



## **HEALTH AND SAFETY POLICY INCLUDING RESPONSIBILITIES AND ARRANGEMENTS**

**(A summary of this Policy is available to all staff in the Bite Size leaflet 'Health & Safety General Policy CMBC' available from the Document Library on the CMBC Intranet. At the very minimum managers must ensure all staff received the leaflet electronically or a paper copy.)**

**Produced by Corporate Health & Safety  
Reviewed and agreed by Heads of Service and Safety Compliance  
Group December 2015**

Version 3

**A printed version of this document is only valid until December 2018**

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# **1. CALDERDALE COUNCIL HEALTH AND SAFETY AT WORK POLICY STATEMENT (Approved by Cabinet)**

## **Calderdale Council Health and Safety at Work Policy Statement (Approved by Cabinet on December 14<sup>th</sup> 2015)**

Calderdale Council is committed to ensuring the health, safety, security and welfare of all its employees and other persons who may be affected by the Council's activities.

This Health and Safety Policy underpins the Council's current safety arrangements, policies and guidance and will be the basis for the development of all new health & safety related safe working arrangements, which will be approved by Corporate Leadership Team and/or Heads of Service. All health & safety related documents are available to employees on request, on the Intranet and all relevant health & safety policies and procedures are issued to staff directly.

The duties and obligations imposed upon the Council, both under the Health and Safety at Work etc. Act 1974 and this Policy will ensure so far as is reasonably practicable the health, safety, security and welfare of:

- All persons employed by the Council whilst they are at work
- Persons other than Council employees who may be exposed to risks arising out of or in connection with the activities of the Council.

To achieve this, the Council will provide, so far as reasonably practicable:

- Effective information, instruction, training and supervision and safe methods of work
- Risk Assessment of all significant risks
- Safe methods of using, handling, storing and transporting articles and substances
- Safe plant, equipment and systems of work
- A safe working environment, including access and egress from the workplace
- Procedures for evacuation in cases of emergency
- Access to Occupational Health facilities
- Adequate security for all staff
- Emergency procedures to manage any major peacetime disaster
- Effective management of fire safety precautions

- Health and Safety systems that integrate with Environmental Management
- Safety Audits and Workplace Inspections
- Consultation with unions & elected non-union representatives through safety committees and discussion forums

As an underlying principle there will be common safety standards across the Council. Where sensible and reasonable procedures have been adopted in one Directorate area that standard can and should be used as a model in other Directorates.

The Corporate Health and Safety Team will undertake the duties of the Health and Safety “Competent Persons” for the Council under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Responsibilities of all employees including managers and senior officers’ are outlined below. Further detail on managers and senior officers’ responsibilities are outlined in the Council’s Health and Safety Arrangements and Objectives, which is reviewed annually.

### **All Employees**

All employees have a statutory duty under health and safety legislation, to take care of their own safety and not to intentionally or recklessly interfere with, or misuse, anything provided in the interest of health and safety. Employees must co-operate with the Council in order for the Council to comply with its statutory duties.

Employees are required to inform their managers or supervisors of any work situation that they consider represents a serious or imminent danger to health and safety affecting themselves or others.

All employees will receive a health and safety induction and be issued with the Council’s Health and Safety “Information Leaflet” which gives general information and covers all areas of work.

### **Managers and Senior Officers**

The Corporate Manslaughter and Corporate Homicide Act 2007 places a duty on the Council to ensure standards of health and safety do not fall below what would be reasonably expected. The Council will provide sufficient resources and funding to ensure the effectiveness of the Council’s safety arrangements and objectives.

To ensure Council managers maintain standards expected by the Corporate Homicide Act 2007, all managers will follow, as far as is reasonable, all Council safety policies, guidance and safety alerts and complete the annual safety self-assessment audit annually and update their health and safety training every 3years. In addition they will ensure risk assessments are reviewed annually and all their staff are adequately trained using the health and safety training matrix as the reasonable standard.

Senior management must always consult with the Health and Safety Manager on all new proposed new projects and partnerships at the earliest opportunity to ensure safety is adequately considered on the project.

### **Councillors**

The portfolio holder for the Health and Safety Section will assist colleagues, promote sensible safety management and ensure strategic decisions take account of health and safety matters.

Notwithstanding the role of the portfolio holder all Members will take account of Health and Safety law to ensure reasonable standards are maintained.

### **Health and Safety Manager**

Where the Health and Safety Manager has serious concerns about safety affecting employees or the public, the agreed Council protocols will be implemented. Therefore, before closing any facility, Members will be properly consulted and informed.

### **General**

The Council is committed to a “sensible and common sense approach” to all health and safety matters in line with HSE policy “Principles of Sensible Risk Management” (See extract from HSE website below). Managers in the Council must co-operate and consult with the Health and Safety Manager to ensure this is achieved.

Failure of employees to comply with this safety policy or safety legislation and/or indulging in horseplay at work could result in disciplinary action and/or legal action.

The strategy to implement this Policy will be monitored by the Health and Safety Manager and reviewed as and when necessary by Senior Management Team, but at intervals not exceeding 12 months. This will enable

the Chief Executive to be satisfied that adequate arrangements exist to ensure compliance with this Policy. If any changes to the arrangements for dealing with Health and Safety have significant implications these will be reported to Cabinet

## **Risk Philosophy**

### **Principles of sensible Risk Management in Health and Safety as recommended by the Health and Safety Executive**

1. Sensible risk management **is** about:
  - Ensuring that workers and the public are properly protected
  - Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks – both those which arise more often and those with serious consequences
  - Enabling innovation and learning, not stifling them
  - Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action
  - Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility
  
2. Sensible risk management **is not** about:
  - Creating a totally risk free society
  - Generating useless paperwork mountains
  - Scaring people by exaggerating or publicising trivial risks
  - Stopping important recreational and learning activities for individuals where the risks are managed
  - Reducing protection of people from risks that cause real harm and suffering

**Approved by Cabinet:**

## **2. ORGANISATION – RESPONSIBILITY, MONITORING & REVIEW**

### **2.1 Chief Executive**

Calderdale MBC has a robust Health and Safety Policy and arrangements in place, which are regularly reviewed. The Chief Executive will endeavour to ensure:-

- Leading by example following the good practice and principles outlined by the Health & Safety Executive in (guidance ref: indg417) 'Leading Health and Safety at Work'
- That the Council's Health and Safety at Work Policy is achieved.
- An annual health and safety report is produced and its findings are acted upon.
- That all Council employees are made aware that health and safety is regarded as having equal ranking with other management responsibilities.
- The Health and Safety at Work arrangements and objectives are reviewed regularly and any changes are brought to the attention of the Directors and Heads of Service.
- The Council supports the establishment and maintenance of effective health and safety organisation and arrangements throughout the Council in order that it meets its obligations under the Management of Health and Safety at Work Regulations.

### **2.2 Directors**

The Directors are responsible for the corporate and strategic overview and implementation of the health and safety policy within their directorate.

Each Director will:

- Ensure s/he completes the internal annual on-line health & safety audit based on good practice from the Health & Safety Executive and Institute of Directors (guidance ref: indg417) 'Leading Health & Safety at Work'.
- Monitor performance agreed annually with the Health and Safety Section. Ensure that safety audits and/or reviews covering premises, workplaces and work activities are done throughout their Directorate at least once per year;
- Support, consult and co-operate with the Health and Safety Section in nurturing, encouraging and developing a successful health and safety culture within their Directorate;



- Work to achieve the Council's overall strategy and Policy on health and safety matters;
- Ensure compliance with the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and associated legislation aimed at the protection of employees, the public and others affected by the Council's activities.
- Ensure that all projects that are commissioned, procured, designed constructed etc by their Directorate comply with the CDM Regulations.
- Provide adequate resources to implement the above.

### **2.3 Heads of Service**

Heads of Service are responsible for ensuring that:

- S/he completes the internal annual on-line health & safety audit based on good practice from the Health & Safety Executive and Institute of Directors (guidance ref: indg417) 'Leading Health & Safety at Work'
- They work to achieve the Council's overall strategy and Policy on health and safety matters;
- They complete their annual safety audit and ensure that any actions identified are addressed.
- They complete the e-learning health & safety module ("An introduction to Managing Health & Safety" 1 hour 30 minutes including test) every 5 years unless they have completed one of the internal managing health & safety courses in the same time period.
- With the support of the Corporate Health and Safety Service ensure all health and safety arrangements and safe working practices are, implemented, managed, monitored and reviewed; (including major contractors employed by the service).
- They cooperate and liaise with the Health & Safety Manager in production of the Annual Safety Report
- There are sufficient Service-based competent trained persons available to deal with the assessment of significant risks arising out of the work activities of the Service;
- Employees have sufficient health and safety training and instruction to ensure they are capable of carrying out their duties in a competent manner that is safe and healthy to themselves and others;
- Service health and safety self audits are carried out by managers
- They ensure that all managers and supervisors in safety critical roles always have at least one safety target in their performance appraisal
- Policies, procedures and systems are reviewed;

- They always consult with the Health and Safety Manager on all new proposed major projects and partnerships at the earliest opportunity to ensure safety is adequately considered on the project.
- They support the use of the Staff Incident Register to ensure that inter service communication about potentially violent and abusive clients/customers is fully supported.

## **2.4 Health and Safety Advisers: Competent Advice**

The Corporate Health and Safety Section will:

- Undertake the duties of the “Competent Persons” appointed under the Management of Health and Safety at Work Regulations to assist the Council in complying with its statutory health and safety responsibilities;
- Provide an advisory service to the Chief Executive, Directors, Heads of Service and all other employees to enable them to comply with their statutory responsibilities under the relevant health and safety legislation;
- Monitor and audit Council workplaces, health and safety performance and compliance with statutory health and safety requirements and Council Policy;
- Do all that is reasonably practical to improve the standards of health, safety, welfare and security for all employees of the Council;
- Support the CAFM team in monitoring the health and safety performance of contractors working on Council premises in conjunction with the Directorates;
- Stop any work activity if it is of the opinion that serious injury, damage or prosecution could arise from the activity. In the event of a stoppage Council protocols (agreed at Senior Management Team) will be followed;
- Provide a training service on health and safety related matters.
- Assist the Council's Emergency Planning Advisers to support the community of Calderdale in mitigating the effects of any major incident as directed by the Emergency Planning Team

### **The Health and Safety Manager**

- Will make sure that managers have acted on advice given. This will involve a follow up letter/memo after 3 months to managers, if a suitable response has not been received. If a response is still not received at this point the Health and Safety Advisers will raise the matter with the Head of Service (and Directors if appropriate).
- Will monitor health & safety e-learning training and regularly report details to Heads of Service.
- Will co-ordinate the activities of the Safety Compliance Group.
- Will produce Corporate Health and Safety documentation for CMBC.

The main contact number for the Health & Safety Section is: -

Health & Safety Manager                      01422 39 (3080)

## 2.5 Managers and Supervisors

All managers (who manage or supervise employees) are responsible for the implementation of this policy and, for bringing it to the attention of all employees in their area of responsibility. The policy puts responsibility on managers for operational safety arrangements. These duties are identified throughout the policy.

Managers must ensure that their staff are competent for the roles/tasks they are allocated and that regular supervision of staff takes place and is recorded on an approved record sheet (available from the Health & Safety Team).

Managers will ensure the Health and Safety Manager is consulted prior to any closure of premises, stopping an activity or withdrawing a service to the public, **if** the main reason for this action is deemed to be a Health and Safety reason; unless of course there is an imminent risk of serious injury where management must act quickly.

Managers must co-operate with the Health & Safety Manager regarding access to any area of CMBC property or activity in order that she/he can undertake his/her responsibilities.

Managers are also responsible for and must ensure that:

- They work to achieve the Council's overall strategy and Policy on health and safety matters;
- They complete the CMBC annual safety self audits, and/or reviews, where applicable for activities, functions, premises and Fire Safety and ensure that actions identified from the audits are addressed
- They carry out an initial, basic investigation after any reportable accident or incident of violence and aggression and telephone the health & safety team the details of a reportable accident within 2 hours of its occurrence.
- All employees are suitably trained on health and safety matters. All new or transferred employees receive suitable health and safety induction and suitable health and safety initial job instruction and are appropriately supervised; (all office based staff must undertake the e-learning health and safety induction as a minimum requirement within the first month)
- Those with premises responsibility must liaise with the CAFM Team to ensure all mechanical and electrical systems and equipment is adequately maintained.
- They ensure the provision of adequate First Aid.
- They either carry out **risk assessments** themselves, or

- They delegate risk assessment completion to others who are competent to do so whilst retaining the accountability for risk assessments.
  - The appropriate risk assessment documentation is used.
  - That any remedial work arising from the risk assessment is carried out; and that the assessments are periodically reviewed
- Where they currently complete an Annual Safety Audit they also complete the internal IOSH accredited Managing Safely course and undertake refreshers as per the Health & Safety Training Matrix.

## **2.6 Headteachers/Governors – Community and Voluntary Schools**

All requirements of managers in section 2.5 above are applicable to Headteachers with the exception of the final bullet point regarding the requirement to complete the IOSH Managing Safely Course.

Headteachers and Governors of Community and Voluntary Controlled schools have certain statutory responsibilities in relation to the management of their premises and activities and will take all reasonable practicable steps to ensure the safety of their employees, pupils and visitors.

With respect to safety guidance issued by the Council these should be followed or equivalent reasonable standards should be maintained.

## **2.7 Safety Co-ordinators**

- All Directorates will appoint a person to act as Safety Co-ordinator.
- Safety Co-ordinators will assist in the promotion of health and safety where required. Their function will be to promote health and safety training, disseminate safety information and support the functions of the Safety Compliance Group.
- The Council's Events Officer will provide a safety function to ensure so far as is reasonably practicable that all events on Calderdale land or highways which are managed by external organisations are run safely. This will include consultation with the Health and Safety Manager and external enforcement bodies (e.g. Police Fire and Ambulance) and ensuring where required that the organisations produce management safety plans and that risk assessments are in place to protect the public.

## **2.8 Directorate Health and Safety Officers/Advisers**

Will provide a service to all personnel in their Directorate and in particular they:-

- Will do all that is reasonably practicable to improve the standards of health, safety, welfare, fire safety and security for personnel and service users.

- Will provide an advisory service to all Directorate personnel to enable them to comply with their statutory responsibilities with respect to health and safety.
- Will liaise with the Health and Safety Manager in relation to the production of corporate safety policies and working arrangements. (The production of Corporate Health and Safety documentation is the responsibility of the Health & Safety Manager.)
- Will audit and monitor premises to ensure compliance with statutory health and safety requirements and Council Policy.
- Will provide training on health and safety-related matters to their Directorate
- The Children and Young People's Service Safety Adviser will provide the primary support and specialist advice on educational visits and work experience for schools.

## **2.9 All Employees**

All Council employees are reminded of their own statutory duties under health and safety legislation to:

- Take responsibility for their own actions or failure to act and the effect that these actions may have upon their own safety or the safety of other persons;
- Take reasonable care of their own safety health and that of others who may be affected by their work activities, particularly with respect to manual handling, electrical safety, use of machinery, working with display screen equipment, and protective equipment & clothing (see policy guidance)
- Co-operate with managers and supervisors and each other on health and safety matters;
- Report all accidents, near misses and violent incidents to their manager as soon as possible.
- Co-operate with all 'driving at work' arrangements;
- Not interfere with asbestos
- Not use mobile phones whilst driving including hands free when driving on Council business
- Attend health & safety training courses when identified by manager
- Report to their manager or supervisor any health and safety concerns or hazards that they consider represent a serious or immediate danger to health and safety to themselves or others;
- Work in accordance with any health and safety training or instruction that has been given, use any equipment and apply any knowledge or skills gained from health and safety training to their work;
- Make proper use of and not interfere with anything provided to safeguard their health and safety;
- Not indulge in 'horseplay' or practical jokes.
- Not to drive, operate machinery, supervise vulnerable persons etc. whilst at or above the Council's defined limits for drugs or alcohol.

See the current HR Section 17, Health & Wellbeing, the Alcohol Policy and the **CMBC Alcohol and Drugs Testing Policy**.

**General duties – All Employees**

All Council employees must consider the health and safety issues that may arise as a result of any work for which they are responsible i.e.

- design
- monitoring procurement and award of contracts
- supervision of contracts
- management or supervision of contractors
- management of any other person
- management of any premises
- Management and supervision of any other work.

This Policy requires that adequate consideration be given to all areas relating to health and safety matters.

**2.10 Disciplinary action and “Traffic Light Policy”**

**Any Council employee failing to accept this Health & Safety Policy or act upon reasonable standards (including this “Traffic Light Policy”) set to achieve the health and safety of themselves and others, or to protect the health and safety of the working environment, will be liable to disciplinary action (See Below).**

The following traffic light Policy has been produced to help managers and employees understand what activities are allowed and not allowed in accordance with Health & Safety Legislation and Council Policy.

<b>STOP/ILLEGAL</b>	This action is forbidden. It is against CMBC Policy or illegal or both
<b>CHECK/CAUTION</b>	This action may be breaching Council Policy or the law and requires the permission or written consent of your line manager
<b>GO/SAFE</b>	This action follows CMBC Policy, is legally compliant or regarded as 'best practice'

<b>Operating a machine without the appropriate guards in place</b>
<b>Not to drive, operate machinery, supervise vulnerable persons whilst at or above the Council's defined limits for drugs or alcohol</b>
<b>Operating a dangerous machine without training and/or permission.</b>
<b>Not wearing PPE that has been issued specifically for your work activity</b>
<b>Interfering with Safety Equipment such as Fire Extinguishers, First Aid boxes, PPE, or Safety Signs and Notices</b>
<b>Allowing a contractor to use CMBC ladders</b>
<b>Working at height without a risk assessment or without following the Council's Ladder Policy.</b>
<b>Interfering with asbestos products e.g. lifting asbestos tiles in ceilings, sweeping up damaged asbestos material, dust etc. and drilling into asbestos material.</b>
<b>Employing a contractor who has not been CHAS assessed or is affiliated to SSIP</b>
<b>Managers/employees failing to report accidents at work</b>
<b>Managers not carrying out fire drills, checks or servicing of fire safety systems and/or ignoring the fire risk assessment</b>
<b>Using decommissioned equipment</b>
<b>Driving on CMBC business in a Council or non Council vehicle and not obeying the Road Traffic Act requirements, e.g. not wearing a seat belt, speeding, using a mobile phone (including hands free), disregarding traffic signals etc.</b>
<b>Knowingly providing false information to the Health and Safety Manager</b>
<b>Non compliance with serious safety issues through consent, neglect or connivance</b>
<b>Banning events or activities on the grounds of health &amp; safety without consent from the Health &amp; Safety Manager – (Council Policy)</b>
<b>Failing to service or maintain equipment or systems to save money</b>
<b>Ignoring instructions to comply with legal requirements from the Health and Safety Manager</b>
<b>Not displaying the H &amp; S Law Poster in a CMBC building- Law</b>
<b>Accessing a roof area for any reason</b>
<b>Bringing in portable electrical equipment from home to use at work</b>
<b>Not following the risk control measures on a Permit to Work document</b>
<b>Entering a confined space</b>
<b>Complying with Council Health and Safety Policy and Guidance</b>
<b>Reporting Accidents and or violence in the workplace</b>
<b>Following risk assessment controls and safe systems of work</b>
<b>Attending relevant H &amp; S training or completing E-learning courses</b>
<b>Implementing competent advice</b>
<b>Reporting near miss incidents</b>

This list is neither exclusive nor exhaustive. If you are in any doubt about an activity that you are preparing to do, and you cannot find the answer in the Council Health & Safety Policy, then you should consult your Manager.

### **3 OPERATIONAL ARRANGEMENTS & PROCEDURES**

#### **3.1 Information and Health & Safety Training for Employees**

Managers must be adequately trained on health and safety and all other staff must be provided with health and safety training and appropriate supervision as part of their induction.

Competent managers and staff understanding their duties and responsibilities is the cornerstone for sound health and safety management.

All managers must complete a refresher on health & safety training every 3 years as detailed in the Health & Safety Training Matrix. This can be completed by the E-learning modules or through Workforce Development.

All employees will receive adequate training appropriate to their work. The Health & Safety Manager will forward details of safety training to Heads of Service regularly.

All employees will receive a copy of the Council's Health & Safety Policy Leaflet, regular Health and Safety newsletters and, where applicable, updates from their Directorate Safety Co-ordinator and Corporate Health & Safety Section.

All employees will be issued with the 'Bite Size' Health & Safety Policy Leaflet at the very minimum. In addition a range of 'Bite Size' Health & Safety Leaflets are available to all staff (listed in the appendix)

See [Health and Safety training matrix](#) agreed by CLT.

#### **3.2 Management of Risk Assessment**

Risk Assessment underpins all the Council's health and safety management and safety procedures.

To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities CMBC managers or their nominated delegate will conduct a suitable and sufficient Risk Assessment of the [significant risks](#) within their sphere of control.

Those carrying out risk assessments will record the risk assessment on an appropriate document in most cases this will be the preferred HSE format found on the health and safety document library.

Employees in safety critical areas must be adequately informed of all risks in their work, understand the controls and sign off those risk assessments after instruction and/or training.



All risk assessments must be appropriate for “point of use” i.e. written clearly and not in technical jargon. Sensible and proportionate risk assessment is vital.

### 3.3 Annual Safety Report

A report will be prepared annually for Cabinet by the Health and Safety Manager on the Council’s Health and Safety performance. Directors and Heads of Service will be consulted in this process. The report will contain details on:-

- Self-Auditing and Risk Assessment
- Positive initiatives
- Health and Safety Training
- Accident Statistics
- Areas of Concern
- Investment in that year on safety-related issues

### 3.4 Accident, Ill Health and Incident reporting to the Corporate Health and Safety Section (including Violence at Work)

#### 3.4.1 General

Procedure is to report by telephone within 2 hrs of the incident:

- **accidents** causing injury and ill health to employees, Contractors and the public at the workplace;
- **ill health** resulting from inadequate maintenance of a building, equipment, fixtures or working area or from an unhealthy system of work;
- **incidents** which have not caused harm but which have the potential to cause injury, ill health or serious property damage [including violence, verbal and/ or racial abuse].

**VA04 forms and Near Miss (NM04) forms should be emailed to: -**

**[incident.reporting@calderdale.gov.uk](mailto:incident.reporting@calderdale.gov.uk)**

All accidents, industrial diseases, and dangerous occurrences must be reported by telephone to the H&S section on 01422 393067 within 2 hrs by the manager in accordance with the CMBC Accident Reporting Procedure approved by CLT on 9<sup>th</sup> July 2013. Managers and supervisors **must** ensure that the accident book (BI 510) is filled in for any accident or injury to an employee in the workplace, however minor. Telephone the Health & Safety Section when: -

- 1) Illness or injury results in a visit to hospital or doctor, or time off work.
- 2) Non-employees are taken to hospital (including pupils, clients, contractors, public etc.) **but not:** playground collisions; fainting, aged person collapsing due to infirmity or other similar incidents. Only report accidents that have occurred as “arising out of or in connection to work”. Use ABG1 and ABSPORT1 as appropriate for recording all public accidents.
- 3) Any specified injury or illness becomes reportable to the HSE
- 4) Any assault causing an employee to be taken to hospital, doctor or resulting in time off work (in this case you must also complete form VA04)

**The ‘Violent and Aggressive Behaviour Towards Staff’ Form, VA04 must be completed in respect of **all** incidents where the employee perceives they are the victim of violent or aggressive behaviour and/or racist, sexist, intimidating or bullying behaviour. (See section 3.9.6) If the incident resulted in time off work or major injury the manager must telephone to report to the H&S Section on 01422 393067 as soon as possible. **The responsibility to report rests with the employee as it is their discretion where they feel they have been the victim of violence or threatening behaviour. Form VA04 must always be completed for incidents involving weapons.****

**The ‘Hazard or Near Miss’ Form, [\(NM04\)](#) should be completed for all incidents or situations which may not have caused harm, but which have the potential to do so if action is not taken. This form can be returned anonymously if preferred by any employee.**

Accident books (BI 510 and ABG1) will be kept at each workplace and should be completed for all accidents in the workplace, however slight. Accident Books must be kept for 3 years after the last entry.

For Specified Injuries and Dangerous Occurrences the **Council’s Health and Safety Section must be informed IMMEDIATELY BY TELEPHONE within 2 hrs.**

#### **Fatal Accident Protocol**

In the unfortunate event of a work-related death to an employee or member of the public, or when a serious accident occurs

where a fatality may be the consequence, the Fatal Accident Protocol will be followed.

In brief this requires:

- The site contact to call 999 for Ambulance and manage First Aid situation
- The most senior manager on site immediately informing the Police and the HSE (HSE Tel:- 0113 283 4200 or 01422 288000)
- Contacting the Health and Safety Manager (01422 393080 or out of hours 01422 288000).
- Contacting the Head of Service and the next most senior manager-who should come to site.
- The site contact must secure the scene (if Police have not already done so)
- The Health & Safety Manager to lead the investigation on behalf of the Council

The full Fatal Accident Protocol details and checklist is available from the Health and Safety Manager

**FOR FURTHER SUPPORT PLEASE RING THE COUNCIL'S  
HEALTH & SAFETY SECTION ON 01422 393067  
(Out of hours 01422 288000)**

Statistical data arising out of accident and injury analysis will be prepared by the Health and Safety Section and presented to Directors and Heads of Service at periodic intervals. The Health and Safety Manager will provide an overview of the corporate statistical information on accidents and injuries to the Corporate Leadership Team

Link to [Violent & Aggressive Behaviour Report Form VA04](#)

Link to [Needlestick Injuries - Procedure & Guidance](#)

Link to [Blood & Body Fluids Spillage](#) - Green Guidance Card

Link to [Guidance on Bloodborne Infections](#)

### **3.5 Management procedures for closing a building or stopping an activity on health & safety grounds**

Corporate Health and Safety Section have a duty to investigate any health and safety issue where there may be a risk of damage, injury, or death involving a member of Calderdale staff, a contractor or private firm working on Calderdale premises or to a member of the public using the Council services and facilities.

Health and safety issues can be grouped into three main categories:-

- **Critical** - where there is immediate danger to staff or the public
- **Significant** - where there is risk of danger but it is not immediate
- **Minor** - where there is little or no risk of danger to staff or the public. E.g. where work must be carried out to make sure the building is fit for purpose

The Council is committed to a “sensible and common sense approach” to all health and safety matters in line with HSE policy “Principles of Sensible Risk Management”. Managers in the Council must co-operate and consult with the Health and Safety Manager to ensure this is achieved. Therefore before closing a building or stopping an activity on health & safety grounds s/he must be consulted

**Where the health and safety issue is critical the Health & Safety Manager can issue a prohibition notice.** This may be the first step towards managing the risk. The issue of a prohibition notice would, however, be seen as a last resort. If the health and safety issue is critical and closure of the facility is the only option then the appropriate Director should consult with the Portfolio holder, and Ward Members regarding their proposal to close the facility and prepare the appropriate press releases and arrangements for the redirection of members of the public to an alternative service facility.

Where a health and safety issue has been identified as significant and does not require immediate closure then the Health and Safety Manager will notify the appropriate Director and site contact/service manager. It is essential that risk assessments are then carried out and the action plans arising from these risks assessments are advised to Ward Members (and the appropriate Scrutiny Panel if applicable) before any decision is made to close a facility or cease a service.

Where the issue is considered to be minor and there is little or no risk to users of the facility then the building/service manager will in consultation with the appropriate services arrange for work to be carried out and advise the Health and Safety Manager when such work is completed.

(Procedure agreed by Corporate Leadership Team 2008)

### **3.6 First Aid**

The Health and Safety (First Aid) Regulations require that the Council provides facilities and equipment appropriate in the circumstances for

administering first aid. Managers in each Directorate must assess the first aid needs and ensure the provision of appropriate and effective first aid arrangements. Where several organisations share the same workplace the controller of the premises, normally Corporate Asset and Facilities Management Team (CAFM) must co-ordinate first aid provision. See [CAFM and Site Contact responsibilities](#) link as approved by CLT

There should be a minimum of one first aid container/box/kit and one officer trained in first aid at all times at each site.

Recommended numbers of qualified staff to be available at all times: -

Residential	All staff to be trained in Emergency First Aid at Work
Day Centres	1 First Aider at Work (minimum)
Swimming pools	All lifeguards (Royal Life Saving Society) to have National Pool Lifeguard Qualification
Primary schools Children's Centres	1 First Aider at Work + 1 Emergency First Aider at Work minimum 2 First Aider at Work
Secondary schools - All sports staff	2 First Aiders at Work minimum All to be trained in Emergency First Aid at Work (minimum)
Libraries - small	1 Appointed Person (minimum)
Libraries - large	2 First Aid at Work (minimum)
Office - small (up to 50)	1 Emergency First Aider at Work (minimum)
Office - large (50+)	Minimum 1 First Aider at Work to every 50 employees
High Risk activities/work	1 First Aider at Work to every 5 employees (minimum 1 Emergency First Aider at Work to every 5)

First aid boxes and/ or kits should contain a sufficient quantity of suitable first aid materials **and nothing else. They must not contain any pills, potions or lotions.** The supplies are intended for use in an emergency. The boxes/kits should only contain those items which first aid trained officers have been trained to use. Sufficient quantities of each item should always be available in every first aid container.

See the links below:

### 3.6.1 For reporting needle stick injuries & blood borne infections see guidance

Needle stick injuries are not reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations [RIDDOR] but any resulting incapacity or infection may be.

If needles are encountered during normal work activities then the manager or supervisor must be informed immediately. If the needle causes injury it must be reported to the H&S Section by telephone as soon as possible. It should be reported by the manager to the H&S Section by telephone.

### 3.6.2 Blood Borne Infections

Blood Borne Infection Control Procedure explains that infection can only be transmitted if infected body fluids manage to enter the body. It is stressed that with good standards of personal hygiene the risks of infection are low.

Managers must ensure that the guidance is followed especially by those that may be more at risk due to the nature of their work.

The procedure reminds employees of their obligations to use the equipment provided, and to comply with the instruction given, or system of work provided for their health and safety. Further specialist contacts and information sources are detailed.

Link to [First Aid Notice](#) – Document Library Click on ‘F’

Link to [First Aid Boxes & Kits](#) – Document Library Click on ‘F’

## 3.7 Fire Prevention and Fire Safety

Members have approved a Fire Safety Policy. The main points are:-

### 3.7.1 Regulatory Reform (Fire Safety) Order 2005

**The Site Contact** in conjunction with the CAFM Team must complete and at least annually review the Council's **Fire Safety Risk Assessment**. The risk assessment must be suitable and sufficient and must record the measures taken to eliminate or control any significant fire risk.

For responsibilities for fire safety see [CAFM and Site Contact responsibilities](#).

Site Contacts must also ensure that the Fire Register for the building is completed. Completion of both the Fire Safety Risk Assessment and the Fire Register will enable the Site Contact to demonstrate that fire precautions are being effectively managed.

### 3.7.2 Site Contact responsibilities

The Site Contact must ensure employees and occupants are aware and informed of:

- the means of raising the fire alarm;
- the identity of fire wardens in their work space;
- the premises evacuation procedure;
- all the emergency exits from building
- the need to assist visitors to evacuate;
- the location of the assembly point;
- the procedures for assisting people with disabilities to evacuate from the premises, including the use of refuge areas (where a person with a disability may wait accompanied, for a

short time, whilst arrangements are made to assist them to leave the premises);

- The location of 'Fire Action Notices', which detail the fire evacuation procedure.

### 3.7.3 Personal Emergency Egress Plan

The manager or supervisor of an employee (or client in a CMBC building) with a disability (for example, a mobility or hearing impairment) is responsible for developing a *Personal Emergency Egress Plan (PEEP)* with the individual to ensure their safe evacuation. This would normally entail agreeing procedures whereby (if necessary) colleagues are available to provide assistance for the individual to evacuate the building whenever the person with disabilities is at work. This may include staff training on the use of 'Evac Chairs'.

### 3.7.4 Provision of fire fighting equipment and Nominated Persons

The Site Contact in liaison with the CAFM team must ensure that each building, for which they are responsible, is provided with suitable and sufficient provision of firefighting equipment and persons trained on the use of extinguishers. Further advice is available in the Fire Safety document library.

Type of building	Number of Nominated Persons	Comments
Main offices [Town Hall, Northgate House, Westgate House etc]	2 people per floor	Generally low numbers of the public; Fire Wardens responsible for evacuation.
Other office premises	2 people per floor	Generally low numbers of public.
Pools and Leisure Centres	2 people per shift	High numbers of the public, with staff responsible for evacuation.
Main libraries	1 per floor	High numbers of the public, with staff responsible for evacuation.
Other libraries	1 person, trained	The emphasis must be on the safety of the public and evacuation.
Theatre	All stewards and back of house staff	Very high numbers of the public present
Museums	All staff	Members of the public present, [sometimes in high numbers] with only a small number of staff members available.
Public Halls	Duty staff	The emphasis must be on the safety of the public and evacuation.
Depots	2 people per building	Some premises only subject to partial occupancy, at the beginning and end of the day.
Schools	Non-teaching staff such as caretakers and technicians in science, engineering or workshop areas.	Large numbers of children present with proportionately small number of staff available, with responsibility for evacuation.

Care Homes & Day Care Facilities	2 people per shift	The emphasis must be on the safety of residents rather than fighting the fire.
Hot work [E.g. welding, braising, soldering, warming with blowlamps, grinding, or flame cutting].	Person/s undertaking the task	Within some premises, staff or contractors undertake 'hot work' with a consequential increased risk of accidental fire ignition. These people should be trained and equipped to use fire fighting equipment.
Vehicles	All CMBC vehicles including those leased or hired and used to transport clients or service users should carry a suitable extinguisher and have staff trained to use that extinguisher.	The training must however emphasise that the primary role of employees is to ensure the vehicle is evacuated in an emergency; the use of extinguishers should be a last resort to put out a fire in order to protect persons who may be trapped. Tackling vehicle fires should be left to the Fire Service. All minibus drivers and escorts should undertake the Minibus Emergency Evacuation Procedure (MEEP) this can be obtained from Transport Services.

Link to [Fire Safety - \(Document Library - 'F'\)](#)

For advice on Fire Safety matters always call Health and Safety Extension 3067 in the first instance.

### 3.8 Bomb Threats

Managers must ensure that they are familiar with the CMBC guidance on Bomb Threat. Should the decision be made to evacuate the building because of a bomb threat the Site Contact/manager will ensure that fire wardens are fully informed of their duties prior to evacuation. The procedure for bomb evacuation is different to that for fire. Please ensure that you are given appropriate guidance for your building. See your Site Contact if in doubt.

Link to [Fire Safety Risk Assessment - Appendix 2 Evacuation Strategy \(Document Library - 'F'\)](#)

Link to [Bomb Alert](#)

### 3.9 Security and Personal Safety

#### 3.9.1 Directorate Responsibilities

Managers will:

- Minimise risks to employees who may be exposed to risk whilst at work;
- Provide information, instruction, training and supervision for employees at risk;
- Not tolerate verbal or physical harassment or assault upon the person or property of employees or their families;
- Record and investigate all incidents and take any necessary



- remedial action.
- Ensure that employees are issued with **identification badges**
  - Ensure that employees are made aware that identification badges should be worn at all times and produced whenever requested at work.

### **3.9.2 Contractor identity cards**

Contractors working in non-public areas of Council premises must wear company identity cards at all times. Alternatively visitor passes must be issued to contractors when booking in at reception.

### **3.9.3 Lone workers**

Managers should follow Lone Workers CMBC Guidance – see link below. Lone workers are those that work alone without close or direct supervision. They include employees such as those who:

- Work outside normal hours such as maintenance workers.
- Are mobile workers who work away from their fixed base such as drivers, civil enforcement officers, cleaning staff, engineers, architects, planners or inspectors.

Link to [Lone Working - A Guide to Risk Assessment](#)

### **3.9.4 Managers and supervisors**

Managers and supervisors must carry out risk assessments for their employees who may work alone and: -

- Identify significant hazards and consult employees to ensure all relevant hazards have been identified;
- Provide identified staff with access to the “Incident Register”. More detail available from Health and Safety Manager.
- Assess the risks and evaluate existing control measures;
- Put in place additional measures to avoid or control the risks if necessary and consult employees to ensure appropriate controls have been selected; e.g. phones, tracking devices, unmarked cars, alarms, signing in and out etc
- Record the significant risk assessment findings;
- check that the control measures are being used and review the risk assessment to ensure it is still adequate;
- Revise it where necessary.

*See Section 5 of the Council's Security Policy.*

### **3.9.5 Lone Worker Risk assessments**

Risk assessments should identify foreseeable events including emergencies. Lone workers should be trained in emergency procedures and have access to first aid facilities. Mobile workers

may [dependent on the risk] need to carry basic first aid kits. Some first aid training may be appropriate. Site Contacts, managers and supervisors must give Information about emergency procedures and danger areas to lone workers such as maintenance contractors visiting their workplace.

### **3.9.6 Violence and Aggression**

Violence and Aggression is defined as any incident in which an employee is abused, threatened or assaulted in circumstances relating to their work. It includes intentional damage to personal property.

The Council's policy on avoidance of violence and aggression to staff is that **violence and aggression will not be tolerated**.

See the following Appendices:

Link to [Violence and Aggression Policy](#)

Link to [Bite Size Avoidance of Violence & Aggression](#)

### **3.9.7 Site Visits – Best Practice**

Logging In / Out

All employees required to work away from the office, on site or visit premises in the course of the working day must pay particular attention to the procedure of logging-in and out of their work base/office and a check of the Incident Register\* database should be completed where required.

Where identified by risk assessment, employees must:-

- provide an estimated time for return (**ETR**),
- advise the designated officer of any delayed return or
- or/ inform their designated officer if the employee does not return to the office/base at the end of the day.

\*The Incident Register holds information about potentially violent persons in the community and is maintained by the Health & Safety Section

On Site

Each employee working on site should always be aware of risks to his/her person by the actions and processes being undertaken on site. This assessment should be based upon:-

A previous knowledge or history of the site or premises

The nature of the visit

Location of premises/site

An employee working or visiting on-site must comply, so far as reasonably practicable, with any rules in effect for the site employees.

Lone employees on-site must have regard to entry into confined spaces, exposure to hazardous substances, oxygen deficient atmospheres, dusty environments, dangerous dogs or high noise levels.

Before making lone site visits or visiting premises the employee must ensure, as far as reasonably practicable, that he/she takes the necessary personal protective equipment provided. This may include, among other items, head, eye and foot protection.

If the employee does not have the appropriate personal protective equipment to undertake the visit in a safe manner, then he/she must request and be provided with the necessary equipment before proceeding with the visit.

### **3.9.8 Managing site visits**

Managers must assess the risks to health not only to the employees but also to themselves from the processes, acts or omissions being undertaken on the site.

Managers should have procedures in place, depending on the nature of the services, to ensure that any employee who has logged out is accounted for within 30 minutes of any ETR. Also, that in any event, managers should ensure that their employees, (including cleaners and home care staff who may work late or week-ends) who have been on-site, are accounted for within the agreed time frame.

(\*NB Managers with other tracking systems may have different procedures)

### **3.9.9 Visitors and the Public**

The Council recognises that it has a duty, as far as is reasonably practical, to ensure that members of the public are not endangered by work carried out by its employees or contractors, whether on Council's property or not. Risk assessments for any CMBC activity or process should always assess the risks to the public and safeguarding issues.

Visitors to Council buildings should either be accompanied in areas where risks are known or are likely to exist, or should be made aware of such risks and the control measures currently in force.

## **3.10 Electrical Safety**

### **3.10.1 The Electricity at Work Regulations, 1989**

The Regulations require that inspection and testing be carried out for all electrical wiring and systems and portable electrical

appliances. Portable electrical appliances must in addition be visually inspected before use.

### **3.10.2 Inspection and Testing**

Fixed wiring systems in buildings are to be inspected and tested every 5 years and a Certificate / Report produced. Portable Appliance Testing (PAT) is the testing of any electrical equipment that can be plugged into the mains supply by means of an electrical lead and plug, including extension leads and multi-way adaptors. All portable electrical equipment is to be recorded on a register and formally inspected and tested. Where buildings are refurbished for smarter working (or other reasons) and the electrical system is completely protected by modern earth leakage trip devices the requirement for PAT testing is removed to save resources as safety will not be compromised. Employees, area facilities officers and site contacts will still be expected to carry out basic visual checks of portable appliances.

Advice on management and employee responsibilities when working with electrical appliances and tables indicating the frequency for inspection and testing of Portable Appliances are all contained in the CMBC Bite Size Electrical leaflet.

**Employees are not authorised to use their own personal electrical equipment at work.** If approval is given for personal equipment to be used for work then it must be inspected, tested, registered and labelled as *tested* before use.

Link to [Bite Size Electrical.pdf](#)

Refer also to:

- [INDG231 Electrical Safety and You](#)
- [INDG236 Maintaining Portable Electrical Equipment in Offices and Other Low Risk Environments](#)

## **3.11 Manual Handling**

### **3.11.1 Managers and Supervisors**

Are responsible for assessing the general risks to the health and safety of employees under the Management Regulations.

If there are significant manual handling risks then **The Manual Handling Operations Regulations and Council Policy**, require that managers and supervisors:

- Avoid the need for hazardous manual handling as far as reasonably possible;
- Assess the risk of injury from any manual handling that cannot be avoided;

- Reduce the risk of injury from the manual handling as far as reasonably practicable;
- Provide adequate training
- Review the assessment when there is any change or at least annually.

When assessments have been completed any new work methods, work equipment identified must be implemented in the workplace and staff trained accordingly.

### **3.11.2 Employees**

Employees have health and safety responsibilities to:

- Follow safety systems
- Make proper use of equipment provided
- Co-operate with managers and supervisors
- Inform managers and supervisors of any hazardous handling activities
- Ensure that their activities do not put others at risk.

Link to [Manual Handling Policy](#)

Link to [Manual Handling of Loads Assessment form](#)  
– Document library click on 'M'

Refer also to:

[INDG 143 Getting to Grips With Manual Handling](#)

[HSE Guidance – Back-pain in the workplace](#)

## **3.12 Personal protective equipment (PPE)**

### **3.12.1 Personal Protective Equipment At Work Regulations,**

The Regulations place duties on employers to provide, maintain and store PPE, and on employees to properly use, maintain and store the PPE provided.

As required by the Health and Safety at Work Act the Council will pay for any PPE assessed to be necessary for carrying out work activities.

### **3.12.2 Effective PPE**

In certain circumstances under the Management Regulations risk assessments will have identified risks that cannot be adequately controlled by any other means, managers and supervisors must then consider the following to ensure that PPE is effective:

- the nature of the hazard
- the performance data for the PPE
- the acceptable level of exposure to the hazard.

Managers and supervisors must ensure that the PPE is used and that it is used properly. This means appropriate supervision and compliance with the manufacturer's instructions where available.

Failure to wear protective clothing and/or equipment is a disciplinary offence which could lead to dismissal

Link to [INDG 174 A Short Guide to the Personal Protective Equipment at Work Regulations 1992](#)

Link to [Bite Size PPE](#)

### **3.13 Display screen equipment (DSE)**

#### **3.13.1 Managers and Supervisors**

Managers and supervisors must ensure compliance with the Council's Policy for Display Screen Equipment (DSE) by: - “

- ensuring all employees\* who use DSE complete the DSE Workstation Self-Assessment Checklist when requested to, including the Home Working Self Assessment;
- ensuring employees are given sufficient information, instruction and training (e-learning provided) to enable them to plan their work and organise workstations; All smarter working and home working employees must complete the DSE e-learning module.
- ensuring that employees\* carry out a review of the DSE workstation self-assessment checklist annually and whenever there is some significant change to the hardware, software, environment, task or individual or at least annually.

\* Those employees who work in designated Smarter Working offices are not required to complete or review the DSE Workstation Self-Assessment Checklist where the workstations and equipment provided are identical. However, those employees in Smarter Working environments must complete the DSE E-learning module every 3 years

#### **3.13.2 Employees**

All employees (except those in Smarter Working office environments) who use Display Screen Equipment at work or when Home Working are responsible for:

- carrying out their workstation assessment using the DSE Workstation Self-Assessment Checklist and then passing the completed assessment to their line manager
- reviewing the assessment whenever there is significant change or at least annually;

### 3.13.3 Home-working

Employees are required to complete an electronic Home-Worker DSE Health & Safety Self Assessment form before starting working from home. The assessment form is available on the H&S intranet site. This should be e-mailed to their manager for validation

[Link to: DSE Policy](#)

[Link to: Bite Size DSE Policy](#)

Refer also to:

[INDG 36 Working with VDU's Revision 3](#)

[INDG 90 Understanding Ergonomics at Work](#)

### 3.14 Management of Premises -

It is essential that all managers and site contacts with whatever responsibilities for premises ensure that they co-operate with the CAFM Team to ensure premises are properly maintained. In particular they must co-operate where applicable so that the following can be carried out: -

- Annual Gas Service Certificate for main heating boilers
- Annual Boiler Plant Inspection Certificate (for main boilers)
- Annual Gas Safety Certificate for kitchen gas equipment. Domestic hot water boilers and other domestic appliance
- Bi-annual Service to thermostatic mixing valve if applicable (for vulnerable children and adults)
- Annual Service to local exhaust ventilation.
- Annual Certificate for oil fired equipment
- Certificate for solid fuel fired equipment
- 5-year Electrical Test Certificate/ Report
- Annual Fire Risk Assessment
- Annual Fire Alarm Certificate/Report
- Quarterly Fire Alarm inspection/ testing report/certification
- Six-monthly emergency lighting certificate
- Twelve-monthly emergency lighting certificate
- Legionella Risk Assessment
- Lifts and lifting equipment certificates

- Lightning Protection (if fitted, inspected and maintained)
- Automatic Doors (if fitted, inspected and maintained)
- Roller Shutter Doors (1 x yearly service visit and reports)
- PAT Testing (12 - 48 monthly)

Managers and site contacts with premises responsibility must maintain their fire register and compliance registers that record all of the above.

### **3.14.1 Managing Contractors and procedures for Site Contacts**

Normal operating procedures:-

When any contractor arrives on premises, they must sign the VC1/14 (visiting contractor's book) and be advised by the site contact or appointed person of any risks presented by the building e.g. asbestos before any work commences. Where appropriate, advice on asbestos must be given to the contractor. Detailed instructions in VC1/14.

**(See - 3.18.1 Selection of Contractors)**

### **3.15 Health and Safety Committees**

Where applicable Heads of Service in each Directorate will ensure that each Service area nominates a representative for their Directorate Health and Safety Committee.

The Heads of Service or their representatives should consult with both the recognised trade unions and the employee Safety representatives on matters relating to significant health & safety changes in their working environment. Such consultation and meetings will take place regularly, where practicable using existing procedures.

### **3.16 Sensible and Proportionate Health & Safety Risk Management**

The Council is committed to a "sensible and common sense approach" to all health & safety matters in line with HSE policy "Principles of Sensible Risk Management".

**Managers in the Council must co-operate and consult with the Health and Safety Manager to ensure that this is achieved.**

**Activities must not be stopped on health and safety grounds without good reason and consultation with the Health and Safety Manager**

Guidance on sensible solutions to risks to be managed is detailed in Table 2 of the Council's guidance document 'Sensible and



Proportionate Health and Safety Risk Management' available on the intranet.

Link to: [Sensible & Proportionate Health & Safety Risk Management](#)

### **3.17 Driving at Work Policy**

#### **3.17.1 Driving at Work**

All employees who drive or cycle on business for CMBC are required to make themselves familiar with the Driving at Work Policy and guidance and co-operate with management who are required to check licences and Insurance documents.

All CMBC fleet drivers will be subject to a driver's medical based on HSG6. Employees must not use a mobile phone whilst driving, including hands free sets.

Link to: [Driving at Work policy](#)

#### **3.17.2 Drivers Handbook**

All employees driving on CMBC business must drive in a safe and competent manner in accordance with UK driving laws. Information on driving law and how to minimise the risks of accidents when driving are detailed in the Drivers Handbook available from the CMBC Intranet.

Link to: [Drivers Handbook](#)

#### **3.17.3 Minibus Safety / Passenger Carrying Vehicles**

See Appendix: Policy & Guidelines on the Safe Operation of Minibuses and Safe Transportation of Children and Young People in Cars and Taxis.

Link to [Minibus Policy](#)

Link to [Safe Transportation of Children & Young People in Cars & Taxis](#)

#### **3.17.4 Alcohol and Drug Testing**

Employees must not drive, operate machinery, or supervise vulnerable persons whilst at or above the Council's defined limits for drugs or alcohol

Link to: [Alcohol and Drugs Testing Policy](#)

### **3.18 Contractor Procurement and Management - including CDM, (Construction, Design and Management) Regulations)**

The key Health and Safety points:

Calderdale Council has a statutory duty to ensure we employ competent contractors whether they are employed for construction, waste collection or care provision. The requirements on the Council are all contained within HSE Guidance. CAFM will make the arrangements on Calderdale buildings for selecting competent contractors. They will: -

- Select a competent Contractor (see 3.18.1 below)
- Assess risks
- Agree methods of work
- Co-ordinate and supervise work where applicable.
- Consult the workforce ( this includes Site Contacts)

All managers must follow CMBC Policy and internal guidance on CDM.

Ensure all contractors sign in at reception before starting work and comply with contractor procedures e.g. signing the VC1/14 form

### **3.18.1 Selection of Contractors**

The Council is part of a national scheme for the Health & Safety Evaluation of Contractors and Contractors are vetted through this scheme. For further information see <http://www.chas.co.uk/>

**Contractors who are members of Safety Schemes in Procurement (SSIP) will be acceptable to the Council. Under 2015 guidance from the Government contractors cannot be rejected from tendering if they are not members of health and safety schemes. Advice has been issued by the Corporate Procurement Officer and Health and Safety Manager. All construction related contractors still require assessment and this must be completed before appointment of contracts.**

Advice and exemptions on the employment of contractors can be sought from Corporate Health and Safety Team

### **3.18.2 Construction (Design and Management) Regulations (CDM)**

The Council as client has extensive duties under CDM and any employee involved in a construction project must follow the regulations. **The Council approved Policy on CDM is:-**

- Directorates and Services will develop and implement appropriate, effective and documented systems to ensure that the CDM regulations are complied with.
- All staff acting as client or on the client's behalf will be appropriately trained.
- All designers will be appropriately trained in respect of the current CDM regulations.

- All staff will be required to cooperate with and act upon guidance from officers appointed to oversee and monitor CDM compliance.
- Managers acting as Client for CMBC with respect to any project will use the CBMC client checklist on the health and safety intranet site and notify the Health and Safety Manager of any notifiable projects.

Link to [CDM Regulations HSE Guidance](#)

Link to [Bite size CDM Guidance](#)

### **3.18.3 Safeguarding Children - Co-ordination and Supervision of Contractors**

It is important that steps are taken to prevent contractors from getting close, prolonged or unsupervised proximity to children or vulnerable adults in any Council premises.

Even if contractors have the appropriate ISA/DBS checks measures should be in place so that contractors do not work alone where children are present. Toilets, showers and changing rooms must always be closed off when work is to be done in those areas.

### **3.19 Water Safety – Drowning Risk Assessment**

All managers must risk assess all activities within CMBC sites and activities involving water e.g. swimming pools, paddling pools, ponds and lakes in parks, rivers and streams in parks in or adjacent to schools.

Further guidance on water margin safety is available to download from the ROSPA website.

(For swimming pool safety see HSE guidance HSG179)

Link to: <http://www.rospa.com/>

### **3.20 Noise at Work**

The “Action Levels” – ‘Lower Exposure Action Value’ and ‘Upper Exposure Action Value’ defined in the Control of Noise at Work Regulations are the prescribed noise levels at which the employer must act to control noise.

Where required managers must ensure that noise assessments are undertaken. Noise assessments can be undertaken by the Council’s Safety Advisers.

As a rough guide, if you have to raise your voice to be heard by someone two metres away or if you have muffled hearing at the end of the day, then it is likely that the 'Action Level/s' have been exceeded. The line manager must be informed.

[Link to INDG 362 \(Rev 1\) HSE leaflet Noise at Work](#)

See Appendix: Guidance Notes: Personal Protective Equipment in the Workplace – Section Hearing Protection.

Link to [Bite Size PPE](#)

### **3.21 Ladder Policy & Work at Height**

All work at height must be risk assessed before work commences.

Any work from ladders must be in compliance with Council Policy. See guidance in link below.

Employees who have not received formal training on the safe use of ladders must not work from any ladder or stepladder unless it is footed or tied. Untrained staff must not work from ladders when their feet are at a height above 3 metres.

No employee must work on, or access, a flat roof without training in Work at Height and / or a detailed risk assessment being in place.

Link to [Ladder Policy including Guidance on Working at Height](#)

Link to [Work at Height Guidance & Information](#)

### **3.22 Asbestos**

#### **3.22.1 The Control of Asbestos Regulations**

Members have agreed Asbestos at Work Policy. The basic safety points are:-

The regulations and Policy require managers to prevent exposure of employees to asbestos. Any employee involved with building activities which may involve the potential for exposure will be adequately trained.

No Council employee should be involved with the removal of any asbestos materials from buildings.

A survey will be undertaken in all CMBC buildings, and there is an asbestos register for all Council premises. Any asbestos found will be adequately managed: i.e. identified and left as safe by position, sealed or removed

### **3.22.2 Remedial Work**

The responsibility for the assessment of the level of exposure and for the preparation of a plan for any remedial work lies initially with CAFM. No work on a CMBC building should take place before consulting the asbestos register or seeking advice from CAFM team. The plan for any work must include: -

- a description of the work;
- the type, quantity and condition of the asbestos;
- the steps taken to prevent or reduce exposure to the lowest level reasonably practicable;
- the reasons for the chosen work methods and justification where, in exceptional circumstances, controlled stripping of asbestos techniques cannot be used;
- the steps taken to control the release of asbestos into the environment;
- details of expected exposure and the number of people affected;
- the procedures for the selection, provision, use and decontamination of personal protective equipment (PPE) ;
- procedures for the removal of waste;
- procedures for dealing with emergencies;
- Any other information relevant to safe working.

Employees must not interfere with any material suspected of being asbestos or marked asbestos.

CAFM & Site Contacts must ensure that any contractor working on site is informed of any known asbestos materials. If in any doubt contact the CAFM Team and/or Environmental Quality and Compliance (EQC) Manager.

Link to [CMBC Managing Asbestos - Arrangements and Objectives \(Document Library A\)](#)

Link to [HSE Guidance Control of Asbestos Regulations 2012](#)

### **3.23 Confined Spaces**

Any employee or contractor involved in work which includes entry into a confined space must first complete a risk assessment and prepare a safe system of work in accordance with the regulations. Full details describing confined spaces and guidance on the regulations can be found on the CMBC Intranet Document Library

Link to [Confined Spaces](#)

### **3.24 Play Equipment**

All play equipment and impact absorbing playground surfacing on CMBC premises will be supplied and installed to BS EN 1176 and regularly inspected by appointed contractors and/or CMBC staff.

Link to: [Play Equipment Guidance](#)

### **3.25 Educational Visits and Organised Trips**

When organising visits, holidays, excursion's for children, families or vulnerable adults the Minibus Policy, Driving at Work Guidance and Guidance from Children and Young People's Services on Educational Visits will be followed.

All trips involving residential UK, residential overseas and adventurous activities (includes any water and rock activities, canoeing, caving, fell walking and mountain biking, rock climbing, sailing, wild country camping, improvised raft building) must be approved through the on-line 'EVOLVE' system managed by the Schools Safety Adviser.

### **3.26 Event Management**

Any manager organising an internal event or taking ownership for or involved in part with the running of a third party event (e.g. gala, fair, bonfire, firework display, exhibition, carnival etc.) where the public is invited will ensure that risk assessments and management plans are completed. A copy of the management plan should be forwarded to the Health & Safety Manager at least 28 days prior to the event. Managers who become aware of third parties (non employees of the Council) who are planning events on CMBC property or land should direct them to the Council's Events and Licensing Officer.

Link to [Bite Size Events Guidance](#)

Link to [Safe & Successful Events guidance](#)

### **3.27 Vibration**

Council policy is that all machinery and equipment is maintained to reduce vibration related medical conditions. Machinery will be tested and marked accordingly with information on vibration magnitude and the length of time equipment can be used.

All staff will be trained in understanding and recording the 'trigger' time equipment usage and on health risks. Occupational Health monitoring will be undertaken. Information will be provided in the form of leaflets (all this is already in place).

Further information is available from the HSE – see link

Link to [hse.gov.uk/vibration](http://hse.gov.uk/vibration)

Link to [CMBC Vibration Guidance](#)

### **3.28 CMBC Alcohol & Drugs Testing Policy**

All employees are expected to arrive at work fit and able to carry out their full and proper duties and to perform their duties safely, without any limitations due to the use or after effects of drugs or alcohol (where prescribed, over the counter or illegal.) Misuse of drugs and/or alcohol can lead to increased Health and Safety risks for the employee and others.

The general principle of the Policy is that employees can be randomly tested or specifically tested where there is suspicion or reports of alcohol and drugs misuse or post-accident or near miss.

In non-safety critical roles managers with concerns about employees must first contact HR for advice before any direct testing can take place.

The policy covers all employees of the Council. This includes all employees driving at work on Calderdale business either using fleet vehicles or their own private vehicle. It also specifically includes any employee operating machinery or using work equipment.

LINK: [Alcohol and Drugs Testing Policy](#)

### **3.29 Defibrillators**

The Council has a Policy on provision of these units, signage, training and arrangements that should be in place see link below.

Link to [Defibrillator Policy](#)

### **3.30 Other general CMBC guidance, forms and safe systems**

The Council has many other guidance notes, forms, checklists and safe systems developed to help protect employees and others from harm. A selection of these are listed in the appendices (the list is not exhaustive). Further details are available from the CMBC Document Library

## **4.00 REVIEW OF ARRANGEMENTS**

These arrangements and objectives shall be periodically reviewed and amended accordingly at intervals not exceeding 24 months.

# APPENDICES

## COUNCIL POLICIES, PROCEDURES AND GUIDANCE

**Note:** The following documents are available to view and download from the intranet Health & Safety Section [Document Library](#) **HSE Documents** are referenced with the prefix **INDG** and are available in full text via the HSE website at [HSE Homepage](#)  
Contact CMBC Health & Safety Section for further information.

### **General Health & Safety Policy Statements Approved by Members**

- a) Health and Safety Policy Statement
- b) Fire Safety Policy Statement
- c) Asbestos Policy Statement
- d) Violence and Aggression Policy Statement
- e) Construction Design and Management Regulations Policy Statement
- f) Driving at Work Policy Statement
- g) Ladder Policy Statement
- h) Manual Handling Policy Statement
- i) Display Screen Equipment Policy Statement
- j) Defibrillator Policy Statement
- k) Accident Reporting Procedure Statement
- l) CMBC Alcohol & Drugs Testing Policy

### **Bite Size Leaflets**

A range of 2-sided leaflets are also available under a Bite Size button on the Health & Safety intranet page. These leaflets have been developed to give short bullet point summaries of CMBC guidance and policies for all staff.

CMBC:	Bite Size Health & Safety Policy Information
CMBC:	Bite Size Accident & Incident Reporting
CMBC:	Bite Size Asbestos
CMBC:	Bite Size Avoidance of Violence & Aggression
CMBC:	Bite Size Blood Borne Infections and Needlestick injuries
CMBC:	Bite Size COSHH Guidance
CMBC:	Bite Size Contractor Management Guidance
CMBC:	Bite Size CDM Guidance
CMBC:	Bite Size Driving at Work Guidance
CMBC:	Bite Size DSE Guidance
CMBC:	Bite Size Electrical
CMBC:	Bite Size Fire Safety
CMBC:	Bite Size First Aid Guidance
CMBC:	Bite Size Information for Staff about Weapons and Knife Crime



CMBC: Bite Size Ladder & Work at Height Safety  
CMBC Bite Size Lone Working  
CMBC: Bite Size Manual Handling  
CMBC Bite Size Maintenance & Testing of Electrical &  
Mechanical Installations  
CMBC Bite Size Minor Works  
CMBC: Bite Size Safe Events Guidance  
CMBC Bite Size PPE  
CMBC Bite Size Risk Assessment  
CMBC: Bite Size Safeguarding Children around Contractors  
CMBC: Bite Size Security  
CMBC: Bite Size Slips & Trips Guidance  
CMBC: Bite Size Managing Workplace Stress