

# Health and Safety Policy

2019



**NHS**  
Tameside and Glossop  
Clinical Commissioning Group

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# Health and Safety Policy - Statement of Intent

The Organisation accepts its responsibilities as an employer to ensure as far as reasonably practicable the health, safety and welfare of employees, those in its care and anyone else who may be affected by its activities.

**To comply with the statement of intent, the Organisation has these objectives:**

- To set and keep high standards of health and safety at its workplaces and for staff undertaking duties for the Organisation;
- To identify risks and set up programmes to remove or reduce these risks;
- To provide adequate controls of the health and safety risks arising from work activities and to ensure that all staff know about these standards;
- To ensure that all staff are competent to undertake their tasks and receive the necessary information, instruction, and supervision to enable them to work safely;
- To consult with all employees on matters affecting their health and safety;
- To monitor and review working practices at each workplace, office or other location;
- To ensure that staff are empowered to contribute positively to their own and others health, safety and well-being;
- To provide and maintain safe plant, machinery and equipment;
- To ensure the safe handling and use of substances;
- To foster a positive health and safety culture;
- To maintain safe and healthy working conditions;
- To revise and update this policy (as necessary) at regular intervals;

The Health and Safety Policy is to be implemented across the Organisation and as required, in our dealings with Partners, Contractors, Suppliers and all users of our services.

**The Chief Executive/Accountable Officer:**

- Fully endorses this policy and accepts the duties and obligations imposed by legislation.
- Has appointed competent people to advise the Organisation on measures needed to meet the law and check the implementation of this policy.
- Will ensure that all employees are encouraged to produce high standards of health and safety and that suitable and sufficient resource are provided to meet these standards.
- Will ensure that the Organisation is committed in promoting a positive health and safety culture throughout all service areas.

**This policy will be reviewed at least every 2 years to make sure it reflects changes in the organisation, health, safety and welfare legislation, taking into account guidance from the Health and Safety Executive**



**S. Pleasant**  
Chief Executive / Accountable  
Officer



**Date: September 2019**

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## The Directors, Assistant Directors and Governing Bodies:

- Will ensure that Directorate/School health and safety documentation is prepared and revised as often as necessary.
- Will ensure that effective arrangements exist to identify hazards and assess associated risks within their School/Service areas and to take suitable steps to remove or reduce significant risks.
- Will ensure there are suitable arrangements to help Head Teachers, managers and staff follow the policy and procedures of the Organisation.
- Will ensure that all employees within the Directorate Group/School are suitably informed and are aware of the Organisation's health and safety policy and Directorate/School procedures.
- Will ensure that all accidents, incidents and near misses, within their responsibility, are reported.
- Will review all such reports, ensuring that a full investigation is carried out and action taken where necessary.

## Directors Statement of Commitment

Directors recognise and accept their critical role in ensuring there is provision for the effective implementation of The Organisation's Health and Safety Management System within their Directorate. All confirm their commitment to the Statement of Intent and the compliance of their Directorate with the Organisation's Health and Safety Management System.

Directorate	Director	Signature
Adults	Stephanie Butterworth	
Children's	Richard Hancock	
Commissioning	Jess Williams	
Finance	Kathy Roe	
Governance & Pensions	Sandra Stewart	
Growth	Jayne Traverse	
Operations & Neighbourhoods	Ian Saxon	
Population Health	Dr Jeanelle de Gruchy	
Quality & Safeguarding	Gill Gibson	

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## Part 1: Introduction

- 1.1 This is the Health and Safety Policy of Tameside Metropolitan Borough Council and Tameside and Glossop CCG (collectively referred to as The Organisation) as required by section 2(3) of the Health and Safety at Work (etc) Act 1974 as amended. It outlines the Organisation's overarching strategic health and safety management system.
- 1.2 The policy applies to all employees, contractors, visitors, clients, service users, pupils and partner organisations in so far as the Organisation has control over their work activities. Where agency workers, volunteers and those on work experience or training schemes are engaged in the workplace, they will be treated as employees for the purpose of health and safety and the same level of care and protection afforded them as other employees.
- 1.3 The provisions contained within this policy will ensure that health and safety is an integral part of the corporate risk management process.
- 1.4 The Organisation's health and safety arrangements are driven by Legislation, Approved Codes of Practice, HSE guidance and industry best practice.
- 1.5 The Organisation's Safety Management System takes the approach of HSG65 following a cycle of plan, do, check, act. This is illustrated in Appendix 1
- 1.6 Directorates, Service Units and Schools may document their own procedures and arrangements to demonstrate how they will manage health and safety as part of everyday operational issues. These arrangements must be in support of the application of this Policy and must be developed and implemented in consultation with the Health and Safety Team and Union colleagues.
- 1.7 Trades Unions have a fundamental role to play in the various Health and Safety Group meetings. This is recognised and supported.
- 1.8 Matters of policy, be that updates, issues or concerns, are brought before and discussed at Employment Consultation Group (ECG).
- 1.9 The Health and Safety Policy will be reviewed every two years or sooner as necessary.
- 1.10 Comments, suggested amendments etc. should be addressed to the Health and Safety Manager, contact number 0161 342 2523.

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## Part 2: Organisation and Responsibilities

### 2.1 Introduction

The Organisation fully accepts its responsibilities as an employer to, as far as is reasonably practicable, protect the health and safety of all employees or members of the public who might be affected by its activities. To this end, outlined below, are the key responsibilities of both the strategic leadership and operational management structures.

The Organisational chart can be found [here](#).

### 2.2 Single Leadership Team

2.2.1 The Single Leadership Team all have responsibility and take the lead in ensuring the communication of health and safety duties and benefits throughout the Organisation.

2.2.2 The Council Services are divided into Directorates, Services and Service Units. Each Directorate is led by a Director.

2.2.3 Directorates are as follows;

- Adults
- Children's
- Commissioning
- Finance
- Governance & Pensions
- Growth
- Operations & Neighbourhoods
- Population Health
- Quality & Safeguarding

### 2.3 Delegation of responsibilities

Outlined below are the key responsibilities of the Single Leadership Team which are in turn delegated via the Assistant Directors to Service Unit Managers, Head Teachers, Team Leaders, Supervisors and others who may have a responsibility for the safe working of a group or of individual employees.

### 2.4 Responsibilities of the Single Leadership Team (SLT)

Ian Saxon, Director Operations & Neighbourhoods, is named as the Strategic Health and Safety Lead for the Organisation.

- Ensure that the management of risk is clearly identified and programmes are implemented to eliminate, reduce and control these.
- Set health and safety performance standards.
- Ensure employees receive suitable and sufficient information, training, instruction and supervision on workplace hazards to enable them to undertake their work requirements in a safe and healthy manner.
- Ensure sufficient time and resources are allocated to carry out tasks in a safe manner.
- Ensure an effective, competent management structure is provided.
- Ensure the workforce is engaged in the promotion and achievement of safe and healthy work systems and practises through effective communication.
- Ensure consideration and integration of good health and safety management within business decisions.

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- Ensure there is a systematic approach to health and safety management with clear lines of responsibility, which is reviewed on a regular basis.
- Ensure that access to competent health and safety advice is available and the management of occupational health and safety is reviewed on a regular basis.

## 2.5 Corporate Health and Safety Group

The objectives of the Corporate Health and Safety group are as follows:

- To establish a collective understanding of the Organisation's values and vision in health and safety.
- To promote Health and Safety awareness to all employees.
- To promote a positive health and safety culture as well as an effective management system.
- To provide leadership and direction on planning, implementing, monitoring and reviewing the Organisation's health and safety policy.
- To develop the Organisation's health and safety policies and procedures in line with current legislation to achieve continuous improvement.
- To ensure that all necessary health and safety information and training are provided to staff as required in order for them to safely perform their duties.
- To ensure all formal means of communication in the interest of health and safety.
- To monitor accidents.
- To deal with matters of concern.
- To produce reports for the Single Leadership Team.

## 2.6 Directorate Health and Safety Groups

The objectives of the groups are as follows:

- To provide a forum for discussion on work related ill health, safety and welfare issues.
- To discuss Health and Safety training requirements within the Directorate/Service.
- To discuss reports submitted from Health and Safety Representatives.
- To discuss Health and Safety policy/procedural issues.
- To peruse Health and Safety Audits/Inspection Reports and offer comments.
- To peruse a general analysis of reported occurrences/injury/disease and assist to identify preventative techniques.

## 2.7 Responsibilities of Head Teachers and Service Unit Managers (SUM) within each School/Service

- Ensure implementation and adherence to the Health and Safety Policy.
- Ensure effective systems are identified, managed, monitored, maintained and reviewed to control actual and residual risks.
- Ensure that Safe Systems of Work are devised, developed, recorded, maintained and reviewed which have included active staff participation in their development.
- Ensure that training, information, instruction and supervision needs are identified, provided, recorded and reviewed for staff to undertake their work in a safe and healthy manner.
- Ensure and develop positive communication, co-operation, participation and engagement of staff including consultation with workplace health and safety representatives in occupational health and safety matters.
- Ensure all accidents, incidents, dangerous occurrences and near misses are investigated and reported.
- Ensure that periodic inspections and audits of all work activity are undertaken, recorded and acted upon where necessary.
- Engage the services of the Occupational Health provider in line with guidance.
- Ensure that adequate resources (inclusive of sufficient timescales) are made available to achieve high standards of health and safety.

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- Consult with the Health and Safety Team in establishing the need for further health and safety measures.
- Ensure that Directors, Assistant Directors and Governing Bodies are kept up to date on all health, safety and welfare matters within their Directorate or School.

## 2.8 Occupational Health Service

The Occupational Health Service supports the organisation in managing employee attendance by:

- Advising employees/managers on fitness for work and return to work strategies
- Providing advice and guidance on health issues
- Advising on and providing any necessary health surveillance
- Where necessary and by arrangement, providing individual medical assessments and advice on individual risk assessments
- Providing a specialist physiotherapy and counselling service;
- Screening all applicants for posts to assess fitness for employment.

## 2.9 Employee Responsibilities

- To read and understand the Health and Safety Policy and comply with the prescribed arrangements.
- Take all reasonable care for the health, safety and welfare of themselves and others who may be affected by their work.
- To co-operate in meeting the needs of all health and safety legislation, related codes of practice and safety instructions.
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety and welfare.
- Use any equipment or substance in accordance with any training or instruction given by their employer.
- Report to their employer any serious or imminent danger.
- Report any shortcomings in the employer's protective health and safety arrangements.
- To use Personal Protective Equipment (PPE) issued by the Organisation for their protection.
- Accept responsibility for good housekeeping in the area in which they are working.
- Report all accidents, incidents and near misses.
- Be aware of, understand and follow all emergency procedures.

## 2.10 Responsibilities of the Health and Safety Team

- To review, research, develop and produce occupational health and safety policies, guidelines and working procedures in consultation and liaison with managers and trade unions.
- To investigate and report upon accidents, incidents, cases of occupationally related disease and dangerous occurrence and to interrogate all reports of accidents, incidents and dangerous occurrence, producing statistics to identify trends within service groups.
- Identify, devise, produce and provide a variety of training courses, or source via a competent third party, to ensure compliance with legislation including provision of Authority-wide health and safety training programmes.
- To visit the Organisation's establishments and worksites within the Borough to monitor and review safe working practices and conditions.
- To exercise the authority to stop any works which pose a risk of serious injury.
- To undertake health and safety audits of a sample of Service Units and Schools within the Borough
- To assist Service Units in the monitoring of Contractors working on behalf of the Organisation.
- To provide a one stop shop for advice, information and support on occupational health and safety issues.
- To assist Managers in the development of Service Risk assessments.
- To maintain records and produce reports as required by various bodies.
- To liaise with the Health and Safety Executive, Fire Service and other enforcement agencies on behalf of the Organisation.

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- To liaise, collaborate and co-operate with Trade Union representatives, Risk Management and Insurance Services within the Organisation and attend health and safety committees within the Organisation as an ex-officio advisor.

## 2.11 Contractors

- All contractors working for the Organisation must comply with appropriate rules governing their work and provide risk assessments and method statements and follow safe systems of work.
- Contractors are responsible for their own workforce and for ensuring they work safely.
- The Organisation will exercise its authority to stop any works being undertaken by contractors where unsafe practices are observed or which pose a risk of serious injury.

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## Part 3: Health and Safety Arrangements

### 3.0 Management of Health and Safety

The Organisation is committed to ensuring that a high level of health and safety performance is established, maintained and promoted throughout the organisation and in the work it undertakes.

The Health and Safety Team continues to develop, produce and implement a Corporate Occupational Health and Safety Management system in accordance with HSG 65.

Directorates, Service Units and Schools are required to endorse and implement the Corporate Health and Safety Management System within their localised operational health and safety arrangements.

Managers and Head Teachers are responsible for ensuring suitable and sufficient risk assessments, safe working practises, appropriate information, instruction, training and supervision and an inspection/audit regime are in place for their Service's/School's activities. The Health and Safety Team will advise and support Managers in this.

### 3.1 Accident Reporting

The Organisation is committed to complying with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Social Security Administration Act 1992 and The General Data Protection Regulation 2016.

In order to achieve this, the reporting and investigation of accidents must be timely, accurate, complete and consistent. All reporting must be submitted to the Health and Safety Team on the Accident/Dangerous Occurrence Report Form and must be in line with The Council's Accident and Dangerous Occurrence Reporting Procedure. All staff should be familiar with this procedure which can be found [here](#).

The Health and Safety Team will review all accidents, incidents, near misses, diseases and dangerous occurrences which are reported.

What should be reported?

Work Related Accident	A separate, identifiable, unintended incident which causes physical injury to an employee and happened as a result of or in connection with work.
Accident involving a member of the public	As above, and has resulted in an injury to the member of the public, service user, pupil for example.
Near Miss	An incident which, under slightly different circumstances, could have resulted in injury or death.
Occupational Disease	A diagnosed disease linked to occupational exposure to specified hazards.

The Health and Safety Team are responsible for determining and submitting the details to the HSE of those instances which are reportable in accordance with RIDDOR.

The Health and Safety Team must be informed by the quickest means in the event of a serious incident. Contact telephone 0161-342 3671/2523

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### 3.2 Accident Investigation

All reasonable steps will be taken to identify the root cause of the accident or dangerous occurrence and whenever possible, remedial measures will be taken to prevent recurrence.

An initial investigation will be undertaken by the person responsible for the area or work activity concerned. In more serious cases a subsequent investigation will be made by Senior Management in conjunction with the Health and Safety Team.

### 3.3 Alcohol and Drug Abuse

The Organisation is committed to ensuring a safe, healthy and productive working environment which includes minimising problems arising from the misuse of drugs, alcohol and/or substances at work. If any employee or contractor is known to be, or strongly suspected of being, affected by alcohol or drugs they are to be removed from the workplace. Employees are not permitted to bring substances of abuse into the workplace.

The Organisation requires that any employee or contractor who is required to take prescription substances that may affect their performance at work must inform their supervisor immediately. Alternative duties may be allocated to these employees and they must be prohibited from driving/operating plant or equipment and working at height.

Appropriate support and assistance is offered to those who misuse drugs, alcohol and/or substances. The same level of support is given as to any other employee experiencing any other type of ill health.

The Organisations Guidelines for the Identification and Management of Drug, Alcohol and Substance Misuse at Work can be found [here](#).

### 3.4 Asbestos

The Organisation is committed to complying with the statutory requirements of the Control of Asbestos Regulations 2012. It acknowledges the health hazards arising from exposure to asbestos and is committed to protecting employees and others who are potentially exposed to asbestos, as far as is reasonably practicable.

Any employee whose work activity may lead to them being exposed to asbestos will be provided with suitable and sufficient information, instruction and training.

All premises retain an Asbestos register which holds details of the presence, if any, of asbestos. This must be made available to all employees and in particular to contractors arriving to undertake work on the premises.

Queries relating to asbestos should be directed to the Health and Safety Team.

### 3.5 Confined Spaces

The Organisation is committed to complying with the legislative requirements of The Confined Spaces Regulations 1997.

A Confined Space is defined in HSE L101, the ACOP, as a space which is substantially (though not always entirely) enclosed and has one or more of the specified risks present or it can be reasonably foreseen may occur.

Employees shall not be permitted to enter a confined space unless they have been trained, an adequate assessment of the conditions has been made, suitable control measures are in place and a documented safe system of work is being followed. Air sampling and monitoring shall be carried out and suitable rescue and escape arrangements must be put in place.

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### 3.6 Construction

The Organisation is committed to complying with the legislative requirements of the Construction Design and Management (CDM) Regulations 2015.

As a client under CDM 2015 the Organisation will make suitable arrangements for managing a project including making sure:

- Other duty-holders are appointed as appropriate;
- Sufficient time and resources are allocated;
- Relevant information is prepared and provided to other duty-holders;
- The principal designer and principal contractor carry out their duties; and
- Welfare facilities are provided.

It is accepted that on some projects the Organisation may carry out the role of more than one duty-holder and that where this is the case this will be done in a way that secures health and safety.

### 3.7 Contractors

The Organisation, in its engagement of contractors, recognises the need for an effective management control system to ensure the health and safety of all persons affected by contract works.

In this respect the Organisation will make arrangements to select contractors who:

- Can demonstrate that they use competent and adequately trained employees;
- Use plant and equipment that is serviced and maintained;
- Have health and safety responsibilities clearly defined and appropriate systems in place for communication on all health and safety matters; and
- Undertake suitable and sufficient supervision and monitoring of their staff and health and safety performance.

Information to enable contractors working on the Organisation's premises to undertake their work in a safe manner will be provided by the Service Unit Manager/Head Teacher responsible for contracting the work.

A permit to work system is in operation in all of the Organisation's buildings and the contractor is obliged to follow this system. Further information on this can be found [here](#).

The Organisation will monitor the health and safety performance of contractors and maintain lists of suitable, approved contractors for future works.

Where the Construction (Design and Management) Regulations 2015 apply, appropriate arrangements should be in place to manage the construction project in accordance with legislative requirements including the appointment of Principal Designer and Principal Contractor.

### 3.8 Dealing with Aggression and Violence

The Organisation will not tolerate violence and aggression towards its staff by any person.

Any threat should be taken seriously and should be reported and recorded on the Incidents of Violence or Aggression Report Form so that any necessary action can be taken to further safeguard staff. Training will be provided with dealing with incidents of violence and managers may also wish to provide further training as required to meet with the needs of the employees who may be potentially exposed to more difficult circumstances

The Violence and Aggression Guidelines and report form are available [here](#).

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### 3.9 Display Screen Equipment (DSE)

The Organisation is committed to complying with the legislative requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.

The Organisation will take all reasonable steps to secure the health and safety of employees who work with Display Screen Equipment including computers, laptops and PDAs.

Guidelines and a specific risk assessment template for Visual Display Units/Display Screen Equipment Users can be found [here](#).

### 3.10 Driving Council Vehicles

The Organisation is committed to complying with the general requirements of the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and, the Provision and Use of Work Equipment Regulations 1998, as they apply to vehicles.

The Organisation will ensure that all persons driving vehicles are suitably informed, instructed, trained, licensed and insured. The Organisation will ensure that procedures are in place for the checking of licences and insurance documentation of its employees.

The Organisation requires drivers to be in a fit physical state. Licence holders are under a statutory obligation to notify the Licensing Agency as soon as they become aware that they have any medical condition which could affect safe driving either at the time or in the near future. Certain medical conditions are a potential risk in those who drive others either voluntarily or as part of their work. If members of staff are required to drive as part of their job description, medical clearance will be sought as appropriate.

Construction sites under the Organisation's control will have speed restrictions, segregated pedestrian rights of way, separated vehicle movements and, where necessary, a vehicle banksman will be used to escort the vehicle to designated areas.

Further information can be found in the Drivers Handbook, Version 2, issued 2016.

### 3.11 Electrical Safety

The Organisation is committed to complying with the legislative requirements of the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998.

Managers of buildings must ensure that hardwire electrical testing is carried out.

The Organisation has in place an arrangement to ensure that all portable appliances are inspected and tested by competent contractors on a regular basis.

Managers will ensure that all employees are aware of the process of carrying out informal visual user checks and inspections before using any appliance and the process by which defects are reported.

Employees should not bring their own appliances in from home for use in the work place. They become liable for portable appliance testing and must then be treated in the same way as any piece of work equipment provided by the Organisation, with particular reference to service and maintenance.

Further guidance can be found [here](#).

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### 3.12 Enforcement Action

If a legal notice is received by Services for whatever reason (for example, as a result of accident/injury or through enforcement action by the HSE/Fire Service) they should notify their Assistant Director/Governing Body immediately and send a copy to the Health and Safety Team.

The Health and Safety Manager will notify the Chief Executive/Accountable Officer, the Borough Solicitor and other relevant persons.

### 3.13 Fire and Emergency Arrangements

The Organisation is committed to complying with the Regulatory Reform (Fire Safety) Order 2005 and does so by ensuring that a Fire Risk Assessment to the standard specified by PAS79 is completed for all Organisation owned buildings and all buildings where the Organisation's work activities are taking place. Head Teachers are responsible for ensuring a Fire Risk Assessment is in place in schools.

The Organisation will prepare written Emergency Procedures for reasonably foreseeable incidents.

Fire and emergency procedures are in place within the Organisation and building managers will ensure regular periodic evacuation drills are carried out and recorded.

All means of escape, fire detection/alarm systems and fire equipment are fully maintained and serviced in addition to being subject to regular visual inspection.

All employees who would require assistance or specific arrangements in place to safely evacuate in the event of an emergency, be that on a temporary or permanent basis, will have a Personal Emergency Evacuation Plan for Staff (PEEPS) completed with them by their Manager. Appropriate arrangements will then be put in place.

Further guidance on Fire Prevention and Control along with a PEEPS assessment template can be found [here](#).

### 3.14 First Aid and Training

The Organisation provides first aid services and facilities for employees to at least the minimum standards as required by the Health and Safety at Work (First Aid) Regulations 1981.

Notices indicating the location of first aiders and first aid facilities are displayed in all buildings and managers are responsible for ensuring that all employees are informed of the first aid arrangements for their workplace.

First aid boxes are provided in each building and in all vehicles.

Further information on First Aid in the Organisation and training providers can be found [here](#).

### 3.15 Gas Installations and Appliances

The Organisation is committed to complying with the Gas Safety (Installation and Use) Regulations 1998.

The Organisation will ensure that gas installations and appliances are safe and do not pose a risk to the health or safety of persons. All gas installations and appliances will be maintained by competent Gas Safe registered engineers.

### 3.16 Hazardous Substances

The Organisation is committed to complying with the legislative requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002 and other relevant guidance.

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Every manager in charge of employees shall ensure that any substance/process, which is hazardous to health, has been adequately assessed before purchasing the substance or allowing the process to start.

The COSHH risk assessment produced will identify suitable and sufficient control measures and these will be communicated and implemented to ensure the health and safety of personnel who could be affected by using the substance.

The COSHH guidelines can be found [here](#).

### **3.17 Health Surveillance and Occupational Health**

The Organisation, through an appointed contractor, provides an Occupational Health service for its employees. Managers will refer staff to occupational health as required and in line with guidance.

Managers shall identify, through risk assessment, those members of staff who may be exposed to noise, asbestos, vibration or other such chemical, physical or biological hazards and include them in the ongoing programmes of health surveillance.

### **3.18 Health and Wellbeing**

The Organisation aims to promote a holistic, proactive approach to managing health and wellbeing issues at work. It also aims to encourage occupational safety and health practitioners to work with others, particularly occupational health and human resources specialists, to improve employees' work performance and reduce sickness absence through:

- Identifying and addressing the causes of workplace injury and ill health.
- Addressing the impact of health on the capacity of employees to work, e.g. support those with disabilities and health conditions, and rehabilitation.
- Promoting healthier lifestyles and therefore making a positive impact on the general health of the workforce.

The Organisation will provide employees with information and create opportunities for them to engage in such topics as healthy eating, physical exercise and wellbeing campaigns.

### **3.19 Legionella**

The Organisation accepts its duty to manage the risk presented by the release of Legionella bacterium in hot and cold water systems within premises for which it is the duty holder.

The Organisation will assess, prevent and control risks associated with the legionella bacteria and subsequent development of Legionnaires Disease from work activities and water systems on its premises through an L8 compliant regime.

More information regarding the arrangements in place is set out in the Organisation's Legionella Guidelines which can be found [here](#).

### **3.20 Lifts and Lifting Equipment**

The Organisation is committed to complying with the legislative requirements of the Lifting Operations and Lifting Equipment Regulations 1998.

All lifting operations will be planned and managed appropriately. Any lift or lifting equipment (including hired equipment) used within the Organisation will be properly maintained and periodically examined every six months for equipment used to lift people and all accessories, and every twelve months for other lifting equipment.

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For all lifting equipment, the Service Manager/Head Teacher should ensure that systems of maintenance and inspection are in place, acted upon, recorded and monitored.

### **3.21 Lone Working & Personal Safety**

The Organisation recognises the increased risks to lone workers. Risk assessments should be carried out to identify any employees who may be required to work alone, regularly or on an occasional basis.

Managers will ensure that there are appropriate systems in place to account for the whereabouts of employees whilst they are working alone, and that there are appropriate control measures to reduce the risks they may face.

Employees who are working alone will be provided with the necessary equipment to make contact or be contacted by in case of emergency or to ensure they have returned either to their home or work base safely after this period of work alone.

Further guidance can be found in the 'Lone Working Guidelines' [here](#).

### **3.22 Manual Handling**

The Organisation is committed to complying with The Manual Handling Operations Regulations 1992 (as amended).

Managers will be responsible for identifying all those activities within their work area which involve manual handling and the employees who carry out these tasks their working day.

The Manager will ensure arrangements are made to reduce the risk to employees' health through manual handling tasks by, so far as reasonably practicable, eliminating or reducing them to a minimum.

Employees who habitually carry out manual handling operations will be provided with suitable and sufficient training in lifting techniques.

Further Manual Handling Guidance can be found [here](#).

### **3.23 New or Expectant Mothers**

The Organisation recognises the increased risks to new and expectant mothers. Managers will, once notified that an employee is pregnant, review existing workplace risk assessments and work activities and appropriate alterations or modifications will be made as appropriate.

Guidance for Managers and Employees can be found [here](#).

### **3.24 Noise at Work**

The Organisation is committed to complying with the legislative requirements of the Control of Noise at Work Regulations 2005.

The Organisation will ensure that, where necessary, noise assessments are completed by a competent person, they are reviewed periodically and that appropriate control measures are introduced.

Noise exposure shall also be considered during the selection of new plant and equipment.

Further Guidance can be found [here](#).

### **3.25 Personal Protective Equipment (PPE)**

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The Organisation is committed to complying with the legislative requirements of the Personal Protective Equipment Regulations 1992.

Managers are responsible for specifying the protective clothing or equipment required in written risk assessments, or safe systems of work. In the first instance, as far as is reasonably practicable, risks to health and safety will be eliminated or reduced at source and PPE used as a last resort.

Where the need for PPE cannot be avoided it will be provided to employees free of charge and they will be given information, instruction and training in its proper use. Facilities for storing and washing PPE where necessary will also be provided.

### **3.26 Protection (Safety of the Public)**

The Organisation will conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that members of the public are not endangered by work carried out by its employees, wherever the works take place.

Public Protection will be considered in the risk assessments for all activities and works undertaken by The Organisation and any contractors it engages.

### **3.27 Risk Assessment**

The Organisation is committed to complying with the requirement under The Management of Health and Safety at Work Regulations 1999 to carry out a suitable and sufficient assessment of all risks to the health and safety of its employees and others, resulting from its work activities. The risk assessment process is about identifying significant, foreseeable risks and The Organisation will ensure that its risk assessment procedure will identify, assess and control those risks.

Managers/Head Teachers will ensure that risk assessments are completed for all significant hazards and that appropriate control measures are put in place. They are also responsible for communicating the findings of risk assessments to employees and anyone else who may be affected by them such as contractors.

Those completing risk assessments must be competent to do so and familiar with the activity to which the risk assessment applies.

The Health and Safety Team can, on request, offer support and assistance with the risk assessment process.

Further guidance on Risk Assessments can be found [here](#).

### **3.28 Safe Systems of Work**

Where an activity is deemed to be high risk with various aspects/processes Managers will, in consideration of the risk assessment, document a safe system of work ensuring that employees fully understand all aspects, hazards and controls of the task. This may also be referred to as a method statement or safe working practice.

### **3.29 Safety Signs and Signals**

The Organisation is committed to complying with the Health and Safety (Signs and Signals) Regulations 1996 and will ensure that where necessary suitable and sufficient signs and signals are provided to indicate safe conditions, prohibitions, mandatory control measures and specific hazards.

### **3.30 Smoking**

The Organisation has a no smoking policy. There is no smoking allowed by any person in any building or vehicle that the Organisation is a duty holder for, owns or has hired.

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The Organisation's Smoke Free Policy and advice for employees who wish to give up smoking can be found on the Intranet [here](#).

### 3.31 Stress

The Organisation's guidelines advise managers and employees on how to recognise the signs and symptoms of stress. Managers and Head Teachers are required to take into account the risks of stress when carrying out work risk assessments.

The Organisation is committed to developing a work environment and culture where employees can be open about issues of mental health without fear of stigma. Moreover, the Organisation aims to provide supportive measures in the workplace for employees who may be or are recovering from issues of mental ill-health.

The guidelines and a stress risk assessment template can be found [here](#).

### 3.32 Sun Safety

Exposure to ultraviolet (UV) radiation from the sun can cause skin damage including sunburn, blistering, skin ageing, and in the long term can lead to skin cancer. UV radiation is considered an occupational hazard for employees who work outdoors and will be included in risk assessments for outdoor work activities.

The Organisation, as a responsible employer, will provide outdoor workers with suitable work wear, i.e. long sleeved shirts and trousers, and also hats with neck protection. Employees are expected to take sensible steps to minimise their exposure to UV radiation by adhering to the stipulations in 'Outdoor Workers Sun Protection Guidelines', which can be found [here](#).

### 3.33 Training

The Organisation accepts its duty under section 2(2) c of the Health and Safety at Work etc Act 1974 to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees.

All new starters will be given a health and safety induction relevant to their place of work and the work activities they are undertaking. Training will be provided in the event that employees are required to undertake a new process, use a new piece of equipment or similar.

Health and safety training will be primarily identified during the Annual Development Review and 'One to One' meetings between staff and their line manager. Each person will receive training relevant to their level of responsibility for their work function and as required by legislation.

Training should be refreshed every 3 years unless otherwise mandated by statute, best practice, risk assessment or enforcement action.

Training information from Workforce Development can be found [here](#).

### 3.34 Vibration

The Organisation is committed to complying with the requirements of the Control of Vibration at Work Regulations 2005.

The Organisation will ensure that where necessary vibration assessments are carried out by a competent person and appropriate control measures introduced.

Further guidance on managing to prevent Hand Arm Vibration Syndrome (HAVS) can be found [here](#).

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### **3.35 Welfare Facilities**

The Organisation is committed to establishing and maintaining a healthy and safe workplace for all its employees and others who may enter their premises by implementing the Workplace (Health, Safety and Welfare) Regulations 1992 and providing appropriate welfare facilities.

Managers/Head Teachers are responsible for carrying out inspections of the workplace, at a frequency dependent on the nature of the work taking place, to ensure that welfare facilities are maintained to a satisfactory standard with regards to accessibility, ventilation, lighting and cleanliness.

### **3.36 Work Equipment**

The Organisation is committed to complying with legislative requirements of the Provision and Use of Work Equipment Regulations 1998.

The Organisation will achieve this through Managers and Head teachers ensuring the equipment is suitable and safe for its intended use, maintained in a safe condition and that employees receive adequate information, instruction and training in its use.

### **3.37 Work at Height**

The Organisation is committed to complying with the Work at Height Regulations 2005.

In the event that a task cannot be completed from the ground and work at height cannot be avoided so MUST be undertaken, Managers and Head Teachers will ensure that such activities are risk assessed, planned, supervised and carried out by competent people.

Where specialist equipment is required then employees must be provided with adequate information, instruction and training prior to use.

Further guidance can be found [here](#).

### **3.38 Working on or near the Highway**

The Organisation is committed to complying with the New Roads and Street Works Act 1991 and other relevant guidance. The Organisation will ensure that road works are appropriately signed and traffic controlled and where applicable suitable and sufficient site specific risk assessments are in place.

Those carrying out the work will receive relevant information, instruction and training to ensure they are able to perform their assigned tasks and be provided with appropriate equipment. They will follow specified safe systems of work.

### **3.39 Young Persons**

In accordance with the Management of Health and Safety at Work Regulations 1999, the Organisation will ensure that where young persons (under 18 years of age) are employed, they are protected from any risks that exist in the workplace, are supervised by a competent person, and are informed of any restrictions and necessary precautions to be taken within areas where they will work.

The young person will be assigned to a mentor who will train, guide, instruct and act as the key link between site management and the young person.

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## Appendix 1 – TMBC/CCG Health and Safety Management System – HSG 65

**PLAN**

- Health and Safety Policy in place which is reviewed annually.
- Commitment from the Directors to improve health and safety performance.
- Responsibilities are clearly defined in terms of health and safety management.
- The policy lays out the arrangements which are in place to proactively manage safety in the workplace.
- Appropriate plans are in place to manage emergency situations.
- Detailed guidance and service specific arrangements complement the overarching policy.
- Regular meeting of Health and Safety Groups support compliance.

**ACT**

- There is scheduled review of policy documents and risk assessments.
- Control measures are reviewed in the event of an accident.
- Where inspections and audits identify deficiencies action is taken.
- Training is refreshed appropriately and there is continuous of development of staff.



**DO**

- Competent advice is available from the Health and Safety Team.
- Suitable and sufficient risk assessments are completed for work activities posing significant risk.
- Control measure are put in place and communicated to staff.
- Employees are trained to be able to undertake their work activities safely and competently.
- There is a programme of Health Surveillance in place which is reviewed and added to as required.

**CHECK**

- Accidents, incidents and near misses are investigated to identify the root cause.
- Review of RIDDOR data at health and safety groups.
- Managers undertake inspections of their work activities and areas.
- Audit program in place for a selection of randomly selected services.

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