



Cyngor Sir CEREDIGION County Council
Pobl a Threfniadaeth | People and Organisation

Employee Health and Safety Policy

December 2019

healthandsafety@ceredigion.gov.uk



Contents

1	Policy Statement	2
2	Purpose.....	4
3	Organisation and Responsibilities	5
3.1	Elected Members	5
3.2	Chief Executive	5
3.3	Health and Safety Team.....	5
3.4	Corporate Directors and Corporate Lead Officers	6
3.5	Managers	6
3.6	Safety Representatives	7
3.7	People and Organisation Service	8
3.8	Employees.....	8
3.9	Health and Safety Forum.....	9
4	Health and Safety Improvement Plan	10
5	Revision of Policy	11
6	Appendix 1	12
6.1	Incident reporting and investigation	12
6.2	Risk assessments	12
6.3	Hazardous substances	12
6.4	Personal safety / lone working.....	13
6.5	Personal Protective Equipment (PPE).....	13
6.6	Fire safety.....	13
6.7	Display screen equipment	13
6.8	Electrical safety	14
6.9	Permit to work	14
6.10	Noise at work.....	14
6.11	Work Equipment.....	14
6.12	Occupational Health Provision	15
6.13	Support and Advice	15

1 Policy Statement

Health and Safety is everybody's business therefore Ceredigion County Council will:

- Actively promote an open attitude to health and safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.
- Establish and implement health and safety systems and processes to manage the risks associated with our premises and activities.
- Regularly monitor our performance and revise our health and safety processes and systems as necessary to ensure we achieve our objective of continuous improvement.
- Provide sufficient resources to meet the requirements of current health and safety legislation and aim to achieve the standards of good practice applicable to our activities.
- Communicate and consult with all staff on all issues affecting their health and safety and, in doing so, bring this policy to their attention.
- Provide adequate training for staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.
- Carry out and regularly review risk assessments to identify hazards and existing control measures. We will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.
- Maintain our premises and work equipment to a standard that ensures that risks are effectively managed.
- Ensure that responsibilities for health and safety are allocated, understood, monitored and fulfilled.
- Retain access to competent advice and assistance ensuring that we are aware of relevant changes in legislation and good practice.
- Co-operate with other organisations to ensure that they are aware of any risks to their staff and other people posed by our activities, that we are aware of any risks to our staff from their activities, and that we comply with the relevant requirements of legislation.

It is everyone's duty when at work:

- to take reasonable care of our own safety
- to take reasonable care of the safety of others who may be affected by what we do or fail to do
- to co-operate so that we can all comply with our legal duties
- to ensure we do not interfere with or misuse anything provided in the interests of health and safety.

Signed Chief Executive:

Date:

Signed Leader of the Council:

Date:

2 Purpose

This policy outlines responsibilities in relation to health and safety and should be read in conjunction with the health and safety training strategy.

Specific responsibilities with regard to training are covered in the training strategy.

Other specific guidance can be found within the Health, Safety and Wellbeing section of Ceri Net.

3 Organisation and Responsibilities

3.1 Elected Members

- Are advised by Council Officers and have the responsibility to ensure adequate resources are available to enable the implementation of this policy and all other necessary measures to control foreseeable risks that have the potential to cause harm.
- Are responsible for scrutinising the Council's activities and assist with decision making surrounding policies and new projects, which may carry health and safety implications.
- An elected member with sufficient knowledge and experience will be appointed the council's health and safety champion and will oversee the development of health and safety and attend relevant meetings.

3.2 Chief Executive

The Chief Executive has the overall responsibility for ensuring that the Council's health and safety policy is implemented and maintained. The Chief Executive will facilitate the provision of systems to carry out the following:

- Securing the commitment of employees to the health and safety improvement plan;
- Ensuring participation, commitment and involvement at all levels in the Council in health and safety activities;
- Ensuring compliance with health and safety supporting policies and arrangements;
- Introducing measures to ensure the competence of employees and compliance with the health and safety training policy.

3.3 Health and Safety Team

The health and safety manager and team will be responsible for the preparation and review of this policy. They will also undertake:

- Inspection, monitoring and audit of health, safety and risk management policies, procedures and arrangements;
- General and specific health and safety training and advice;
- Investigation of high risk accidents, reportable diseases and dangerous occurrences;
- Develop and review health and safety policies;
- Assisting with complex/high risk assessments and providing fire safety management advice and support;
- Assisting with the management of Asbestos within buildings by means of audit and monitoring;
- Promote and support wellbeing initiatives and provide stress management advice and support;

3.4 Corporate Directors and Corporate Lead Officers

Corporate Directors and Corporate Lead Officers have the general responsibility for compliance with the health and safety within their service areas.

A Corporate Director will undertake the role of health and safety champion bringing health and safety matters to the attention of Leadership Group.

3.5 Managers

Line Managers and those with a supervisory role, shall ensure, so far as is reasonably practicable that:

- Suitable and sufficient risk assessments are carried out and reviewed within their areas of responsibility;
- The arrangements to manage risks are implemented and maintained;
- Communicate and consult with staff on health and safety issues;
- Welfare facilities are provided and maintained in a satisfactory state;

- Premises, plant and work equipment are provided and maintained in a safe condition;
- Systems are in place to monitor and audit health and safety arrangements and safe systems for work;
- Respond to and act upon recommendations identified within health and safety audit reports within the identified timescales;
- Supervise staff to ensure they work safely and follow safe systems of work;
- All incidents and near misses are reported and investigated;
- Sufficient time is provided to employees to carry out their health and safety duties;
- Provide safety representatives with reasonable time off for training and carrying out their statutory functions;

3.6 Safety Representatives

The Council recognises the essential role and contribution of safety representatives in achieving effective health and safety management and accident prevention in compliance with Safety Representatives and Safety Committees Regulation 1977 and the Health and Safety (Consultation with Employees) Regulation 1996. Safety representatives are responsible for:

- Assisting managers and the health and safety team with incident investigation;
- Investigating health and safety complaints by any employees at work;
- Representing employees in talks with managers or enforcing bodies (HSE or police);
- Attend meetings in their capacity as safety representative;
- Offer advice on specific health and safety concerns within their area of work
- Carry out workplace health and safety inspections
- Raise health and safety concerns or complaints communicated to them by employees.

3.7 People and Organisation Service

The service through the Ceri system will collate sickness absence data for the purpose of identifying absence trends that could be related to work activities and assist in organising health and safety training.

The health and safety team will provide guidance where an act by an employee contravenes health and safety arrangements that could result in disciplinary action.

3.8 Employees

All employees must co-operate with the implementation of this policy. They have the responsibility to:

- Take reasonable care of their own health and safety and the health and safety of others by what we do or fail to do;
- Co-operate with all health and safety matters;
- Assist in the development and implementation of safe systems of work;
- Attend and participate in health and safety training;
- Ensure high standards of housekeeping in their workplace;
- Report incidents and near misses using the IR1 incident reporting system;
- Assist in incident investigation;
- Inform their manager immediately of any impairment of diagnosis that could negatively impact on their ability to carry out their work safely.
- Assist with the risk assessment processes;
- Use personal protective equipment correctly;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;

Any failure on the part of an employee to meet their health and safety responsibilities will be considered to be a serious matter. Depending upon the severity of their failure, this may result in disciplinary action.

3.9 Health and Safety Forum

The health and safety forum will consist of the Chief Executive, trade union safety representatives, designated elected member and senior management health and safety champions, senior managers and the health and safety manager.

The forum shall:

- Monitor the effectiveness of health and safety arrangements
- Support and promote health and safety good practice through information sharing
- Consider and respond to audit reports, incidents and concerns raised by health and safety representatives.
- Monitor health and safety management
- Support health and safety policy and development
- Promote health, safety and wellbeing

4 Health and Safety Improvement Plan

The council have put in place a two-year health and safety improvement plan, which identifies and monitors health and safety performance by setting performance indicators that are reviewed on an annual basis. This plan will be available on the employee intranet, Ceri Net.

5 Revision of Policy

The Council will review and update this policy as required to reflect changes in health and safety legislation, processes, equipment and case law.

6 Appendix 1

Health and Safety Arrangements

6.1 Incident reporting and investigation

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 puts duties on employers to report certain workplace accidents and specified dangerous occurrences (near misses). All incidents and near misses must be reported using the IR1 incident report form.

Guidance on how to access the system and complete the form is available on Ceri Net using the link below.

<https://ceri.ceredigion.gov.uk/net/en/managers-toolkit/corporate-managers-toolkit/health-safety-and-well-being/incident-reporting/>.

6.2 Risk assessments

The Management of Health and Safety at Work Regulations 1999 requires employers to ensure a risk assessment is undertaken by a competent person where hazardous working activities have been identified to identify the control measures required to mitigate any risks. Risk assessments should be reviewed regularly, with any subsequent changes to working practices communicated to relevant persons.

For guidance on completing risk assessments (including new/expectant mothers risk assessment) and access to risk assessment templates, please visit <https://ceri.ceredigion.gov.uk/net/en/managers-toolkit/corporate-managers-toolkit/health-safety-and-well-being/> or contact the health and safety team.

To request training on risk assessments, please contact dysgu@ceredigion.gov.uk.

6.3 Hazardous substances

The Control of Substances Hazardous to Health Regulations, 2002, requires us to protect employees from hazardous substances at work. In some work areas of the council, risk assessments identify 'at risk' activities and control measures to put in place to reduce the risk. These control measures may be changing chemicals we use to less hazardous ones, introducing ventilation, changing where we carry out these activities or introducing suitable personal protective equipment.

6.4 Personal safety / lone working

Ceredigion County Council has a legal duty under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to ensure the personal safety of our employees at work, with special regard to lone working. All incidents of violence, abuse or harassment towards our employees must be reported via the IR1 system (please see arrangement no.1)

For additional guidance, risk assessment assistance and access to the buddy card template system, please contact the health and safety team.

6.5 Personal Protective Equipment (PPE)

The Personal Protective Equipment (PPE) at Work Regulations 1992 requires employers to identify where there are risks to the health and safety of the workforce that cannot be adequately controlled in other ways that require PPE to be supplied.

PPE will be issued by the relevant line manager/ supervisor to employees during induction and replaced as and when required. Employees are responsible for checking their PPE remains fit for purpose and for reporting defects.

6.6 Fire safety

The Regulatory Reform (Fire Safety) Order 2005 places responsibilities on managers and employees with respect to fire safety and evacuation. A fire risk assessment is required for every workplace building and risk reduction measures put in place. Fire drill training and provision of maintained firefighting equipment is a legal requirement in addition to the duties placed on employers to put in place emergency evacuation procedures where required. For more information, please contact the health and safety team.

6.7 Display screen equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 requires the Council to protect employees identified as 'DSE users' from health risks resulting from long term use of display screen equipment.

For advice on who constitutes a 'DSE user', and guidance on completing and accessing the Council's display screen assessment, please contact the health and safety team.

6.8 Electrical safety

The Electricity at work regulations 1989 places legal implications on employers to ensure safe electrical devices in the workplace. This involves testing and inspecting electrical equipment, risk assessment and training where required and places responsibilities on all employees who work with electrical equipment. For more information, please contact the health and safety team.

6.9 Permit to work

A permit to work may be required for any work involving hazardous processes and where there is a residual risk. For guidance on what activities may require a permit to work, please contact the health and safety team.

6.10 Noise at work

The Control of Noise at Work Regulations (2005) requires employers to assess and take measures to reduce employees' exposure to noise at work.

To request the health and safety team to carry out a noise reading for the means of assessment, or for further information, please contact Healthandsafety@ceredigion.gov.uk

6.11 Work Equipment

Provision and Use of Work Equipment Regulations 1998 (PUWER) requires employers to:

- suitable for use
- safe (maintained, serviced and inspected)
- Users are trained and competent
- Have sufficient safety measures (guarding, emergency stop. Isolating controls)
- used in accordance with specific requirements, for mobile work equipment and power presses

This applies to all work equipment, including second hand, hired or leased equipment. Other legislation that may be applicable in addition to PUWER may be **Lifting Operations and Lifting Equipment Regulations 1998** (LOLER) for all lifting devices and accessories, which require additional inspections/ visual checks to comply.

6.12 Occupational Health Provision

Since May 2019 the Council's occupational health service is provided by Carmarthenshire County Council. Previously the service had been shared across two providers but having a single dedicated service has allowed the opportunity of focussing on the support available to managers and staff. The service is primarily used to advise on health screening of new appointments and to support staff and managers of staff who are experiencing periods of long term sickness. Staff are referred to the service by their line managers via an online system and appointments will either be with an occupational health nurse or doctor, depending on the reason for referral. The occupational health report is treated as confidential and is only provided to the line manager following the approval of the member of staff.

Managers are able to access the Occupational Health Referral form from Ceri Net. Assistance with completing the form can be requested by contacting humanresources@ceredigion.gov.uk.

6.13 Support and Advice

For support and advice on all workplace health and safety matters, contact Healthandsafety@ceredigion.gov.uk

Health and safety publications and further guidance is also available from www.hse.gov.uk