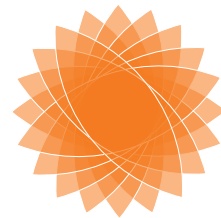




North Kesteven District Council
Positive about health & safety



districtnk
North Kesteven District Council



The North Kesteven District Council **Health & Safety Policy**

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Health and Safety Policy Statement

North Kesteven District Council firmly believes that the health, safety and wellbeing of all those who may be affected by its activities is of paramount importance.

The Council, through its Corporate Management Team, Heads of Service, Unit Managers and Elected Members, in consultation with the recognised Trade Unions will ensure that its activities are conducted in a manner which identifies and controls foreseeable risks in accordance with current legislation, recognised guidance and best practice.

In order to achieve excellence in health, safety and wellbeing the Council has set itself the following key objectives;

- To provide sufficient resources necessary to establish, maintain and develop comprehensive health and safety practices, competencies, and safe places of work including safe equipment and safe methods of work.
- To ensure hazards are identified and the associated risks assessed, managed in a sensible way and reviewed as necessary, providing those affected with appropriate information, training, instruction or supervision.
- To comply with the requirements of current health and safety legislation and implement procedures to ensure a safe and healthy working environment with commitment to the prevention of injury and ill health.
- To maintain appropriate health and safety management systems and arrangements and to annually review the effectiveness of these arrangements striving for continuous improvement.

In order to meet these principals, the Council will ensure the personal commitment of each employee so that employees;

Conduct their activities in a manner which minimises risk to themselves, their colleagues and others who may be affected by their actions.

Bring to the attention of their line manager any hazard, dangerous practice or incidents of which they are aware.

It is the Council's Policy to encourage a positive and constructive approach to health and safety and we welcome all suggestions which might lead to a safer workplace and improved working practices.

North Kesteven District Council, its Directors and Elected Members give full backing to this policy and support all those who take action to implement it.



A handwritten signature in black ink, appearing to read 'Ian Fytche', written in a cursive style.

Ian Fytche
Chief Executive

Introduction

This document aims to set out the arrangements in place to ensure the health, safety and wellbeing of employees, visitors, contractors, service users and all those who may be affected by the Council's acts or omissions.

The arrangements section of the safety policy is supported by local site specific procedures and separate policies for significant hazards or where legislation dictates the control measures necessary to reduce risk.

Scope

The Council's Health and Safety Policy and the Organisation and Arrangements sections cover all locations including premises, open spaces, visitor venues and situations such as events under the control of the Council and for which it is responsible and is applicable to all Officers, Elected Members and anyone working under the direction of the Council (paid or unpaid).

Arrangements for applying the Policy

This Health and Safety Policy sets out a general framework for the arrangements for health and safety across the Council.

This policy is supported by specific policies and procedures where there is a need as follows:

- Agile Working
- Asbestos
- Children in Council Offices
- Electrical Safety
- Fire
- Gas
- Legionella
- Lone Working
- Offensive Incidents
- Risk Assessment

Consultation Arrangements

Consultation on matters affecting health and safety follows the legal requirements of the Safety Representatives, Safety Committee Regulations and the Consultation with Employees Regulations as well as the existing local agreements between the Council and the recognized Trade Unions.

Monitoring the Policy

This Policy will be monitored actively by the Governance and Business Resilience Manager and through the role and functions of Trades Union appointed Health and Safety Representatives.

Review

This policy will be subject to formal review and updated, as necessary and at least once every 2 years.

Any changes will be brought immediately to the attention of all managers and colleagues through all appropriate communication channels including the Councils Health, Safety and Wellbeing Committee, Joint Consultative Committee, Managers Forum, colleague briefing meetings, etc.

Communication

New colleagues will receive a copy of the full policy as part of the induction process. Key elements of the policy which are applicable to their role will be explained to them by their line manager.

A full copy of the policy will be posted on the intranet and available for viewing at all premises where colleagues who do not have access to the intranet work.

Colleagues who do not receive email communications will be verbally advised about the policy and its contents by their line manager.

A copy of this policy, which is a declaration of the Council's commitment to health, safety and welfare, will be freely available to all colleagues, contractors, visitors and others.

Performance Measurement

Performance of the health and safety management system will be carried out by the Governance and Business Resilience Manager who will analyse data collected by pro-active and re-active means to measure against the Corporate Health and Safety Objectives.

The Governance and Business Resilience Manager will produce an annual health and safety performance report each year to detail the council's performance.

This report will be sent to the Corporate Management Team, Audit Committee and shared with the Trade Unions at the Council Health, Safety and Wellbeing Committee.

Audit and Review of Performance

The NKDC Health and Safety Audit system is designed on the principals of HS (G) 65 and The Occupational Health and Safety Management Systems Specification OHSAS 18002.

The Councils Health and Safety arrangements will be audited periodically by;

- Internal Audit
- External Audit
- Governance and Business Resilience Manager

Results will be presented to the Corporate Management Team, the Audit Committee and the Health, Safety and Wellbeing Committee.

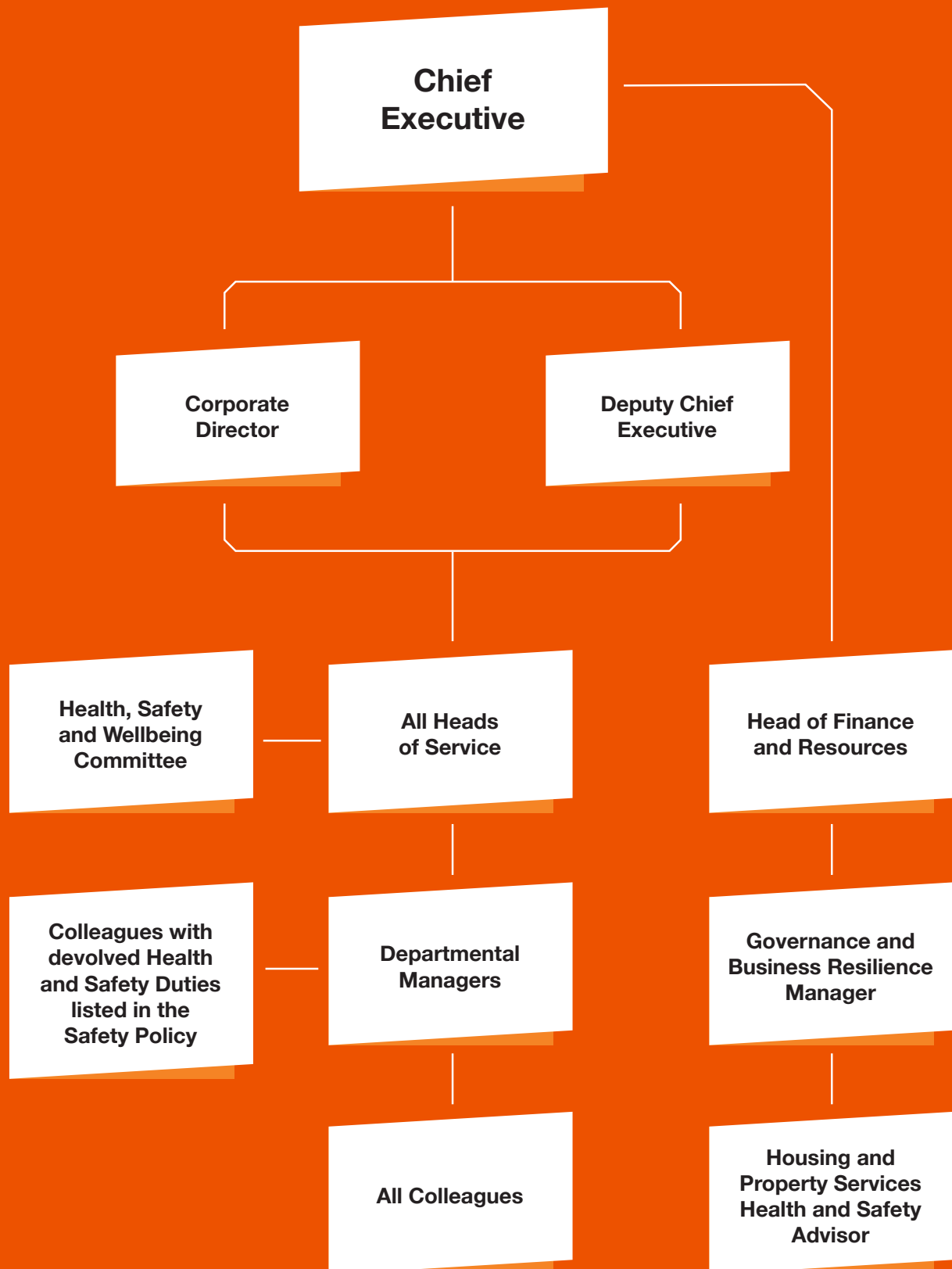
Management Control Responsibilities and Organisational Structure

This Policy applies to all Council colleagues including temporary, voluntary and agency staff wherever they are directed to work.

Responsibility for health and safety cascades through the Council from the Chief Executive and Leader of the Council to each individual colleague.

The specific health and safety roles and responsibilities assigned to various posts and functions within the Council are detailed below.

North Kesteven Health and Safety Organisational Chart



North Kesteven District Council

The Council as employer is ultimately responsible for the application of this policy and adherence of the organisation to health and safety legislation. The Council accepts its duty to ensure adequate resources are made available to meet the health, safety and welfare needs of its colleagues and to protect those who may be affected by its actions or omissions.

Chief Executive

The Chief Executive is responsible for the overall management of the Council and will implement actions necessary to meet current health and safety legislative requirements and encourage and foster a positive commitment to health and safety throughout the organisation.

The Corporate Management Team

The Corporate Management Team accepts its collective role in providing health and safety leadership and direction to the Council in achieving high standards of health and safety practice by;

- Providing on-going commitment to continuous improvement in health and safety performance through all areas of the Council but in particular the setting and monitoring of health and safety performance objectives.
- Conducting and publishing an annual review of performance with the Governance and Business Resilience Manager.
- Promoting a positive safety culture which embraces sensible risk management and allows those who create risks to management them responsibly in a way which enables innovation and learning
- Ensuring that Heads of Service under their direction are provided with appropriate support, guidance and resources to enable them to carry out their health and safety duties effectively.

Heads of Service and Unit Managers

Heads of Service are responsible for managing health and safety in their area of responsibility and are accountable to their Director for the performance of the Service they manage.

To achieve compliance with current health and safety legislation and best practice, Heads of Service together with their Unit Managers will;

- Where appropriate develop and incorporate health and safety objectives and key performance indicators into their Service.
- Ensure the corporate risk assessment procedures are implemented fully within their area of control.
- Arrange for the regular review and monitoring of risk assessments and their findings with attention to the adequacy of any control measures identified.
- Provide or make available information, instruction, and training to those under their control to ensure they are fully aware of the findings of risk assessments and the actions necessary to mitigate such risks to which they are exposed.
- Ensuring compliance with the corporate contractor competency, selection and monitoring procedures for contractors operating within their Service.
- Ensure all colleagues under their control are familiar with the risk assessments and safe systems of work which are relevant to them.
- Implement the corporate 6 monthly inspection procedure covering all areas of the Service for which they are responsible.
- Ensure the competency of all colleagues (including contractors) in the areas of their control.
- Carry out investigation and implement corrective actions following reported near miss incidents, unsafe acts or conditions, accident or offensive incidents.
- Ensure adequate consideration is given to health and safety implications when selecting, designing or purchasing assets and equipment.
- Provide adequate resources to maintain a safe working environment.
- Consult and communicate with colleagues, contractors and members of Trade Unions on all matters affecting health, safety and welfare.
- Ensure the minutes from the Health, Safety and Wellbeing Committee are effectively brought to the attention of colleagues.
- Arrange for effective emergency response within their area of responsibility and for the property assets they manage including first aid, fire or other situation which threatens to cause harm.
- Ensuring appropriate methods are in place to manage occupational road risks and comply with current road traffic legislation.

The Property Services Manager

The Property Services Manager is responsible for managing the health and safety arrangements for Council owned and leased property assets.

The Property Services Manager supports and assists the Head of Housing and Property Services in discharging their legal responsibilities, in particular by;

- Carrying out their duties under the following policies;
 - Management and Control of Asbestos Policy
 - Management and Control of Fire Policy
 - Management and Control of Gas Policy
 - Management and Control of Electricity Policy
 - Water Hygiene and Legionella Management Policy
- Allocating sufficient resources for the safe management of Council premises with regard to existing health and safety policy requirements
- Providing adequate resources, training, information and instruction to Officers under their control to enable them to carry out their role's effectively.
- Ensuring compliance with the corporate contractor competency, selection and monitoring procedures for contractors operating within their Service.
- Ensure the corporate risk assessment procedures are implemented fully within their area of control.
- Ensure adequate controls are in place for the safe selection, employment and monitoring of contractors operating within their area of control.

The Facilities Officer

The Facilities Officer for the Council Offices Kesteven Street Sleaford is responsible for;

- Maintaining compliance with fire legislation.
- Supporting the competent person as they conduct fire risk assessments for the premises
- Supporting the Property Services Manager in ensuring all corrective measures are implemented, the findings recorded and communicated effectively to those at risk and the assessment reviewed on a regular basis.
- Liaison with the Fire and Rescue Emergency Services.
- Conducting planned and regular fire evacuations, ensuring the evacuations are timed, details recorded and a de-brief takes place with the Fire Officers, Marshalls and Fire Response Team.
- Ensuring portable fire fighting measures are adequate and maintained at the Council Offices, Kesteven Street Sleaford.
- Managing the day to day contracts in place for maintenance and periodic thorough examinations which may be required. This will include but is not limited to maintenance of electrical equipment, water services, lifting equipment, pressure vessels, gas appliance etc. for Council Offices Kesteven Street Sleaford.
- Ensuring compliance with the corporate contractor competency, selection and monitoring procedures for contractors operating within their Service.
- Ensuring measures are in place to ensure contractor competency and safe working methods for contractors acting under their instruction.
- Conducting risk assessments of all communal areas in the Council Offices Kesteven Street Sleaford in accordance with the Councils risk assessment process
- Ensuring all colleagues under their control are familiar with the risk assessments and safe systems of work which are relevant to them.
- Ensuring the corporate risk assessment procedures are implemented fully within their area of control including appropriate risk assessments for the cleaning and caretaking activities.

The Property Officer

The Property Officer is responsible for;

- Ensuring periodic inspections with regard to safety for the Council's non-housing stock are conducted and the results and findings acted upon.
- Ensuring an adequate stock condition survey procedure is in place which identifies hazards and unsafe conditions and corrective actions necessary to mitigate the risks these might pose.
- Carrying out their duties under the following policies;
 - Management and Control of Asbestos Policy
 - Management and Control of Fire Policy
 - Management and Control of Gas Policy
 - Management and Control of Electricity Policy
 - Water Hygiene and Legionella Management Policy
- Ensuring compliance with legislation and statutory provision aimed at protecting individuals from exposure to asbestos containing materials, Legionnaires Disease, gas (including Carbon Monoxide and Radon), electricity and fire.
- Ensuring compliance with the corporate contractor competency, selection and monitoring procedures for contractors operating within their Service.
- Ensuring the corporate risk assessment procedures are implemented fully within their area of control.

The Architectural and Commissioning Manager

The Architectural and Commissioning Manager is responsible for;

- Ensuring the adequacy of the Council Offices General Maintenance contract for the premises for which they have responsibility
- Ensuring periodic inspections with regard to safety for the Council's non-housing stock are conducted and the results and findings acted upon.
- Ensuring compliance with the corporate contractor competency, selection and monitoring procedures for contractors operating within their Service.
- Ensuring an adequate stock condition survey procedure is in place which identifies hazards and unsafe conditions and corrective actions necessary to mitigate the risks these might pose.
- Ensuring the adequacy of the maintenance contract for street lighting under the Councils control.
- Ensuring an adequate gas servicing contract is in place for the premises which they are responsible for.
- Carrying out their duties under the following policies;
 - Management and Control of Asbestos Policy
 - Management and Control of Fire Policy
 - Management and Control of Gas Policy
 - Management and Control of Electricity Policy
 - Water Hygiene and Legionella Management Policy
- Ensuring compliance with legislation and statutory provision aimed at protecting individuals from exposure to asbestos containing materials, Legionnaires Disease, gas (including Carbon Monoxide and Radon), electricity and fire for the premises for which they are responsible.
- Providing adequate resources, training, information and instruction to Officers under their control to enable them to carry out their role's effectively.
- Implementing adequate contractor selection and monitoring procedures for contractors operating within their Service.
- Ensuring all colleagues under their control are familiar with the risk assessments and safe systems of work which are relevant to them.
- Ensuring the corporate risk assessment procedures are implemented fully within their area of control.

The Leisure and Cultural Services Officer

The Leisure and Cultural Services Officer is responsible for managing the leisure service contract with particular regard for the premises operated by the Council's Leisure Partner;

- Implementing effective planned inspections by a competent person which give regard to identifying hazards and effective suitable remedial actions as necessary.
- Ensuring compliance with the corporate contractor competency, selection and monitoring procedures for contractors operating within their Service.
- Ensuring the contractor complies with all of their statutory duties including but not limited to those aimed at protecting individuals from exposure to asbestos containing materials and Legionella bacteria.
- Ensuring the contractor complies with all of their statutory duties under current fire legislation.
- Ensuring the contractor has an adequate health and safety management system in place which identifies and controls all hazards.
- Ensuring health and safety performance is monitored during the contract lifetime and considered when re-evaluating the contract.

The Economic Development Manager

The Economic Development Manager is responsible for

- Ensuring an effective planned inspections procedure is implemented and conducted by competent persons which give regard to identifying hazards and effecting suitable remedial actions as necessary for the premises which they are responsible for.
- Ensuring adequate compliance with the corporate contractor competency, selection and monitoring procedures for contractors operating within their Department.
- Ensuring an effective procedure is implemented to ensure compliance with statutory duties including but not limited to those aimed at protecting individuals from exposure to asbestos containing materials or Legionella bacteria for the properties which they are responsible for.
- Ensuring compliance with statutory duties concerned with risk assessment for the properties and premises listed for which they are responsible for.
- Ensuring an effective procedure is implemented to ensure compliance with statutory duties under fire legislation for the properties and premises listed for which they are responsible.
- Ensuring the safety, health, welfare and competency of all contractors, volunteers and those acting under their instruction.
- Ensuring leases and management contracts comply with statutory health and safety duties.
- Ensuring appointed third party property management contractors have an adequate health and safety management system in place which identifies and controls all hazards.
- Ensuring third party property management contractor's health and safety performance is monitored during the contract lifetime and considered when re-evaluating the contract.

The Principal Economic Development Officer

The Principal Economic Development Officer is responsible for;

- Implementing effective planned inspections by competent persons which give regard to identifying hazards and effecting suitable remedial actions as necessary for the premises and property which they are responsible for.
- Ensuring adequate contractor control with specific regard to health and safety of all those who are affected by contractors acts or omissions.
- Assisting the Property Services Manager in exercising his duties to ensure compliance with statutory duties including but not limited to those aimed at protecting individuals from exposure to asbestos containing materials or Legionella bacteria for the properties and premises and property for which they are responsible and in conjunction with the Property Officer and Assistance Building Surveyor.
- Ensuring suitable and sufficient risk assessments are conducted and communicated for the properties and premises which they are responsible for.
- Ensuring compliance with statutory duties under fire legislation for the properties and premises they are responsible for in conjunction with the Property Services Manager.
- Ensuring the safety, health, welfare and competency of all colleagues, contractors, volunteers and those acting under their instruction.
- Ensuring events held at the Councils visitor venues they are responsible for are safe and follow HSE and LESAG Guidance

The Environment Manager

The Environment Manager is responsible for;

- Implementing effective planned inspections by competent persons which give regard to identifying hazards and effecting suitable remedial actions as necessary for the premises and property which they are responsible for.
- Ensuring compliance with statutory duties including but not limited to those aimed at protecting individuals from exposure to asbestos containing materials or Legionella bacteria for the properties and premises which they are responsible for in conjunction with the Property Officer and Assistance Building Surveyor.
- Ensuring compliance with statutory duties concerned with risk assessment for the properties and tasks conducted at the premises they are responsible for.
- Ensuring compliance with statutory duties under fire legislation for the properties and premises for which they are responsible for in conjunction with the Building officer who is responsible for conducting a suitable and sufficient fire risk assessment.
- Ensuring the safety, health, welfare and competency of all colleagues, contractors, volunteers and those acting under their instruction.
- Ensuring compliance with the corporate contractor competency, selection and monitoring procedures for contractors operating within their Service.
- Ensuring appropriate controls are in place to comply with current road traffic legislation.

The Partnerships Manager

- Implementing effective planned inspections by competent persons which give regard to identifying hazards and effecting suitable remedial actions as necessary for the locations and property which they are responsible for.
- Ensuring adequate contractor control with specific regard to health and safety of all those who are affected by contractors acts or omissions.
- Assisting the Property Services Manager in exercising his duties to ensure compliance with statutory duties including but not limited to those aimed at protecting individuals from exposure to asbestos containing materials or Legionella bacteria for the properties and premises and property for which they are responsible and in conjunction with the Property Officer and Assistance Building Surveyor.
- Ensuring suitable and sufficient risk assessments are conducted and communicated for the locations and properties which they are responsible for
- Ensuring compliance with statutory duties under fire legislation for the locations and properties which they are responsible for in conjunction with the Property Services Manager.
- Ensuring the safety, health, welfare and competency of all colleagues, contractors, volunteers and those acting under their instruction.
- Ensuring events which their Department organises have adequate arrangements in place to ensure the health, safety and welfare of Officers, partners, contractors, volunteers and visitors.

The Building Control Manager

The Chief Building Control Officer is responsible for:

- Facilitating and assisting with the Councils fire risk assessments of council owned property assets.
- Conducting assessments of council owned premises with regard to the Disability Discrimination Act and making recommendation as appropriate for statutory compliance.
- Brining to the attention of any relevant officer any known non-compliance of a statutory duty.

Health and Safety Arrangements

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Accidents

All accidents at work should be reported and investigated regardless of their severity. Accident reporting is done via the intranet with the form accessible from the corporate health and safety pages.

<http://sl-netnks/Health%20and%20Safety/Welcome.aspx>

The Governance and Business Resilience Manager retains all records relating to accidents, provides detailed information on nature and type of accidents to the Health, Safety and Wellbeing Committee and conducts an annual study of the type, nature and severity of accidents.

Accident data is used to determine resources and implement corrective actions to prevent re-occurrence.

Accidents which are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations will be reported to the HSE by the Governance and Business Resilience Manager or in their absence the Housing and Property Services Health and Safety Coordinator.

Agile Working

The Council encourages colleagues to work as agilely as possible to ensure flexibility for all parties.

The Council has produced an Agile Working Policy.

Please contact Human Resources Department for further details.

The Council has developed a generic risk assessment for agile working. If a Manager identifies that agile working present a risk to their employees they should follow the specific guidance and control measures in place which can be obtained by contacting the Human Resources Department or the Governance and Business Resilience Manager.

Alcohol

Alcohol consumption whilst carrying out work activities is prohibited.

Colleagues who suffer from alcohol dependency will be given support and assistance to help them overcome the addiction.

Colleagues who are thought to be under the influence of alcohol whilst at work will be dealt with under the Councils disciplinary procedure.

Please contact the Human Resources Department for further information including a copy of the Councils policies and referral procedures.

Contractors

Contractors who are thought to be under the influence of alcohol will be removed from the premises and a full review of the contract will be undertaken.

Audits

The NKDC Health and Safety Audit system is designed to provide an effective active monitoring process and is based on the principals of HS (G) 65 and The Occupational Health and Safety Management Systems Specification OHSAS 18002.

The Councils Health and Safety arrangements will be audited periodically by;

- Internal Audit
- External Audit
- Governance and Business Resilience Manager

Results will be presented to the Corporate Management Team, the Audit Committee and the Health, Safety and Wellbeing Committee.

Asbestos

The Control of Asbestos at Work Regulations address the legal obligations placed on organisation to identify and control risks associated with exposure to asbestos containing materials. Contact with asbestos containing materials must be carefully controlled as asbestos is a known carcinogen (cancer causing agent).

The full Management of Asbestos and Control of Asbestos policy including details of responsible officers and action to take in the event of an asbestos fibre release can be obtained from either the Property Services Manager or the Governance and Business Resilience Manager.

The Council does not permit any employee to work on asbestos materials.

Contractors

Contractors carrying out repair work which is likely to disturb the fabric of a building, any invasive work or who are working on identified asbestos containing materials must request a copy of the relevant Asbestos Survey and comply at all times with the Control of Asbestos at Work Regulations.

Where a contractor identifies control measures through the process of risk assessment, the Council may monitor compliance with the measures and could consider any deviance from the control measures as breach of contract.

The Council has developed a generic risk assessment which addresses the risk of asbestos in general working situations. If a Manager identifies that asbestos materials present a risk to their employees they should follow the specific policy and control measures in place for protecting against exposure to asbestos obtained by contacting the Property Services Manager or the Governance and Business Resilience Manager.

Blood Borne Viruses

Blood borne viruses are viruses that some people carry in their blood and which may cause severe disease in certain people and few or no symptoms in others. The virus can spread to another person whether the carrier of the virus is ill or not.

The main blood borne viruses of concern are;

- Hepatitis B virus (HBV)
- Hepatitis C virus
- Hepatitis D virus
- HIV virus

Types of work where there may be contact with blood/body fluid include emergency situations such as first aid, street cleaning and refuse disposal.

It is very unlikely that infection will occur through everyday social contact with another worker who has blood born virus. Blood borne viruses are mainly transmitted through sexual intercourse or by direct exposure to infected blood or body fluids contaminated with infected blood.

However in the workplace direct exposure can happen through accidental contamination by a sharp instrument such as a needle or broken glass.

Infected blood may also spread through contamination of open wounds, skin abrasions, and skin damage due to a condition such as eczema or through splashes to the eye, nose or mouth.

Incidents of exposure to blood borne viruses must be reported using the council's accident reporting procedures.

The Council has developed a generic risk assessment for blood borne viruses. If a Manager identifies that blood born viruses present a risk to their employees they should follow the specific guidance and control measures in place for protecting against blood borne viruses which can be obtained by contacting the Governance and Business Resilience Manager.

Bomb Threat

Fortunately bomb threat is extremely rare, even rarer still is an actual bomb in commercial premises in the UK. However unlikely the threat may be the Council has implemented the following procedures to manage the eventuality:

- On discovering a suspect package a swift general local enquiry as to the owner should be made. If no owner is located then a senior manager should be contacted and the area kept clear without causing panic.
- The senior manager will take control of the scene, initiate a brief investigation and contact the emergency services for instructions as necessary.
- On receiving a telephone threat all details should be recorded including nature and location of the device if given. A senior manager should be contacted who will inform the emergency services and implement their instructions including a controlled evacuation if necessary.

Due to the scope of these policy arrangements it is not possible to list each site specific procedure here.

The Council has developed a generic risk assessment for security threats. If a Manager with responsibility for a site/premises identifies that bomb threat is a credible risk to their employees, visitors, contractors or others who may occupy the site/premises they should follow contact the Governance and Business Resilience Manager who will facilitate the development of site specific emergency plans.

Children

Children are permitted in low risk and approved operational areas of council buildings for brief periods of time under the following circumstances;

- Work experience or work familiarisation
- Childcare emergency for a brief period of less than one hour

Children are not permitted in work areas where there is vehicle movement or work involving the use of equipment, machinery, hazardous substances or where other hazardous activities are conducted such as work at height or confined spaces.

Arrangements exist which allow children to enter an approved secure part of the building for out of school shelter. Full details of the arrangements in place to address childcare needs can be found by contacting the Human Resources Department.

A copy of the full policy relating to children in council buildings can be obtained from the Governance and Business Resilience Manager.

Competency

Competency can be described as “having the necessary skills, qualification or experience to carry out a function safely”

Most work activities will require a level of competence from the employee to ensure the task is carried out safely and without risk. Competency is essential to avoid accidents and prevent ill health.

Colleagues

The Council will ensure competency is achieved and maintained through the process of training needs evaluation and employee development interviews.

Competency may be gained by in house training, on the job or task based instruction and information or other means such as professional training courses.

Records of training (formal or informal) must be retained by Managers and provided to the Learning and Development Officer for retention.

Contractors

Contract Officers must satisfy themselves that they are engaging competent contractors prior to engaging the contractor. Records and certificates should be checked and reference sought.

The level and detail of checks should be proportionate to the task and the hazards associated with it.

Further information on appointing and managing contractors can be obtained by contacting the Governance and Business Resilience Manager.

For high value or high risk contractors Procurement Lincolnshire's advice must be sought.

Confined Spaces

A confined space can be described as any space of an enclosed nature where there is a risk of death or serious injury caused by hazardous substances or dangerous conditions.

The following are types of common confined spaces:

- Tanks
- Silos
- Pits
- Sewers
- Refuse vehicle hoppers
- Vats
- Ductwork or poorly ventilated rooms or chambers

Confined space entry must be avoided wherever possible. If it is not possible to avoid then a task specific risk assessment must be completed and a permit to work system implemented where risk of harm caused by lack of oxygen, fire, explosion, fumes and vapours or electricity is present.

Only competent persons may enter and carry out work in a confined space and a full risk assessment and safe system of work implemented to ensure risks are kept to the lowest possible level.

Further information and guidance can be obtained from the Governance and Business Resilience Manager.

Contractors

Contractors who are engaged to carry out work in a confined space must demonstrate compliance with current legislation including but not limited to the Confined Space Regulations. A full risk assessment and safe system of work must be produced by the contractor prior to work commencing with effective control measures in place. The control measures may include adherence to the contractors Permit to Work system.

Where a contractor identifies control measures the Council may monitor compliance with the measures and could consider any deviance from the control measures as breach of contract.

Consultation and Information on Health and Safety

Consultation

On matters which significantly affect health, safety and wellbeing the Council will consult with GMB and Unison as the recognized trade unions in accordance with the Safety Representatives, Safety Committee Regulations.

The Council will consult with colleagues or their representatives on the following:

- the introduction of any measure which may substantially affect their health and safety at work, for example the introduction of new equipment or new systems of work
- arrangements for appointing competent people to help them comply with health and safety laws (a competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to help an employer meet the requirements of health and safety law);
- the information they must give their employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk;
- the planning and organisation of health and safety training; and
- the health and safety consequences of introducing new technology, processes or systems of work.

Consultation Process

Consultation involves employers not only giving information to colleagues and those affected but also listening to and taking account of what they say before making decisions.

Consultation does not remove the employer's right to manage. Managers will still make the final decision, but talking to colleagues is an important part of successfully managing health and safety.

At North Kesteven District Council we have many methods of consultation including the following;

- Consultation (direct or formally) on new procedures, processes, technology or equipment
- Staff Liaison Panel
- Access to reports and consultation documents produced by HSE or other regulatory body
- Specific departmental safety meetings and representation on the Health and Safety Working Committee
- Inclusion in job evaluation and employee development reviews
- Inclusion with risk assessment process and communication of findings
- Involvement with the development of safe systems of work and site safety rules.
- Attendance at disciplinary hearings.

Information

The Council will give colleagues (or their representatives) the information necessary to allow them to participate fully and effectively in the consultation.

Information should include details about the risks arising from work activities, the measures in place or proposals to control these risks, and what colleagues should do if they are exposed to a risk, including emergency procedures.

The Council does not have to provide information if it:

- would be against the interests of national security or against the law;
- is about someone who has not given their permission for it to be given out;
- would – other than for reasons of its effect on health and safety – cause substantial injury to the organisation, or if supplied by someone else, to the business of that person;
- obtained for the purpose of any legal proceedings.

Construction

All construction activities and associated health and safety arrangements will be managed as per the Construction Design and Management Regulations 2015.

North Kesteven acknowledges and accepts its duties under these regulations and its role as Client, Designer and Principal Designer. In particular the Council will:

- sensibly plan the work so the risks involved are managed from start to finish
- have the right people for the right job at the right time
- cooperate and coordinate our work with others
- have the right information about the risks and how they are being managed
- communicate this information effectively to those who need to know
- consult and engage with Principal Contractors about the risks and how they are being managed

Please refer to the Council's Construction Health and Safety Procedures for further information.

Contractors

A contractor is a person employed by a third party organisation which the council has engaged to carry out work on the council's behalf to a pre-agreed specification.

A contract officer is the officer employed by the Council who is responsible for managing the contract either completely through its whole lifecycle or in part through the actual works.

For the purposes of this policy the client is considered to be the Council.

In all client/contractor relationships both parties have statutory duties, as do any sub contractors engaged. The extent of the responsibilities will differ greatly according to the nature of each individual contract.

It is the clients or contract officers' role to:

- Define the scope of the work accurately and determine what they want the contractor to do.
- Select an appropriate contractor. The contractor must be competent to do the job and understand what is expected of them.

When selecting an appropriate contractor, consideration must be given to;

- Competency
- Health and safety arrangements
- Risk assessment findings
- Method statements
- Sub contractors
- References
- Enforcement action
- Membership of professional or trade bodies

All contractors engaged in work which requires the use of tools, machinery, substances or equipment must have successfully completed the council's Competent Contractor Assessment. Full details can be found in the Control of Contractors Policy and Procedures and obtained from the Governance and Business Resilience Manager.

The contract documentation should clearly set out the rules for engagement of sub-contractors and how they will be selected and managed.

Risk Assessment

Contractors are responsible for producing accurate risk assessments for the work and control measures should be proportionate to the hazards identified.

The Council will not 'approve' contractors risk assessments but they may wish to comment on the appropriateness of the assessment or any control measures identified.

Where a contractor identifies control measures the Council may monitor compliance with the measures and could consider any deviance from the control measures as breach of contract.

Information, Instruction and Training

Clients, contractors and sub-contractors must provide colleagues and others with the necessary information, instruction and training on anything which may affect their health or safety.

This may include informing others not engaged in the work but who are close enough to be affected by it, for example neighbours or tenants.

Management and Supervision

Clients or the contract officer must monitor the performance of the contractor. Deviation from agreed work practices will be raised as a contract non compliance and may be considered a breach of contract.

Monitoring will be proportionate to the level of risk and will take place in accordance with an agreed format.

Further information can be found by contacting the Governance and Business Resilience Manager.

Control of Substances Hazardous to Health (COSH)

Some activities tasks such as cleaning, arts and displays, vehicle repair, caretaking and general maintenance will involve some use of substances hazardous to health. Hazardous substances are not always obvious and may also include substances generated by a work activity such as fumes produced when soldering or welding. Naturally occurring substances such as grain dust and biological agents such as bacteria are also considered to be hazardous substances.

In all circumstances the Control of Substances Hazardous to Health Regulations must be followed.

These regulations dictate that the following actions are carried out:

- Conduct a suitable and sufficient risk assessment.
- Determine what precautions are needed to protect users and others from harm.
- Prevent or control exposure
- Ensure control measures are used and maintained
- Monitor exposure
- Carry out health surveillance
- Prepare plans to deal with emergencies
- Ensure training, information and supervision is provided

COSHH risk assessments will be conducted for all substances used which present a hazard to health. It is the responsibility of line managers to ensure specific COSH risk assessments are in place, relevant and the findings communicated.

Further information can be found via the Governance and Business Resilience Manager.

Contractors

Contractors must not bring any hazardous substance on to council premises without first providing the council with a copy of a suitable and sufficient assessment of the risks associated with it and its use. The risk assessment must consider the effects the substance may have on council employees not directly associated with the task being conducted.

Where a contractor identifies control measures the Council may monitor compliance with the measures and could consider any deviance from the control measures as breach of contract.

Display Screen Equipment (DSE)

Display Screen Equipment (DSE) or visual display units (VDU's) are the computers, laptops, tablets and any other device which displays data, text, graphics or numbers but excluding in vehicle equipment such as Sat Nav or Bartec Systems.

The Council through its electronic e-learning system will invite colleagues to conduct training and a self-assessment of their workstations and equipment.

The invitations will be managed by the Learning and Development Officer, the Human Resources Department and the Governance and Business Resilience Manager who will assist identify any corrective actions required by the assessment.

More detailed workstation assessments may be required if a colleagues presents with a medical condition. In the first instance advice should be sought from the Human Resources Department and the Governance and Business Resilience Manager who may arrange for a more detailed assessment to take place. Depending on the nature and severity of the medical condition this may be conducted through the Councils Occupational Health service provider.

Drugs (including illegal drugs, so called legal highs and medication or prescription drugs).

The taking of illegal drugs, so called legal highs or substance abuse of any kind at work is prohibited.

Illegal drugs, legal highs and substances affect the ability to process information and impair rational thought and actions. They interfere with the body's ability to interpret hazardous situations and deal with them effectively.

Colleagues who suffer from drug or substance misuse issues will be given support and assistance to help them overcome the addiction.

Colleagues who are thought to be under the influence of un-prescribed drugs or substances whilst at work will be dealt with under the Councils disciplinary procedure.

Please contact the Human Resources Department for further information including a copy of the Councils policies and referral procedures.

Contractors

Contractors who are thought to be under the influence of illegal drugs, legal highs or substances will be removed from the premises and a full review of the contract will be undertaken.

(Prescribed) drugs

Individuals may be present at work and under the influence of prescribed drugs or medication.

Even prescribed drugs may affect a person's ability to process information and certain activities such as driving or operating machinery may be adversely affected.

Prescribed medication may also affect any first aid treatment that is necessary in the event of ill health or injury.

In all circumstances manager's and a member of the Human Resources Department must be notified if individuals are prescribed drugs or medication which may affect their health, safety and welfare at work or that of others.

Electricity

The use of electricity is essential to the day to day operation of the council's services. To ensure safe management of electricity and electrical equipment full reference to the councils Electricity at Work Policy should be made.

Electricity is addressed by specific legislation The Electricity at Work Regulations and these regulations must be followed at all times.

The main hazards associated with electricity are contact with live parts causing burns and shock and fire. Risk of injury increases with factors including work in a wet environment, work outdoors or work in a confined space.

Portable Equipment

Regular portable applicable testing (PAT testing) will be conducted on all portable appliance made available. PAT testing for Council Offices Sleaford will be co-ordinated by the Buildings Officer.

For all other locations the Property Officer makes arrangements for testing.

Second hand or used portable electrical equipment must not be used until it has received a full PAT test.

Extension leads

All extension leads must undergo frequent visual inspection and PAT testing at least annually. Details of both should be recorded and available for inspection.

Fixed or hard wired systems

Fixed or hard wire testing will be conducted on systems as advised necessary by a competent contractor. Testing for Council Offices Sleaford will be co-ordinated by the Buildings Officer.

For all other locations the Property Officer is responsible for making arrangements for testing.

Maintenance

Routine maintenance for equipment will normally be addressed under a specific contract or agreement. Each site or venue should retain records for all electrical maintenance and test results.

Fault Reporting

If you suspect or discover an electrical fault please ensure the item is isolated or, if it is not safe to isolate ensure arrangements are in place to prevent access. Report the fault immediately to the Buildings Officer (Council Offices Sleaford) or the Property Officer for all other locations/venues who will advise what further action is necessary.

Repairs

Repairs must only be conducted by a competent person. This will normally be a person who is able to demonstrate competency with the current IEE Edition.

Contractors

Contractors must ensure all portable appliances they bring onto council premises are safe and have received an appropriate test. Contractors may be asked to produce evidence of the test by officers monitoring the contract or any one who suspects the equipment may be faulty.

In all circumstances contractors must ensure a safe method of operation is in place with consideration for the safety of all who may be affected by the work.

The contractor is responsible for ensuring trip hazards created by cables and tools which are likely to affect others are eliminated.

Underground power cables

It must always be assumed that cables will be present when digging or excavating. Up to date service plans and detection equipment must be used to determine the location of underground power cables prior to work commencing.

First Aid

First aiders will all receive training in the action to take in the event of a person suffering from electric shock.

Emergencies

An emergency can be described as “a sudden and unforeseen event with likelihood of danger requiring immediate action”.

Work related emergencies can vary greatly however, prompt response and remedial action is likely to be required to avoid or reduce harm.

Specific policies exist for fire, asbestos, electricity, water hygiene and gas release and these can be viewed by contacting the Governance and Business Resilience Manager.

Events

The Council is responsible for organising and assisting a number of public events. Events must be organised in accordance with the Lincolnshire Events Safety Advisory Group Guidance (LESAG) and HSE guidance at all times.

The guidance can be found via the following link:

<http://www.lincolnshireprepared.co.uk/section.asp?catid=24714>

The Council aims to ensure health and safety measures are proportionate to the level of risks each particular event poses and will provide support and advice to event organisers through the Kesteven Safety Advisory Group, Licensing Team and Environmental Health Officers as appropriate.

Expectant Mothers

Departmental Managers, upon receipt of medical confirmation of a colleagues pregnancy conduct a full assessment of risks including physical, biological and chemical agents. A specific Expectant Mothers Risk Assessment Form is available by contacting the Governance and Business Resilience Manager or in their absence the Human Resources Department.

The Manager or Supervisor will normally conduct the risk assessment with the individual. The risk assessment must be periodically reviewed as necessary depending on any pregnancy related conditions which may occur.

The Council will also provide a quiet area in which the new or expectant mother can rest should it be necessary and take into consideration and deal with sympathetically the aspects of pregnancy that may affect work including

- morning sickness
- backache
- tiredness
- balance
- dexterity, agility and co-ordination
- speed of movement and reach
- frequent toilet visits

Further information can be obtained via the following links

<http://www.hse.gov.uk/mothers/>

<http://www.hse.gov.uk/pubns/indg373.pdf>

Fire

Arrangements for dealing with the risks associated with fire are determined by the fire risk assessment for each of the council's premises which are subject to current fire legislation.

For all premises under the Councils control procedures are in place to address the action to take in the event of discovering a fire and the action to take upon hearing the fire alarm and these may be different for each of the council's premises.

In general;

If you discover a fire you should sound the alarm by activating the nearest fire alarm call point or by attracting attention. If you are competent, trained and able to do so fight the fire or evacuate to the designated place of safety.

If you hear the fire alarm you should leave the premises immediately using the nearest safest exit and assemble at the designated place of safety for further instructions.

Fire Risk Assessments

Fire risk assessments will be conducted by a competent person for all premises for which the Council has control.

The findings of the site specific fire risk assessments will be acted upon and controls to reduce the likelihood of fire occurring and the actions to mitigate risk to occupants implemented.

The Property Services Manager is responsible for taking the necessary steps to ensure control measures as identified by site specific fire risk assessments are communicated with Site Manager and implemented.

The manager with responsibility for the site/venue is responsible for ensuring local arrangements for fire control are effectively implemented. Local arrangements include but are not limited to:

- Testing of detection equipment
- Testing of fire control measures such as alarms and emergency lighting
- Fire evacuation drills and tests
- Employee, visitor and contractor training on the action to take on discovering a fire and site evacuation procedures
- Conducting Personal Emergency Evacuation Plans for those who may have difficulty in evacuating

Fire Policy

Due to the complex nature of fire legislation the Council has developed a specific policy. Full details of the policy can be obtained from the Property Services Manager or the Governance and Business Resilience Manager.

First Aid

First aid provisions have been determined by a process of risk assessment which takes into account the needs of each premises.

For North Kesteven District Council Offices Sleaford the appropriate method of contacting a first aider is by either:

- Dialling **28666** from an internal land line during office hours or
- Dialling **07824600414** out of hours

For all other premises local arrangements will be displayed on how to summon first aid assistance.

Site Managers are responsible for ensuring the site for which they are responsible for has appropriate first aid provision. For a copy of the first aid risk assessment template or for further advice please contact the Governance and Business Resilience Manager.

Gas

The Council uses gas as a fuel in both domestic and commercial environments including the use of LPQ. Specific legislation exists to ensure gas is managed effectively.

The Council has produced a specific policy to manage gas safely and in particular with regards to its duties as both a landlord and an employer.

Please refer to the Property Services Manager for further details or to obtain a copy of the Gas Policy.

Inspections

Inspections are a pro-active method of identifying health and safety issues or problems prior to an incident occurring.

Health and safety inspections of all occupational premises must be conducted at least every six months.

Some premises will be subject to more frequent inspection if identified necessary by the risk assessment process.

Inspections will be recorded and any corrective actions identified acted on in a timely and appropriate way.

It is the responsibility of the Site Manager or Manager who is responsible for the premises to ensure inspections are conducted at appropriate periods, the findings recorded and any corrective or remedial actions identified implemented.

Copies of inspection forms, help and guidance can be obtained by contacting the Governance and Business Resilience Manager.

Legionella

A full copy of the Council's policy on managing the risks associated with the Legionella bacteria should be referred to for full details.

The policy addresses management control of Legionella bacteria in commercial and domestic premises in accordance with current legislative requirements and includes emergency procedures, monitoring and responsible persons and their duties.

For full details of the management of Legionella bacteria please refer to the policy and to the Property Services Manager or the Governance and Business Resilience Manager.

Lone Working

A lone worker is a person who works alone or without direct supervision. A lone worker can be at increased risk as access to assistance and help in an emergency is limited.

Lone workers who are engaged in the following activities on a frequent basis will be provided with a Lone Worker Protection Device and appropriate training:

- Employed in an enforcement role
- Work in a hazardous environment
- Enter Service Users Homes

Colleagues issued with the devices are obliged to use them in accordance with the training provided and failure to use the device may result in disciplinary action being taken.

The Council has developed a generic lone worker risk assessment which takes into consideration the hazards which may be present during routine lone working tasks. A copy of the risk assessment can be found on the intranet or by contacting the Governance and Business Resilience Manager.

Managers are responsible for ensuring the generic risk assessment is suitable for all lone worker activities conducted by their employees. If the generic risk assessment is not considered appropriate a task specific risk assessment must be conducted. The appropriate form can be obtained by contacting the Governance and Business Resilience Manager.

Manual Handling

Manual handling is the movement of loads by physical effort. Typical tasks include movement of furniture, office supplies and equipment, waste bins and elections equipment. The council recognises that all manual handling tasks should be avoided where possible and, if it is not possible to avoid the activity a full risk assessment must be conducted.

A copy of the Manual Handling Risk Assessment Form is available from the Governance and Business Resilience Manager who is also able to provide training on request.

The Council has developed a generic manual handling risk assessment which takes into consideration the hazards which may be present during routine manual handling tasks. A copy of the risk assessment can be found on the intranet or by contacting the Governance and Business Resilience Manager.

Managers are responsible for ensuring the generic risk assessment is suitable for all manual handling activities conducted by their employees. If the generic risk assessment is not considered appropriate a task specific risk assessment must be conducted. The appropriate forms can be obtained by contacting the Governance and Business Resilience Manager.

Near Misses

Near misses must always be reported and action implemented whenever possible to prevent a re-occurrence and to rectify the situation.

The affected person, first aider or line manager can complete the form which is accessed from the Health and Safety pages of the intranet.

<http://sl-netnksp/Health%20and%20Safety/Welcome.aspx>

New Mothers

New mothers who return to work must undergo a return to work interview with their line manager. This interview will also include completion of the New Mothers Risk Assessment. This assessment will ensure any occupational risks to the new mother are identified and controlled.

All information provided by the New or Expectant Mother will be treated in with strict confidence.

Further information and a copy of the risk assessment form is available from the Governance and Business Resilience Manager who is also able to provide assistance and further guidance.

Occupational Health

Occupational health advice is provided by an approved competent contractor who may also provide workstation assessments, return to work medicals, pre employment screening and a variety of other services such as counselling, training and health assessments.

All appointments must be booked by a line manager through the Human Resources Department.

Occupational Road Risk

The Council recognises the importance of effectively managing occupational road risk and understands the positive benefits associated with sensible and proportionate risk control.

Health and safety law does not apply to commuting to and from work, unless the colleague or Elected Member is travelling from their home to a location which is not their usual place of work.

In the majority of cases, road traffic law will take precedence over health and safety law. This does not mean however that the employer is free from prosecution. The Police/Crown prosecution service can prosecute employers under what is called 'cause and permit' provisions of traffic law (for example permitting an employee to use a vehicle that is in a dangerous condition).

Officers and Members are required to ensure:

- The vehicle they use for work purposes is fit for purpose and roadworthy
- The vehicle complies with current UK legislation for MOT and road tax purposes
- They have a valid licence for the vehicle they are driving
- They do not drive with defective eyesight or contrary to current drink drive permissible limits or under the influence drugs, legal highs or prescription medication contrary to the advice of a medical practitioner.

The Council has developed a generic occupational road risk assessment which takes into consideration the hazards which may be present during routine work related driving. A copy of the risk assessment can be found on the intranet or by contacting the Governance and Business Resilience Manager.

Managers are responsible for ensuring the generic risk assessment is suitable for all driving activities conducted by their employees. If the generic risk assessment is not considered appropriate a task specific risk assessment must be conducted. The appropriate forms can be obtained by contacting the Governance and Business Resilience Manager.

Offensive Incidents

All offensive incidents at work should be reported and investigated regardless of their severity.

Offensive incident reporting can be done via the intranet from the health and safety pages to complete an e-form.

<http://sl-netnks/Health%20and%20Safety/Welcome.aspx>

The Governance and Business Resilience Manager retains all records relating to offensive incidents, provides detailed information on nature and type of the incident to the Health and Safety Committee at least every three months and conducts an annual study of the type, nature and severity of incidents.

Incident data is used to determine resources and implement corrective actions to prevent re-occurrence.

The Council has an Offensive Incident Policy and Procedure and a copy can be obtained from the Governance and Business Resilience Manager. The Policy covers reporting of incidents, investigation and the Exercise with Caution Register in further detail.

Contractors and Visitors

Contractors and visitors are required to report offensive incidents in accordance with the Council's procedure.

Exercise with Caution Register

The register is used to warn and inform colleagues, partners, Elected Members and certain contractors about a particular individual or property which may pose a risk. The register is monitored and data is updated and removed when it is no longer relevant.

The register is secure with access permitted to individuals who are able to demonstrate a need to view the information it contains.

For further information regarding the register please contact the Governance and Business Resilience Manager or a member of the Human Resources Department.

Open Spaces

The Council is responsible for managing and maintaining assets that include open spaces (parks, recreation areas and green space).

Managers who are responsible for open space or recreational assets must undertake a thorough risk assessment of the water and surrounding area using the corporate Open Spaces Risk Assessment Form available from the Governance and Business Resilience Manager.

Open Water

The Council is responsible for managing and maintaining assets that include open water (Cogglesford Mill, attenuation ponds, Millennium Green etc.).

Managers who are responsible for open water assets must undertake a thorough risk assessment of the water and surrounding area using the corporate Open Water Risk Assessment Form available from the Governance and Business Resilience Manager.

Permit to Work

North Kesteven District Council will take all reasonable steps to secure the health safety and welfare of employees and those who visit or carry out work on our premises.

For hazardous work activities competent contractors will be engaged and in some cases it may be necessary for them to conduct work under a Permit to Work System.

A Permit to Work is a formal written system used to control certain type of work that is hazardous. A Permit to Work is a document which specifies the work to be done and the precautions to be taken.

All activities which present a significant risk of harm should be thoroughly assessed to determine the most appropriate measures necessary to reduce the risks to an acceptable level.

The objective of the risk assessment process is to ensure all hazards are clearly identified and any measures necessary to reduce risks are implemented. Following risk assessment a Safe System of Work is produced when the risks remain significant.

As part of the Safe System of Work it may be necessary to control the work in a very detail way and this is when the Permit to Work System can be used.

Permits to Work are usually split into four categories as follows;

- **Hot Work** - welding, cutting, grinding etc
- **Electrical Work** - work on live electrical equipment and apparatus
- **Work at Height** – work involving scaffolding or access platforms
- **Confined Spaces** –entry and work into a space with restricted access, egress or is otherwise hazardous as a result of its dimensions, ventilation etc. Normally vessels, pits, holes, vehicle body etc.
- **General Work** – all work which is high risk but not covered by any of the above permits

Competent Persons

For all activities which require a permit to work it is essential that those conducting the task and completing the Permit are 'competent' to do so.

It is the responsibility of the Contact Officer authorising work on behalf of the Council to ensure the competency of all individuals involved with any activity which requires a Permit to be issued.

Communication

It is essential that all aspects of the Permit are clearly communicated with all those concerned.

Due care should be taken to ensure individuals are made aware of the hazards associated with the task and that they fully understand the necessary control measures and emergency procedures.

Time Periods

A Permit is issued for a specific time period and for a set date. This is necessary to ensure that if work over runs, or shifts change the Permit can be re-issued with relevance to the new circumstances.

Contractors

Contractors are required to follow their own Permit to Work System where it is identified necessary through the process of risk assessment.

Personal Emergency Evacuation Plans (PEEP)

The purpose of a PEEP is to ensure due consideration of the health, safety and welfare implications when addressing the issues faced by individuals in an emergency evacuation situation. The reason for emergency evacuation will normally be fire however, there may be other circumstances which will benefit from consideration such as gas leak, flood etc.

A PEEP is simply an agreed plan of action to take in the event of the need for evacuation of an individual which is tailored to suit their specific needs.

In addition to other legislation, The Regulatory Fire Reform Order emphasised the need for employers and those responsible for premises to conduct fire risk assessments. Part of the fire risk assessment is consideration to a persons vulnerability and their ability to evacuate to a place of safety should it be necessary.

Vulnerable Colleagues, Members or Visitors

Should a vulnerability be identified it is the responsibility of the line manager, host or Member Services to initiate the PEEP process. The Governance and Business Resilience Manager should be contacted and they will either support or conduct the PEEP as appropriate.

All information will be treated in the strictest confidence.

Personal Protective Equipment (PPE)

PPE can be described as all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person and which protects them against one or more risks to their health and safety.

There are many types of PPE including safety helmets, gloves, eye protection, high visibility clothing, safety footwear and safety harnesses.

The Personal Protective Equipment at Work Regulations addresses the statutory duties surrounding the provision of PPE including:

- Risk assessment
- Suitable and Sufficient PPE
- Storage of PPE
- Replacement of PPE
- Training and Information provision

Risk Assessment

The need for the provision of PPE must be determined by the risk assessment process. Providing PPE to protect against occupational hazards is the last resort and all other controls such as eliminating the hazard or reducing exposure to the hazard must be considered as a priority.

The Council has developed a generic PPE risk assessment which takes into consideration the hazards which may be present during typical routine work. A copy of the risk assessment can be found on the intranet or by contacting the Governance and Business Resilience Manager.

Managers are responsible for ensuring the generic risk assessment is suitable for all work activities conducted by their employees. If the generic risk assessment is not considered appropriate a task specific risk assessment must be conducted. The appropriate form can be obtained by contacting the Governance and Business Resilience Manager.

Risk Assessment

Risk Assessment plays a vital role in managing and reducing risks within the workplace in a proportionate and sensible way. It is the primary tool for identifying hazards and controlling risks associated with work related tasks and the environment.

The Council will take all reasonable steps to secure the health safety and welfare of colleagues, visitors, contractors and all who may be affected by our acts or omissions. The Council believes that the primary objective of the risk assessment process is to ensure all significant hazards are clearly identified and the measures necessary to reduce risks are implemented.

Risk Assessment Process

To ensure consistency the Council has developed a suite of generic risk assessments covering:

- Asbestos
- Agile Working
- Blood Born Virus
- Children in Council Premises
- Control of Substances Hazardous to Health
- Driving for Work Purposes
- Hand Held Tools
- Lone Working
- Manual Handling
- Office Activities
- Personal Protective Equipment
- Security Threat (including bomb threat)
- Visiting Domestic Premises (not under construction or refurbishment)
- Visiting Premises (under construction or refurbishment)
- Work at Height
- Working Outdoors

Step 1

- **Look for the hazards.**
- **Walk around the workplace.**
- **List all of the things that may cause harm, concentrate on hazards which could result in serious harm or affect several people.**

Step 2

- **Decide who might be harmed and how.**
- Don't forget:**
- **Young workers or trainees.**
 - **Cleaners, visitors or contractors.**
 - **Members of the public, anyone who shares the workplace.**

Step 3

Evaluate the risks.

- **Decide whether existing precautions are adequate or if more should be done.**
- **Consider what is already in place to protect people and check it is effective.**
- **Ask yourself, can you do more to reduce the risk or likelihood of harm?**
- **Implement appropriate corrective actions as necessary**

Step 4

- **Record your findings.**
- **We have developed specific forms for recording assessments. These can all be accessed via the intranet.**

Step 5

- **Review the assessments and revise if necessary.**
- **Risk assessment is an on going exercise.**
- **People change, the workplace and legislation changes and your risk assessments must be reviewed to keep up with these changes.**

Communication

Managers must ensure that the findings of the risk assessments are communicated to all those affected. Communication ensures the control measures are adopted and are effective. Team briefs, site meetings, discussion and review and issuing individuals with copies are all ways of communicating the findings of the risk assessment.

A record of the communication must be retained by Managers and if formal or informal training is provided to colleagues on the control measures identified by the risk assessment process a record of this training must be provided to the Learning and Development Officer.

Monitor and review

The Governance and Business Resilience Manager will conduct a formal review of the generic risk assessments as follows:

- After every accident
- At least every two years
- Following change to work practices, the environment, technology or legislation

For task specific assessment, the Manager responsible for conducting the initial assessment must ensure adequate monitoring to ensure the assessments effectiveness takes place.

The Manager is also responsible for ensuring a formal review is conducted in alignment with the generic risk assessments (see above).

Storage

Generic Risk assessments are stored electronically on the intranet in the Corporate Health and Safety area.

<http://sl-netnks/Health%20and%20Safety/Welcome.aspx>

Safe Systems of Work

A Safe System of Work can be described as “the prescribed and agreed safe method of carrying out a task or activity”.

Safe systems of work are one of the control measures used in risk assessment and risk control however, it is important that the other control measures are considered initially such as eliminating the hazard or reducing exposure to the hazard.

Managers are responsible for identifying where a safe system of work is required. When developing a safe system of work colleagues should be involved and Union Representatives should be consulted.

Communication and Training

Managers are responsible for ensuring any safe system of work developed is also effectively communicated to those people affected. This will normally be to colleagues however, in some circumstances it may be necessary to communicate safe systems of work to contractors, visitors or other colleagues who may be affected.

Managers are responsible for ensuring colleagues are trained on the safe system of work and this training should be easily understood, recorded and refreshed frequently.

Training records should be retained and a copy provided to the Learning and Development Officer.

Monitoring

Managers are responsible for monitoring colleague's adherence to the agreed safe system of work. Monitoring may include spot checks, work site visits and inspections. If the safe system of work is not being followed the Manager should endeavour to address this by ascertaining why it is not being followed.

When a safe system of work is not followed there are a number of reasons why including;

- Poor communication
- Over complicated instructions
- Failure by colleagues to understand the importance of compliance
- Failure to address real work situations
- Poor discipline

Managers must ensure that colleagues fully understand the action which will be taken if they fail to follow the approved safe system of work. The action may include disciplinary proceedings which could lead to dismissal.

Review

Managers must undertake regular reviews of safe systems of work to ensure they remain relevant and appropriate.

Reviews should take place;

- At intervals of no more than 2 years
- Following an accident or near miss
- Following non-compliance with the agreed system
- Routinely with the corresponding risk assessment

Health, Safety and Wellbeing Committee

The Health, Safety and Wellbeing Committee is developed to ensure effective consultation on matters effecting health safety and welfare.

The Health, Safety and Wellbeing Committee reports to the Corporate Management Team through the Human Resources Monthly CMT Report.

Role and Function

The Health, Safety and Wellbeing Committee will act as a consultative body on all matters relating to health, safety and welfare within the Council and in particular will:

- Meet periodically to a schedule agreed by all members of the Group and Corporate Management Team.
- Monitor and evaluate the effectiveness of the Councils health safety and welfare policies.
- Co-ordinate effective communication strategies for health and safety information within the workplace.
- Ensure control measures arising out of risk assessments are implemented and their effectiveness reviewed.
- Consider accident, near miss or ill health statistics and identify any action required.
- Review information received from the Governance and Business Resilience Manager and consider its implications and practical implementation if necessary.
- Examine and make recommendation on audit reports and inspection reports.
- Consider reports from the Health and Safety Executive or other enforcing authority.
- Consider colleagues concerns and suggestions regarding health safety and welfare at work.
- Review the minutes of the Wellbeing Working Group

Meetings

Meetings will normally take place every two months. Special meetings may be convened as necessary.

Agenda

The agenda for the meeting will be prepared and circulated to all members of the Committee in advance of the meetings.

Items for consideration should be submitted to the Governance and Business Resilience Manager at least five working days before the scheduled meeting.

Minutes

Notes as a record of the meetings will be prepared by the Governance and Business Resilience Manager who will;

- Circulate a copy to all members of the Committee.
- Circulate to all members of Managers Forum for onward communication to Supervisors and colleagues
- Place a copy on the Intranet for general review

The Human Resources Manager will bring the notes to the attention of the Corporate Management Team through the monthly reports where applicable.

Membership

To ensure sufficient representation, the following will be permitted membership to the Committee:

- Human Resources Manager
- GMB Representative
- Unison Representative
- Governance and Business Resilience Manager
- Housing and Property Services Health and Safety Coordinator

Trade Union Appointed Safety Representatives

North Kesteven District Council recognises the valuable contribution Trade Union appointed Safety Representatives can have and as such welcome their active involvement in matters relating to health, safety and welfare.

The Unison and GMB trade unions are represented within the Council and both are recognised with equality.

Role and Function

The main role of trade union appointed Safety Representatives is to represent employees on matters of health and safety in consultation with the Council and in particular to;

- Investigate potential hazards and dangerous occurrences in the workplace.
- Examine the cause of accidents and incidents.
- Investigate complaints by any employee relating to that individuals health, safety welfare at work.
- Carry out inspections of the workplace.
- Receive information from inspectors.
- Attend the Health, Safety and Wellbeing Committee

For the purposes of the Health, Safety and Wellbeing Committee, the trade union representatives from GMB and Unison accept the role of representing all employees of North Kesteven District Council regardless of their trade union membership status.

Smoking

Smoking of cigarettes and electronic cigarettes is not permitted in any Council owned building.

Employees are not permitted to smoke during work time.

Smoking is not permitted in any Council owned, leased or operated vehicle.

Breaches of the smoking rules will be dealt with under the Councils disciplinary procedure. For further information please contact a member of the Human Resources Department.

Stress

Occupational stress can be described as excessive pressure and is the process that arises when work demands exceed the colleague's capability to cope.

Domestic stress is the excessive pressure felt when demands outside of work exceed the individual's ability to cope.

North Kesteven District Council recognises that both occupational and domestic stress must be managed to ensure the wellbeing of its employees and is committed to providing a mechanism for identifying the causes of stress and individuals who may be suffering from stress and taking action to implement effective control measures.

Pro-active methods of managing stress include effective job design in consultation with trade unions and employee representatives.

Full details of how North Kesteven District Council manages stress can be obtained from the Human Resources Department.

Training

All colleagues will be provided with the training necessary to ensure they are able to carry out their job in a safe way.

Training needs are identified in a variety of ways including the Employee Development Interview process and direct consultation with colleagues, their representatives and managers.

Managers are responsible for ensuring employees, visitors and contractors under their control receive the necessary training.

The training must be:

- Appropriate
- Understood
- Recorded
- Reviewed

For further information and advice on training courses and programmes please contact the Learning and Development Officer.

Volunteers

Volunteers who work under the instruction of the Council or who carry out work on behalf of the Council are subject to the same level of health and safety protection afforded to paid employees.

The same principals apply regarding work volunteers carry out including but not limited to:

- Risk Assessment
- Training, Information and Instruction
- Supervision
- Provision of PPE

For full details of the Volunteer Policy please contact a member of the Human Resources Department

Vulnerable People

The Council will take all reasonable steps to secure the health safety and welfare of vulnerable colleagues, tenants, visitors, contractors and all who may be affected by our acts or omissions. Through its risk assessment process the Council will ensure that risks to vulnerable people are considered and the measures necessary to reduce risks are implemented.

Work at Height

Falls from height is one of the biggest causes of death and serious injury at work in the UK. North Kesteven District Council is committed to ensuring all work carried out at height is managed effectively and its duties under the Work at Height Regulations are carefully applied.

A place is 'at height' if it is sufficient for a person to fall and suffer harm.

Work at height also includes work where there is a risk of falling into excavations, holes or pits of sufficient depth as to cause harm.

Employers and Duty Holders

The Work at Height Regulations place statutory duties on Employers to avoid work at height wherever possible.

Duty Holders must ensure:

- all work at height is properly planned and organised
- all work at height is properly planned and organized;
- all work at height takes account of weather conditions that could endanger health and safety
- those involved in work at height are trained and competent
- the place where work at height is done is safe
- equipment for work at height is appropriately inspected
- the risks from fragile surfaces are properly controlled
- the risks from falling objects are properly controlled
- no work is done at height if it is safe and reasonably practicable to do it other than at height;
- emergencies are planned for and include rescue procedures where necessary
- risk assessments are conducted and control measures implemented
- where the risk of fall can not be eliminated other measures to minimize the fall distance are consequences are implemented

Risk Assessment

The Council has developed a generic work at height risk assessment which takes into consideration the hazards which may be present during routine work at height tasks. A copy of the risk assessment can be found on the intranet or by contacting the Governance and Business Resilience Manager.

Managers are responsible for ensuring the generic risk assessment is suitable for all work at height activities conducted by their employees. If the generic risk assessment is not considered appropriate a task specific risk assessment must be conducted. The appropriate form can be obtained by contacting the Governance and Business Resilience Manager.

Contractors

All contractors must adhere to the Work at Height Regulations and the role of duty holder where this is applicable must be embraced in its entirety.

All work at height conducted by contractors must have undergone full risk assessment and control measures implemented in accordance with the Work at Height Regulations.

Any breach of the Work at Height Regulations will be considered a breach of contract.

Young People

A Young Person is an individual who is under the age of 18 years.

Managers with a Young Person employed in their department must conduct a risk assessment which considers how that person may be specifically affected by workplace hazards prior to work commencing.

The risk assessment process must:

- take into account that young people are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature
- put in place measures to control the risks which will remove them altogether or reduce them to the lowest possible level;
- let the parents/guardians of any students (and employees) below minimum school leaving age know the key findings of the risk assessment and the control measures taken before the young people start work/work experience
- keep a record of the main findings of the risk assessment

Please contact the Governance and Business Resilience Manager for a copy of the Young Person Risk Assessment Form and further advice and guidance.