Managers/Supervisors will be responsible to their Head of Service for all matters relating to health and safety and line management within their section. They will ensure that corporate, directorate or section guidance and instructions, relating to health and safety, are practised and information relating to regulations and codes of practice is disseminated to those employees for whom they are responsible. They will also ensure that safe working methods are used at all times and necessary controls are maintained.

Each manager or supervisor will be responsible within their section for ensuring that:

- They are familiar with the Corporate Safety Policy, Organisation and Arrangements document, and any safety rules or codes of practice developed from them.
- All hazardous activities are identified, the necessary risk assessments completed and control measures developed or maintained to reduce or eliminate the risk of harm to all persons who interface with the work area or operations.
- Identifying and ensuring that adequate information, instruction, training and supervision is provided and that all employees in their section are suitable and competent in the safety aspects of the work they are required to undertake.
- Employees under their control comply with safe working arrangements and systems at work.

- All new employees attend an induction course, followed by on the job training where necessary & familiarisation and refresher training to maintain the necessary skills to perform their work in a safe and proper manner.
- Ensure that suitable records are kept of training and provision of information, to their employees and HR are notified.
- Suitable protective clothing or safety equipment is provided and that employees under their control wear or use it and the necessary arrangements are in place to store, issue and maintain it and that records are kept of its issue.
- All accidents are investigated identifying in particular how a recurrence will be prevented and that the results are recorded on the Accident/Incident database forms before submitting them to the Safety and Resilience Team.
- Ensuring that the details of injuries to employees at work and injuries to other persons injured as a result of Council work or activities are entered on to the Accident/Incident Reporting database form and sent to the Safety and Resilience Team without delay.
- Inspections are carried out to determine the effectiveness of the safe working arrangements.
- They work closely with the Safety and Resilience Team and Safety Representatives in respect of matters that may affect the health and safety of their employees.
- They maintain and update their own skills, information and knowledge relating to health & safety matters.
- Plant, machinery and equipment used at work are safe, maintained in good working order and used in accordance with the manufacturer's instructions and inspection & maintenance records kept.
- First aid and fire precaution arrangements are in line with current requirements and employees are aware of such arrangements.
- Adequate supervision is available at all times where necessary, especially where young people are involved.

2.9 All other employees

Employees have a duty to co-operate with their employers so far as is necessary to enable the employer to comply with their legal obligations. All safety rules and arrangements relating to the authority's activities will fall into the framework of legal obligations and all employees will be required to:

- Comply with any procedures, safe systems of work or instructions that have been initiated by management for their health and safety.
- To take reasonable care of their own health and safety and the health and safety of any other person who may be affected by their acts or omissions at work.

- Observe any safety rules at all times.
- Wear or use, when specified, any protective clothing, footwear, safety equipment or other article provided by the Council in the interests of health of safety.
- Not to misuse or damage any article provided by the Council in the interest of health of safety.
- To report to their supervisor immediately all injuries of whatever nature in order that the appropriate manager may fulfil their legal obligation to investigate the accident/incident. All accidents must be entered on to the Accident/Incident reporting database.
- To report hazards or defects in safety equipment without delay to their managers/supervisors.

All employees are encouraged to offer suggestions relating to any matter, which may improve the quality of health and safety within the authority. These may be passed to the Safety Representative, a Supervisor, Manager or the Safety Adviser.

NB. Failure to comply with health and safety instructions, intentional or reckless interference with or misuse of, anything provided in the interests of health safety or welfare may lead to disciplinary action up to and including dismissal.

NB. Unacceptable delays in reporting an accident may affect any claim for industrial injury.

2.10 Safety and Resilience Team

The Safety and Resilience Team, managed by the Safety and Resilience Manager, will provide advice and assistance on health, safety and welfare matters for the Borough Council, to enable management to meet their statutory obligations and ensure consistent application of the Council's Safety Policy. Whilst recognising the formal responsibilities placed upon managers, the Safety and Resilience Team will, in exceptional circumstances, have a general responsibility, and carry the necessary authority, to provide an appropriate internal enforcement role, when a discernible breach of Health and Safety legislation or non-compliance of any Corporate safety procedures, is apparent.

In particular, the Safety and Resilience Team will be responsible for:

- The maintenance, amendment and distribution of the Health and Safety Policy documents.
- Advising and assisting Line Managers to fulfil their responsibilities for the health and safety of employees and others affected by their action.
- Advising on the design and implementation of safe working practices, the selection, provision and use of appropriate equipment and clothing, and safety aspects in the design and use of plant and equipment.
- Generating corporate policies and procedures for managers to supplement the Health and Safety Policy Arrangements document.

- Promoting and providing regular safety training for all employees in collaboration with all Service Areas.
- Maintaining a dialogue with all Service Areas, other local authorities, on health and safety matters, to promote and encourage professional development.
- Liaise with statutory bodies, such as H.S.E. and The Fire Service, as necessary.
- Collation, preparation and submission of accident statistics and other relevant safety reports presenting the information in a suitable form for management to measure safety performance.
- Investigate serious injury accidents and any other incident which might have led to serious injury involving Council employees or any other person affected by Council work or activities.
- Collation, recording, reporting and submission of all accident information in accordance with legal requirements and ensure that it is available to any official body that may have a legitimate interest (HSE, DWP, Solicitors, etc.).
- Carry out periodic assessments, inspections or audits and draw the attention of the Chief Executive, Deputy Chief Executives, Head of Service or Manager concerned to any unsafe working practices, procedures, plant or any breach of legislation concerning health, safety and welfare and wherever possible, advising on remedial action.
- Assisting Line Managers, through on site visits where appropriate, to ensure that contractors comply with all Health & Safety considerations and other relevant requirements affecting their undertakings on behalf of the Borough Council.
- Promoting health and safety education in conjunction with Line Management, encouraging safety consciousness at all levels within the organisation and assisting and encouraging supervisory managers to develop safe working practices.
- Attend the Joint Health and Safety Committee and Joint Consultative Committee (JCC) meetings and provide advice as an ex-officio member.

Special Powers of the Safety and Resilience Team

The Council Safety and Resilience Team members are authorised to enter any place of work owned/occupied or controlled by the Council, or any place of work occupied or used in connection with any government training scheme sponsored or managed by the Council, or any site or work place occupied by a contractor employed by the Council, and there order the immediate stoppage of work where there is serious risk of injury or health to any person, whether they are employed by the Council or not.

2.11 Joint Health and Safety Committee

As an employer the Council recognises the duties imposed by the Safety Representative and Safety Committee Regulations 1977 and as such:

- Facilities will be afforded for the formation of a Joint Union Health and Safety Committee where union and non-union safety representatives meet to discuss matters concerning health safety and welfare.
- Safety Committee meetings will be held at intervals as agreed mutually by attendees, minutes will be kept and made available to all Council employees on request.
- The Safety Committee will in no way affect the obligations of every employee to report or deal with hazards and dangerous situations as they arise through normal management channels.

2.12 Safety Representatives

In addition to their general duties as employees, Safety Representatives are responsible to their members for:

- Promoting co-operation between management and employees and monitoring the local arrangements for affecting the authority's Safety Policy.
- Considering the circumstances and causes of accidents and dangerous incidents occurring within the workforce of the authority.
- Making recommendations to the appropriate management for preventing a recurrence of incidents.
- Making periodic inspections of selected areas of the authority's work places and equipment in the interest of safety and health in conjunction with management and/or a member of the Safety and Resilience Team.
- Making appropriate recommendations for the improvement of conditions as regards safety and health and receive and consider reports concerned with monitoring activities.
- Securing the co-operation of all employees in the promotion of health and safety.
- Participating in drawing up working safety rules.
- Studying statistics of accidents in the authority, including personal injury, property damage and near miss incidents.
- Considering the means whereby any official regulations, instructions, notices and other written and pictorial material relating to safety and health in the authority are brought to the attention of employees.
- Co-operation with and as necessary seeking professional advice from the Safety and Resilience Team.
- Be aware of hazards within the workplace relating to employees they represent and the measures in force to eliminate or minimise the risks entailed.
- To attend Safety Committee meetings if requested to do so.

- To attend meetings with the Safety and Resilience Team Adviser following Joint Safety Committee meetings.

SECTION 3: ARRANGEMENTS FOR CARRYING OUT THE POLICY

The Chief Executive, Corporate Services Director and Operational Services Director must ensure that the following arrangements are followed:

3.1 Safety Management System

The Safety Management System is designed to provide managers with a corporate approach to managing health and safety and to ensure that the Council meets its legal duties.

The system consists of:

- A Health and Safety Manual containing corporate policies/procedures and information and guidance for managers. The manual is maintained by the Safety and resilience Tem and is held on the Intranet system.
- Related Service Unit records of Risk Assessments to include, COSHH, VDU, manual handling assessments, electrical tests, property details, training, inspections etc.
- Related Service Unit activities carried out, safe working practices, approved contractors, other Service Unit health and safety matters

The manual provides information and guidance to managers on Council policies and procedures for health safety and welfare and on identifying the arrangements they need to comply with.

The Operational Services Director must ensure that all Heads of Service within their directorate are familiar with the contents of the manual and ensure that the policies, procedures and arrangements are implemented.

3.2 Risk Assessments

The Council recognises its obligations under **the Management of Health and Safety at Work Regulations 1999**, and other legislation whereby it is required to undertake risk assessments and put in place safe systems of work.

- It is the responsibility of the Corporate Management Team and Heads of Service to ensure that risk assessments are completed by line managers and supervisors for their respective areas of responsibility.
- It is the responsibility of line managers and supervisors to make suitable and sufficient assessments of the risks to the health and safety of employees and that of persons not in employment, (e.g. visitors to the premises), arising out of or in connection with the Councils undertaking.
- The carrying out of suitable and sufficient risk assessments by line management and supervisors should identify the measures that need to be taken to comply with the requirements and prohibitions imposed upon the Council under the relevant statutory provisions.

- All significant findings of risk assessments shall be recorded as well as risk assessments relating to any group of employees identified as being especially at risk, i.e. new and expectant mothers and young persons.

3.3 Training and Supervision

3.4 Training

The council will ensure that suitable and adequate health and safety training is provided for all employees to ensure that they can carry out their responsibilities and work activities in a competent and safe manner.

All personnel will receive induction training.

Further training will be appropriate to the tasks that the person concerned is to carry out.

The council requires all personnel to sign an “induction form” to confirm that they have received training.

3.5 Supervision

A suitable and satisfactory system of supervision should be provided with properly trained and competent supervisors who have authority to ensure that safety precautions are implemented, safety equipment used, and safe systems of work are followed. Particular attention should be paid to young and inexperienced employees to ensure they are properly supervised.

3.6 Internal Communication

Management will advise employees about the standard of the performance in health and safety in terms of memos, feedback by managers, face to face etc. Managers will promote suitable means of communication from employees to management on health and safety matters.

3.7 Reporting Procedures for Accidents and Near Misses

All injuries resulting from accidents arising from Council activities on Council sites or on other sites for which the Council has responsibilities however minor are reportable by the supervisor to the Safety and Resilience Team by means of an Accident/Incident Reporting database'. This includes accidents to persons on Corby Borough Council premises such as members of the public, visitors as well as Council employees.

All reports should be sent to: SafetyResilienceTeam@kettering.gov.uk

The procedures in use are in line with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**.

3.8 First Aid

The council recognises its obligations for first aid under **the Health & Safety (First Aid) Regulations 1981** and will provide adequate number of trained First Aiders to deal with emergencies that occur to staff or any non-employee within council buildings.

3.9 Fire Precautions

The council recognises its obligations for fire safety under the Regulatory Reform (Fire Safety) Order 2005 and will take reasonable steps to prevent or minimise the possible occurrence of fire within premises that it owns and controls. Detection / warning systems will be provided and maintained, and emergency and evacuation procedures will be put in place and implemented as necessary.

Fire Risk Assessments will be carried out for all premises; suitable fire evacuation instructions will be displayed. Appropriate training and information on fire prevention will be given to all employees at induction and further training will be given to fire wardens/marshals.

3.10 Procedure for telephone calls concerning bombs etc.

- On receipt of a call from any person other than the Police advising us of an emergency which might necessitate the evacuation of the Council buildings, the officer concerned should immediately notify the following:-
- The Chief Executive or in his absence the Corporate Services Director, Operational Services Director or the Safety Adviser.
- Such Officers shall contact the Police for advice. If evacuation is required the officer should, in the case of The Cube, Deene House or Grosvenor House, contact switchboard on extension 4000 who will immediately operate the fire alarm and ensure the evacuation of the buildings. If none of the above officers are available the switchboard should immediately contact the Police, and if they so advise set off the fire alarms.

3.11 Security

- Staff should report to a senior Officer without delay if they see visitors acting suspiciously on Council premises or if they find suspicious packages left unattended. In such cases the Police must be informed without delay.
- Staff required to transport cash in the course of their duty should vary their times and routes as often as possible and should keep alert for any circumstances, which might indicate an attempt to steal the money. Should an attempt be made under direct threat of violence no resistance should be offered, but note should be taken of the attackers personal description, vehicle description, registration number and direction of escape. The Police must be informed by the quickest available means.

3.12 Machinery and plant

The Council recognises its obligation to provide and maintain safe plant, equipment and machinery under the **Provision and Use of Work Equipment Regulations 1998**.

- Equipment will be maintained in an efficient state, in an efficient working order and in good repair. Where any machinery has a maintenance log then it will be kept up to date.
- All persons who use work equipment will receive adequate health & safety information, instruction and training
- Dangerous parts of a machine must be fitted with fixed guards where practicable, or where it is not practicable, the provision of other guards or protection devices, or

where this is not practicable, the provision of jigs, holders, push sticks or other similar devices.

3.13 Safe systems of work

A safe system of work is the sequence in which work is to be carried out with the provision of warnings and notices and the issue of special instructions. There will be the provision of safety equipment and the taking of adequate precautions. Whatever system of work is adopted the Council will ensure so far as is reasonably practicable that it is a safe one. To develop a safe system of work the following procedures need to be in place:

- The tasks for which a system of work is required to be identified.
- The identified systems to be properly catalogued.
- The system to be monitored.
- There should be systems to deal with temporary changes in work.
- There should be proper systems of work for maintenance staff. In certain instances there should be the allocation of permits to work e.g. confined spaces, roof work, live electrics, hot work etc.

3.14 Electricity

The council will comply with the provisions of the **Electricity at Work Regulations 1989** with respect to the use of electricity.

These cover the electrical safety for portable equipment, computer equipment, fixed installations and appliances and electrical work activities and disposal of unwanted electrical equipment.

- All systems shall at all times be of such construction and maintained so as to prevent danger. Every work activity, including operation, use and maintenance shall be carried out in such a manner not to give rise to danger.
- Persons should report any defective equipment to a supervisor and should never interfere with or try to repair electrical apparatus. This should only be carried out by a qualified electrician.

3.15 Hazardous substances

Where substances are being used that may be harmful to health then the council will comply with the **Control of Substances Hazardous to Health Regulations 2002** (COSHH).

- The council shall not carry out work which is liable to expose any employees to any substance hazardous to health unless a suitable and sufficient assessment of the risk is made and of the steps that need to be taken to eliminate or reduce the risk to a safe level.
- The control measures and personal protective equipment will be maintained in an efficient state and in good repair.

- There shall be emergency procedures for handling spillages laid down, known and tested.
- COSHH assessments should be carried out and recorded of all the hazardous substances used and the relevant staff informed of the findings.
- Where necessary staff will undergo health surveillance.

3.16 Health Surveillance

Health surveillance allows for early identification of ill health and helps identify any corrective action needed. Health surveillance may be required by law if your employees are exposed to noise or vibration, solvents, fumes, dusts, biological agents and other substances hazardous to health, or work in compressed air.

The following legislation requires that health surveillance may be needed:

Control of Substances Hazardous to Health Regulations 2002
 Control of Noise at work Regulations 2005
 Control of Asbestos at Work Regulations 2012
 Control of Vibration at Work Regulations 2005
 Ionising Radiations Regulations 1999

- It is the responsibility for line management in conjunction with the Occupational Health Nurse and Human Resources to manage health surveillance of employees
- All new employees joining the Council will be required to undertake a medical health check, at the Council's expense, prior to joining the Council.
- Health surveillance might involve examinations by a doctor or trained nurse. In some cases trained supervisors will perform checks e.g. skin checks.
- Health records of health surveillance should be kept confidentially.

3.17 Workplace Environment

The Council recognises its obligations under the **Workplace (Health Safety and Welfare) Regulations 1992.**

- The workplace shall be maintained in an efficient state, in efficient working order and in good repair.
- Every enclosed workplace to be suitably ventilated with reasonable temperatures inside buildings and have suitable and sufficient lighting.
- Every workplace and the furniture, floors, walls and ceilings shall be kept sufficiently clean.
- Every room where persons work shall have sufficient floor area, height and unoccupied space.
- All workstations shall be so arranged that they are suitable for any person at work who is likely to work at that workstation.

- Suitable and sufficient facilities shall be provided for any person at work to change clothing where the person has to wear special clothing for the purpose of work.
- Suitable and sufficient rest facilities shall be provided at readily accessible places.

3.18 Display Screen Equipment.

The Council will comply with the requirements of the **Health and Safety (Display Screen Equipment) Regulations 2002** and will carry out the following procedures for existing and new employees who are classified as 'users' and where equipment is used that comes under the Regulations:

- There will be suitable and sufficient analysis of workstations for the purpose of assessing the health and safety risks to which those persons are exposed in consequence of that use.
- Line management will ensure that 'users' are provided with adequate information about all aspects of health and safety relating to their workstations.
- Ergonomics is the integration between people, equipment and the environment. The council will pay due ergonomic regard for workstation / equipment design, working methods and procedures and workplace design.
- Specific attention will be paid to workstation posture, rest periods, any repetitive actions and any over excessive force.

3.19 Manual Handling

The Council is aware of its obligations under the **Manual Handling Operations Regulations 1992** and where there is a possibility of injury being caused by manual handling activities the following action will be taken in line with the Regulations:

- 18.1 So far as is reasonably practicable, there will be the avoidance for the need for employees to undertake manual handling activities through mechanised processes.
- 18.2 Where it is not reasonably practicable to avoid manual handling activities then a risk assessment will be undertaken
- 18.3 Appropriate steps to reduce the risk of injury to the lowest level reasonably practicable will be taken
- 18.4 Employees engaged in manual handling activities will be provided with information about the load to include the weight of the load and the heaviest side of the load whose centre of gravity is not positioned centrally
- 18.5 The assessments will be reviewed and kept up to date
- 18.6 Employees have a duty to make full use of any system of work that is put in place to reduce the risk of injury during manual handling

3.20 Noise

The Council recognises its duties under the **Noise at Work Regulations 2005**.

- The Council accepts its general obligation as an employer to reduce the risk of hearing damage to the lowest level reasonably practicable through control measures and where not reasonably practicable then the use of ear defenders.

3.21 Violence at Work

In particular this relates to verbal and actual physical attacks on employees. These risks may be increased for persons subject to lone working.

The Council will put in place the following precautions:

- Lone working risk assessments will be carried out.
- Panic alarms and mobile phones/radios supplied to lone workers.
- Radio contact with town centre security within town centre sites.
- Use of CCTV surveillance throughout Corby Borough Council with the co-operation of CCTV at Grosvenor House (this does not extend to the town centre)
- Signing in and out procedure within each department.
- Central point for reporting incidents.
- Completion of incident report form.
- Use of Guardian 24 monitoring system
- Trackers fitted to CBC vehicles
- Panic buttons within interview rooms

3.22 Consultation with Employees

The Council is aware of its obligations under **the Health and Safety (Consultation with Employees) Regulations 1996** and will consult with its employees by way of the Health and Safety Committee on the following areas as covered by the Regulations:-

- Any changes which substantially affect their health and safety at work i.e. changes in procedures, equipment or ways of working.
- Arrangements for utilising “competent people” to assist in complying with health and safety legislation.
- Information on the likely risks and dangers arising from work activities and measures to reduce or eliminate risks.
- The planning of health and safety training.
- The health and safety consequences of introducing new technology.

3.23. Personal Protective Equipment (PPE)

There are certain activities where hazards cannot be eliminated or controlled by other means and PPE should be used as part of a safe system of work. The Council acknowledges its responsibilities under the **Personal Protective Equipment at Work Regulations 2002** and the following procedures will apply:

- Suitable PPE will be provided to employees, it will be maintained, provided with accommodation, be compatible and replaced when lost or damaged.
- PPE will be properly used through instruction and training of staff.

- Employees are to use PPE correctly, always wear PPE when required and report any loss or defect.
- The use of PPE as part of a safe system of work must be adequately risk assessed and documented.

3.24. Control of Contractors

The Council is aware of its obligation under the **Health and Safety at Work Act 1974** in so far as it applies to contractors on the Council's premises.

In order to meet these obligations, the Council exercises the following controls over contractors:

- Contractors are required to have the relevant insurance before commencement of work.
- Contractors are required to submit their Health and Safety Policy, risk assessments and method statements for approval before commencement of work.
- Where applicable work being carried out on Council premises will comply with the requirements of the **Construction, Design and Management Regulations 2015**.
- Where larger projects are being carried out, the Council site safety rules will be observed. These, along with the details of the Council/contractor liaison etc. will be discussed and agreed at a pre-contract meeting.

3.25. Records

- The Council will ensure that there are adequate arrangements for keeping statutory records.
- Records relating to buildings will be retained by facilities management. Records of workshop equipment will be held at the depot.
- The statutory records will include accident/incident details, risk assessments, safe systems of work, health records etc. Sufficient use will be made of the information in the records to identify areas of strengths and weaknesses e.g. accidents and ill health, experience or training needs.

3.26. Monitoring

- Monitoring of health and safety performance will be carried out. This will be achieved through site inspections, surveys, sampling, study of safety documentation etc.
- There will be sufficient staff with adequate facilities to carry out the monitoring.
- The standards expected are known and understood.
- There is a system in place for remedying identified deficiencies within a given timescale.

- All serious incidents will be investigated
- In the event of an incident the performance of individuals or groups are measured against the extent of compliance with Safety Policy objectives as set out within the policy and specific procedures.

3.27. Review

The Health and Safety Policy will be reviewed as a result of any change either to the legislation, management structure within the Council or any of its operations that have an effect upon its arrangements for health and safety. Reviews will be conducted by the Safety Adviser in consultation with senior management, at least every 2 years. Amendments will be circulated to the Unions and made available to all employees as part of the consultation process prior to the final document.

3.28. Discipline

Serious, wilful or persistent disregard of safety measures required by an Act of Parliament or Regulations made there under, or of any Council policy requirement, or failure to comply with any reasonable instruction given by a Supervisor or Manager in the interests of health and safety, will be dealt with under the agreed disciplinary procedure in force at the time

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