

## **Health and Safety Policy Statement**

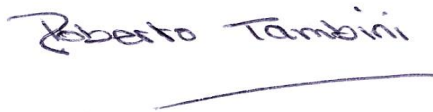
At Spelthorne, the commitment to health and safety ranks equally with all other aims and objectives.

This Health and Safety policy establishes the arrangements for Fire Precautions, First Aid and provisions for the health, safety and welfare of all employees, volunteers, contractors, visitors and any others who may be affected by activities on any site for which the Council is responsible.

The Health and Safety Management System operated by the Council aims to ensure compliance with all current legislation. All reasonable training, resources and information will be provided to ensure that employees perform all tasks safely and without risk to health.

A Risk Management Committee structure will be maintained to ensure co-operation between management and employees representatives in instigating, developing and implementing measures to ensure the health and safety at work of the employees.

This Health and Safety Policy Statement and General Arrangements will be given the widest possible circulation and will be reviewed bi-annually, or as dictated by changes to working procedures, policies or conditions.



**Roberto Tambini**  
**Chief Executive**

**Cllr Ian Harvey**  
**Leader of the Council**

**Date: May 2017**

**Reviewed: May 2017 Next Review: May 2019 or earlier if required**

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## **Section 1**

### **1.0 Organisation and Responsibilities**

1.1 The Leader of the Council and Cabinet fully endorse the Health and Safety Policy. It will be used to inform the decision making process by the Leader and Cabinet.

1.1.2 Within Spelthorne Borough Council the ultimate responsibility for all matters relating to Employee Safety and Occupational Health lies with the Chief Executive.

#### **1.1.3 Deputy Chief Executive**

Deputy Chief Executive's are responsible to the Chief Executive for the implementation of the health and safety policy and plan.

The Deputy Chief Executive will report directly to the Chief Executive in respect of health and safety issues which fall within their areas of responsibility

General health and safety responsibilities of the Deputy Chief Executive include ensuring:-

- a) Implementation and compliance with the Policy and Arrangements within their areas of control
- b) The provision of adequate resources for this purpose
- c) Co-ordination, co-operation, control and monitoring in respect of Suppliers/Contractors
- d) Monitoring of health and safety performance within their areas of control
- e) Accountability for the acts and omissions of their subordinates
- f) Proper arrangements for the provision of health and safety information and training for staff and, where necessary contractors

#### **1.1.3 Group Heads/Service Heads**

All Group Heads/Service Heads are responsible to their Assistant Chief Executive or Chief Executive for the implementation of the health and safety policy and plan for their respective areas.

As part of this general role they will ensure that:-

- a) All personnel under their control are competent to perform their duties and that they are provided with adequate information, instruction, training and supervision as is necessary to ensure health and safety
- b) Responsibilities for health and safety are properly defined, understood and carried out at all levels
- c) The policy and arrangements are implemented in their areas of control
- d) The Council is compliant with all relevant health and safety legislation
- e) Suitable and sufficient risk assessments of work activities are carried out and the results of such assessments are acted upon where necessary
- f) The Council procedures for reporting and recording of all accidents, dangerous occurrences and near misses that may occur from time to time are followed

#### 1.1.4 Deputy Group Heads / Safety Champions

All Deputy Group Heads and Safety Champions are responsible to their Group Head for the implementation of the health and safety policy and plan for their respective group/service areas.

As part of this general role they will ensure that:-

- a) Adequate training, support and guidance is given to Managers and Team leaders to enable them to effectively manage the health and safety for staff and processes they are responsible for.
- b) Be the focal point for the dissemination of information from the corporate safety officer
- c) Take the lead in the implementation the annual health and safety action plan published on spelnets
- d) Undertake the annual safety audit on their Group/Service
- e) The Council procedures for reporting and recording of all accidents, dangerous occurrences and near misses that may occur from time to time are followed including accident investigation

#### 1.1.5 Managers/Team Leaders/Supervisors

All managers, team leaders and supervisors have a responsibility for managing the health and safety of those areas under their control. General responsibilities will include ensuring, where reasonably practicable, the following:-

- a) Members of staff receive adequate information, instruction, training and supervision for health and safety
- b) Work areas that are under their control are maintained in a safe condition
- c) Suitable and sufficient risk assessments of work activities are carried out and that the results of such assessments are acted upon where necessary
- d) Safe systems of work are established for work activities under their control and that they are followed by staff at all times
- e) Equipment used by staff is maintained in a safe condition
- f) Where necessary, employees are provided with suitable personal protective equipment and make proper use of it
- g) The Council procedures for the reporting and recording of all accidents, dangerous occurrences and near misses that may occur are followed
- h) Provision is made for the supervision of work activities carried out in their area of control. This is particularly important where new or inexperienced members of staff are concerned. When new or inexperienced members of staff are engaged adequate safety induction training must be given before they are allowed to commence work

#### 1.1.6 Employees

Every employee is responsible to his/her immediate Line Manager for the efficient performance of his/her duties. In accordance with the Health and Safety at Work Act 1974 and as part of their general duties all employees are required to take reasonable care of their own safety and that of others who could be affected by their acts and omissions whilst at work. In particular employees are required to:-

- a) Co-operate with management to ensure that safe and healthy working practices and workplace are maintained.
- b) Report promptly to the Line Manager any hazardous situation or defect
- c) Make full and proper use of any personal protective or other safety equipment/facilities provided
- d) Follow any instructions and training given in respect of any activity involving risk to health and safety
- e) Act responsibly at all times whilst at work

f) Co-operate with Spelthorne Borough Council in the implementation and observation of all statutory requirements placed upon the Council

g) Observe the duty not to misuse or interfere with anything provided in the interests of health and safety

1.1.7 Communication for Health & Safety is via Group Heads to and from Deputy Group Heads/Safety Champions, Service/Area Management Teams and the Health & Safety Officer.

1.1.8 Failure to comply with this Health and Safety Policy will be formally investigated and, where appropriate, disciplinary action will result.

# **Hierarchy of Health and Safety Responsibilities**

## **Leader of the Council and Cabinet**

*Responsible for the Strategic Direction of the Council*

## **Chief Executive**

*Overall Responsibility for the Implementation of the Policy*

## **Deputy Chief Executives**

*Responsible for matters they can directly control*

## **Group Heads and Service Leads**

*Responsible for matters they can directly control*

## **Deputy Group Heads and Safety Champions**

*Responsible for Managing the Safety Management System*

## **Managers**

*Responsible for matters they can directly control*

## **Team Leaders/Supervisors**

*Responsible for matters they can directly control*

## **All staff and Councillors**

*Responsible for themselves and others*

## **Safety Officer**

*Responsible for providing Advice and Guidance to all*

[note this structure relates to Health and Safety accountability only]

## **1.2 Occupational Health and Safety**

- 1.2.1 The Council is committed to promoting the health and well being of its employees.
- 1.2.2 The Health & Safety Officer offers an information and advisory service to all Group Heads and Service Management Teams. An Occupational Health Service is provided by the Ashford and St. Peter's Hospitals NHS Trust accessible via Human Resources and the Safety Officer.
- 1.2.3 These arrangements are in place to improve awareness throughout the workforce of the need to promote and maintain safety, as well as to ensure the physical and mental well-being of all employees.
- 1.2.4 This policy cannot be achieved solely by management. Therefore, regular discussions with all staff on safety and health matters should be accorded a high priority. An essential requirement is the support and co-operation of all employees. All staff are invited to raise any concerns on safety and health matters, or suggestions for improvements, with their immediate manager.
- 1.2.5 Section 2 of this policy sets out general arrangements for the health, safety and welfare of all employees, volunteers, contractors, visitors and any others who might be affected by work or activities on any site for which the Council is responsible.



## **Section 2**

### **2.0 General Arrangements**

#### Introduction

The Council defines Health & Safety as avoidance of death, injury or poor health to its employees, volunteers, contractors, visitors and the general public, caused by occupational accidents, incidents or hazards.

As an organisation Spelthorne aims to employ best practice solutions when applying policies, procedures and controls to ensure, as far as is reasonably practicable, the safety and health of employees, volunteers, contractors, visitors and members of the general public.

This section of the policy deals with the practical arrangements by which the policy will be effectively implemented.

The policy will form the cornerstone of the Council Safety Management System, in specifying health and safety objectives, detailing the organisation necessary to meet these objectives, making effective arrangements to deal with risks, and outlining the programme to monitor the effectiveness of the organisation and arrangements.

### **2.1 Information**

- 2.2 The provision of information relating to the management of health and safety is considered a very important element of the Spelthorne Health & Safety policy.
- 2.3 Government Agencies and lead bodies in industry, health and the environment produce Legislation (Acts), Regulations (Regs), Approved Codes of Practice (ACOP) and Guidelines for the many varied aspects of occupational health and safety. These documents are regularly reviewed and any necessary changes are put in place.
- 2.4 The Health & Safety Officer will interpret the legislation and other related documents and ensure that the provisions and requirements that will apply to the Council are incorporated into the Safety Management System.
- 2.5 Policies and Procedures relating to Health and Safety Law will be developed and maintained and circulated to all managers and employees.
- 2.6 Information relating to matters affecting the safety, health and welfare of employees will be provided by the following means, as appropriate:
  - i) Safety Policy
  - ii) Specific Policies
  - iii) Procedures

- iv) Statutory Notices
- v) Managers Information Area (On SpelNet)
- vi) Staying Safe in Spelthorne (Staff Handbook)
- vii) Safety Signs
- viii) Safety Posters
- ix) SpelNet notices and targeted information
- x) Specific targeted information/training sessions and management briefings

### **3.0 Training**

- 3.1 The Council is committed to the provision of such information, instruction and training as may be necessary to enable all employees to carry out their duties, as far as is reasonably practicable, without risk to either their own health and safety, or that of others that may be affected by their activities.
- 3.2 All new staff and existing employees transferring between posts/changing the nature of their employment shall be given adequate and suitable training to enable them to carry out their duties safely and without risk.
- 3.3 All new staff are required to attend Corporate Safety Induction Training which will include general awareness of health and safety. Site specific training in relation to particular jobs and/or services will be part of the local induction programme and is a Group Head's responsibility.

### **4.0 Safe Systems of Work and Safe Places of Work**

- 4.1 Managers and Team Leaders shall carry out risk assessments which:
  - (a) identify all reasonably foreseeable hazards and risks associated with each work task.
  - (b) identify preventive and protective steps necessary for controlling risks.
  - (c) formulate controls that are effective.
  - (d) monitor the effectiveness of these controls and implement corrective action where required

(Ref: Management of Health & Safety at Work Regulations 1999).
- 4.2 In accordance with "The Managers Guide to Risk Assessment" (SpelNet Health and Safety Area) all risk assessments must be subject to regular review. This should be undertaken:
  - (a) bi-annually for low risk activities that have had no change in activities.
  - (b) annually for medium and high risk activities.
  - (c) following an accident/incident, or near miss.
  - (d) following a change in process.
  - (e) Introduction of a new process
- 4.3 Managers and others with responsibility for producing Risk Assessments are to ensure that all the required control measures including information, instruction, training, inspection and recording is undertaken and records maintained.
- 4.4 A record of all risk assessments will be held locally in paper format and centrally by the Health and Safety Officer. All risk assessments will be made available for staff to view electronically on the SHE Health and Safety management system.

- 4.5 Safe Systems of Work (SSoW) for all hazardous work activity that has been identified by Risk Assessment (including the introduction of new plant, equipment, processes or substances), shall be formulated, using specialist advice as necessary, to ensure, as far as is reasonably practicable, the health and safety of all employees and other persons who may be affected. Wherever possible managers should work towards adopting best practice solutions for the control of hazards. These shall include the identification of major hazards, and instruction and training in emergency procedures.
- 4.6 Managers at all levels shall ensure, as far as is reasonably practicable, that places of work are maintained in a condition that is safe and without risks to the health of employees.
- 4.7 If financial, manpower or material resources are unavailable at departmental level to effect the resolution of a problem or hazard, a case must be made to the next level of management in the organisation until a level is reached where authority exists to:
- (a) take short-term remedial actions, and/or
  - (b) initiate longer-term corrective actions to reduce or eliminate the problem or hazard
- 4.8 The following activities require special attention most of which are the subject of specific legislation:
- i) Fire precautions
  - ii) Installation, use and control of electrical apparatus, equipment and cabling
  - iii) Use and control of substances hazardous to health
  - iv) Manual handling
  - v) Asbestos containing materials/structures
  - vi) Work in an area where a noise and or vibration hazard exists
  - vii) Working time and rest breaks
  - viii) Working alone both during and outside office hours
  - ix) Working with plant and machinery
  - x) Driving for or at work
- 4.9 Particular attention shall be given to the definition and control of activities which may incur Spelthorne in joint liability in its relationship with contractors and others involved in on-site work.

## **5.0 Procurement**

- 5.1 All employees involved with the purchase of any article for use at work at any site/area must ensure, so far as is reasonably practicable, that the article is designed and constructed so that it will be safe and without risks to health at all times, when being set, used, cleaned or maintained by a person at work.
- 5.2 All employees involved in the purchase of any substance for use at work at any site/area must ensure, so far as is reasonably practicable, that the

substance will be safe and without risks to health at all times, when being used, handled, processed, stored or transported by a person at work. To this end, all employees involved in the procurement or purchase of known hazardous substances for use at work, must ensure that the requirements of the **Control of Substances Hazardous to Health (COSHH) Regulations 2002** are satisfied, this is to include the undertaking of a COSHH Risk Assessment and provision of the Materials Safety Data Sheet (MSDS).

## **6.0 Plant and Equipment**

- 6.1 All Plant and Equipment must be recorded on the Equipment Inventory for each service area. Plant and Equipment shall be subject to inspection and test in accordance with laid-down statutory schedules, and maintained to the required standards. Machinery, Plant and Equipment shall be effectively guarded to prevent exposure to dangerous or moving parts.
- 6.2 Where there is a requirement for the use of hired Plant or Equipment, arrangements shall be made by the employee responsible for organising the hire, to ensure that all statutory requirements and inspections are carried out by the owner. Proof of such arrangements shall be requested on hiring and appropriate records kept.
- 6.3 Portable Electrical Appliances for use at work on any site/area for which the Council owes a duty of care and responsibility must be registered with Neighbourhood Service for inclusion in the Master Portable Electrical Appliances Inventory. Portable Electrical Appliances are subject to regular inspection and test in accordance with laid-down statutory and Council schedules, and maintained to the required standards. This includes newly purchased electrical equipment.
- 6.4 ALL privately owned Portable Electrical Appliances that are brought on to a site/area for which the Council owes a duty of care and responsibility, and which is connected to a mains electricity supply should also be recorded on the Inventory, and be subject to regular inspection and test. However, the maintenance of such items is the duty of the owner.
- 6.5 If any such Portable Electrical Appliances are found to be unsafe/unserviceable upon inspection and test, the owner will be instructed to remove them from site until they have been repaired/rendered safe and serviceable, and subject to re-test.

## **7.0 Personal Protective Equipment (PPE), Respiratory Protective Equipment (RPE) and Safety Appliances/Equipment**

- 7.1 Personal Protective Equipment (PPE), including Respiratory Protective Equipment (RPE), and Safety Appliances/Equipment will be issued to, and worn by employees involved in activities where a known hazard exists, and the level of risk cannot be controlled in any other way, or where there is a statutory requirement to do so.

- 7.2 Managers/Supervisors responsible for the undertaking of such activities will make a written, detailed risk assessment of each work process, specifying PPE/RPE and Safety Equipment requirements.
- 7.3 Where risk assessment has indicated a need for PPE/RPE or Safety Equipment the specification for that equipment must be kept under regular review to ensure an appropriate level of protection is always achieved.
- 7.4 Managers/Supervisors must ensure that employees are given suitable and adequate information, instruction and training in the correct use of PPE/RPE and Safety Equipment, including care and maintenance of such equipment.
- 7.5 Records of training, and the issue and maintenance of PPE/RPE and Safety Equipment must be held on site by the Manager/Supervisor responsible for the undertaking, where it may easily be produced for inspection or Safety Audit.
- 7.6 Managers must set a good example to employees by not only ensuring that all staff under their control comply with PPE/RPE requirements, but that they themselves also conform to good, safe working practices.
- 7.7 PPE and RPE should only be used either as a back-up to other control measures, or as a last resort, where other control measures cannot be practically implemented. (elimination, reduction or substitution of process by engineering control methods should always be considered as the primary methods of controlling hazards in the workplace, before considering the use of PPE/RPE).
- 7.8 In all cases where PPE and safety equipment has been provided, the expectation is that it will be used and non-usage will be subject to Spelthorne's normal disciplinary procedures.

## **8.0 Accident Reporting and Investigation**

- 8.1 All accidents, incidents, injuries, diseases, dangerous occurrences and cases of ill health arising from work activities must be reported in accordance with statutory requirements and the Council's Accident/Incident Reporting Procedure. Managers are responsible for investigating and submitting a report into the circumstances of all accidents, incidents, injuries, diseases, dangerous occupational occurrences and cases of occupational ill health, with the objective of determining the immediate and any underlying causes, and to recommend measures to prevent recurrence. The SHE Safety Management system on Spelnet should be used for reporting and all sections must be completed and submitted to the Health and Safety Officer within 3 working days of the accident occurring. Where the report cannot be completed within the 3 day period, the Health and Safety Officer must be notified of the incident by email or telephone.

- 8.2 An Accident is defined as an unexpected or undesirable event, especially one causing damage or injury.
- 8.3 An Incident is defined as an event, happening or occurrence which may or may not be accidental.
- 8.4 A Near Miss is defined as an unplanned event or series of events that could, under slightly different circumstances, have resulted in harm to people, damage to property or interruption to services provided by Spelthorne.
- 8.5 The term Dangerous Occurrence, when used in this policy, relates exclusively to the definition of a Dangerous Occurrence contained in the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR).
- 8.6 Occasionally more serious accidents/incidents occur. The Council has a responsibility to ensure that certain accidents are reported to the Health & Safety Executive in accordance with the reporting requirements of the Reporting of Incidents, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR).
- 8.7 The responsibility to report these accidents to the Health & Safety Executive lies with the Health and Safety Officer, The responsibility to report these accidents to the Health & Safety Officer lies with the Group Head/Service Lead responsible for the work in connection with the accident/incident. Further information on reporting procedures is given in the "Guide to Accident Reporting and Investigation" (SpelNet Health and Safety Area).
- 8.8 Vehicle accidents are to be reported the Transport Manager first then the Health and Safety Officer. The details of the accident are to be entered onto the SHE Safety Management system by the Traffic Manager for Vehicles under their control and the Health and Safety Officer for other areas (leased cars).

## **9.0 Risk Management Group**

- 9.1 The requirements of this Health and Safety Policy and Safety Management System cannot be achieved solely by Managers.
- 9.2 The Risk Management Group meets quarterly and has a membership representing each Group/Service area (see Appendix 2).
- 9.3 Health & Safety is a mandatory item on each and all meeting agenda. Information can thus be taken to and received from all service team meetings. To ensure the flow of information from team meetings and Risk Management Group, the Health and Safety Officer will regularly attend team meetings.

## **10.0 First Aid at Work**

- 10.1 The Council will fully meet the obligations of current legislation regarding the provision of First Aid at Work. (Health and Safety at Work (First Aid) Regulations 1981).
- 10.2 The Health and Safety Officer in conjunction with the Group Head/Service Lead will ensuring that there are sufficient trained and authorised First Aiders available at all times when employees are at work, including flexible working patterns.
- 10.3 First Aid Training Courses for employees nominated for such training will be included in the annual Training Programme.
- 10.4 Managers and Team Leaders will be responsible identifying staff who require First Aid Training. Nominations for First Aid training should be forwarded to the Health and Safety Officer by managers wishing to maintain or enhance First Aid cover within their service.

## **11.0 Safety Management System**

- 11.1 The Safety Management System (SMS) developed by the Council will ensure that we meet all obligations imposed by current legislation, and will be driven by the following core documents:
  - a. Corporate Risk Register – This is maintained by Audit and is presented to the Audit Committee. This document identifies the critical risks that can affect the Council.
  - b. Group/Service Risk Register – This is maintained by each Group/Service and is presented to the CRMG. This document identifies the critical risks that affect the Group/Service.
- 11.2 The level of risk identified in the above documents will decide the depth of the management controls required. Typical management controls include:
  - i) Risk Assessment
  - ii) COSHH Assessment
  - iii) Safety Tours of Inspection (Physical Conditions Inspection)
  - iv) Safety Risk Management Committee
  - v) Safety Information for Employees
  - vi) Safety Training Needs Programme
  - vii) Accident, Incident, Dangerous Occurrence, Ill Health Reporting and Investigation
- 11.2 The health and safety performance of Spelthorne Borough Council will be monitored to ensure a system for continuous improvement.
- 11.3 Monitoring will be by a system of active and reactive methods.



11.4 We will actively monitor health and safety performance by:

- (a) Annual Vehicle and Driving Documentation check (Grey Fleet)
- (b) Annual Office/workplace Safety Inspection
- (c) Annual Risk Assessment Review
- (d) Annual DSE Assessment
- (e) Annual Safety Equipment Check
- (f) Annual Lone Worker Training (Departmental)
- (g) Annual Contractor Documentation Review
- (h) Annual Violence and Agression Training (Departmental)
- (i) Annual Fire Risk Assessment Review
- (j) Annual Induction Refresher (Departmental)
- (k) Recording of Group/Service specific training (Manual Handling etc)

All the above records and checks will be entered on the SHE Safety Management System as they are undertaken.

In October each year, all Group/Service areas will undertake a self Audit, the results of this will be taken to the December CRMG Meeting and will be used to direct the annual safety action plan for the coming year.

11.5 We will reactively monitor health and safety performance by:

- (a) Reporting of all accidents/incidents and near misses, along with local investigation of all accidents.
- (b) Quarterly reporting of all accidents to the Risk Management Group and Management Team.
- (c) Annual report and review of accidents and incidents to establish trends, areas for improvement and develop training needs.

## **12.0 Audit**

Spelthorne will implement a programme for reviewing its health and safety performance, through a system of independent audit of its safety management functions and implement corrective actions where required. Audit outcomes will be reported for discussion to Corporate Risk Management Group and to Management Team.

## **13.0 Manual Handling Policy**

13.1 It is the aim of the Council to reduce injuries in connection with manual handling to the lowest level possible and to provide a safe working environment. This will be achieved by a programme to reduce the need for employees to undertake manual handling operations especially as and when new technology and information are introduced. Where manual handling cannot be eliminated Group Heads will ensure that the manual handling is subject to risk assessment.

13.2 Where manual handling still exists, all staff concerned will receive the appropriate information, instruction and training on safe handling techniques.

Training needs will be reviewed annually (during risk assessment reviews and at staff annual appraisals), with a basic requirement for all staff to attend refresher training every 2 years.

- 13.3 This policy can only work with the co-operation of staff. It is therefore a requirement that staff must co-operate with safe working practices, to know their lifting limitations and to keep themselves physically fit for manual handling operations when it is unavoidable.

Staff must report immediately, any health problem or change in health status which could give rise to an increased risk of injury when manual handling.

#### **14.0 Control of Contractors on Council Property/Carrying out Work on the Councils Instruction**

- 14.1 The Council has a duty to ensure the health and safety of workers and others on premises they enter to carry out contract work.

In turn any contractors or their employees have a duty to ensure that they carry out their work in a manner that is both safe to themselves and others who may be affected by their work.

It is the responsibility of the Group Heads contracting the work to use due diligence in assessing the contractor's competence to carry out the work being contracted. All contractors will be subject to appraisal for their health and safety performance prior to appointment. To this end as a basic minimum of the following should be sought at the relevant stage of contract tender/award.

- (a) **Contract Tender Stage** – a general policy statement should be obtained with a clear declaration of intent to ensure the health, safety and welfare of employees and others.

(b) **Contract Award Stage**

- Contractor to complete the contractor appraisal questionnaire
- a detailed safety policy giving detailed organisation and arrangements
- work method statements (essential for high risk work activities)
- information on any hazards (risk assessments) associated with the work to be undertaken (may relate to plant, equipment and materials utilised)
- the name of the individual responsible for the health and safety of the works being contracted
- records of any relevant health and safety training

(c) **Control on Site**

- It is the responsibility of the contracting Service Head to ensure that the contractor is kept fully informed of any significant hazards that may be present. Where possible information must be made

available prior to work commencing so that adequate risk assessments and safe systems of work are in place prior to work commencing.

- A signing in and out system must be in place and a Spelthorne employee identified as the point of contact.

(d) **Sub-Contractors**

Sub-contractors are commonly used to supplement the skills of the main contractor and it is the responsibility of the main contractor to enforce statutory and contract compliance by sub-contractors. Spelthorne Borough Council reserves the right to monitor the performance of sub-contractors and intervene if standards are not achieved.

All contractors must comply with the Council's Health & Safety Policy and any associated Codes of Safe Working Practice.

A copy of the Council's Health & Safety Policy will be provided to all potential contractors.

**14.2 It is the responsibility of the main contractor to inform any sub-contractors of the local site arrangements for health and safety.**

**15.0 Corporate Procurement Instructions**

This guidance given in 14.1 will be included in corporate procurement instructions.

**16.0 Fire Safety**

16.1 Proper systems to ensure Fire Safety and establish Fire Precautions are provided for all Council owned and managed property. All requirements of current legislation will be satisfied, with all property subject to regular risk assessment.

16.2 All occupied premises will be subject to a minimum of 6 monthly, planned emergency evacuations.

16.3 Information, instruction and training in fire precautions will be provided for all Spelthorne employees, commencing with induction training for all newly appointed employees.

16.4 All work activity, processes that have the potential to cause Fire will be Fire Risk Assessed and the required control measures implemented.

**17.0 Environment**

- 17.1 Workplace Environment. The Council will ensure that adequate facilities for employees are provided in every workplace. This will include provision of a reasonable temperature, suitable lighting, adequate ventilation, sufficient sanitary conveniences and adequate workspace. A suitable standard of cleanliness will also be maintained.
- 17.2 Environmental Protection. The Council will ensure, as far as is reasonably practicable, that no banned substances are released into air, water or land to pollute or damage the surrounding environment, at any site for which the Council owes a duty of care and responsibility.

## **18.0 Good Housekeeping**

- 18.1 Group Heads will ensure that good housekeeping arrangements are in place to maintain safe and healthy workplace conditions.
- 18.2 The cleaning specification for Knowle Green is detailed on SPELNET along with the management system for monitoring the quality of cleaning achieved. All staff have an active role to play in ensuring good housekeeping/cleanliness.
- 18.3 The maintenance of good housekeeping policies and procedures is a prerequisite in the prevention of workplace accidents and occupational ill health. Main hazards can be eliminated by attention to detail, including environmental hygiene, tidiness of work sections, desks, benches and storage.
- 18.4 Good housekeeping is especially important in catering operations such as kitchens and food preparation areas where cleanliness and hygiene are essential. Wet and slippery floors and work surfaces pose a particular hazard to catering staff.
- 18.5 In general office accommodation, good housekeeping can reduce trips and falls and contact-accidents. It can also considerably reduce risks by ensuring correct storage of paper and other stationery items.

## **19.0 Management of Violence Policy**

- 19.1 The Council is committed to minimising the risk to its employees from acts of violence. We define violence as “Any incident in which an employee is abused, is threatened or assaulted by a person/people in circumstances relating to their work and such that they feel offended or at risk”. In giving this commitment, the Council is aware that this requires proper monitoring and training in the management of aggression and counselling for those who are at risk from violence. To provide a framework for preventing violence towards staff whilst at work, the Council has adopted a “Violence at Work” Policy.
- 19.2 Group Heads will therefore arrange for Risk Assessments to be carried out in order to identify the level of risk of violence to staff under their control, and of the measures necessary to control it.

- 19.3 Risk Assessment should also identify the training needs of individual members of staff. Recognition is given to the need for training and support for staff and so training on conflict management and personal safety training are provided on an annual Corporate basis. Further support/training may be given on a service specific basis.
- 19.4 A violent incident must be reported to the Corporate Safety Officer so that it can be registered on the Incident Register. Guidance on the Incident Register can be found on SPELNET under Corporate, Publications and Guidelines, then Policies and Guidelines.

## **20.0 Record Keeping**

- 20.1 Record Keeping is an essential requisite of a successful Safety Management System. Accident Records, Inspection/Audit Records, Health Records and Training Records can provide vital information to management when seeking to measure successful performance, or identify areas of concern.
- 20.2 Records of all risk assessments made should be kept. A central register of risk assessments will be maintained by the Health and Safety Officer. Service areas shall have available for all staff copies of all current risk assessments, safe systems of work, specific procedures and instructions relating to their area. All risk assessments should identify any significant hazards, the persons who may be affected and the steps taken to control the risks present.
- 20.3 Current legislation requires records of all accidents, incidents, dangerous occurrences and cases of occupational ill health to be kept for at least 3 years, and also, to make extracts of such records available to the enforcing authority if required.
- 20.4 The maintenance of employee Training Records is necessary to establish competency, authorisation and certification of employees to carry out specified duties, tasks and functions within the organisation. Section 2 of the Health & Safety at Work Act 1974 requires employers to document details of all training given and received.

## **21.0 Review of Policy**

- 21.1 This Policy will be reviewed at least bi-annually and whenever there are major changes affecting its implementation.
- 21.2 The Policy Statement of Intent, contained on the first page, shall be signed and dated by the Leader of the Council, Chief Executive, Deputy Chief Executives and Group Heads, Service Leads, thereby indicating top level commitment to the programme for the management of safety and health within Spelthorne.



## **Appendix 1**

### **Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)**

The responsibility to report these accidents to the Health & Safety Executive lies with the Health and Safety Officer, The responsibility to report these accidents to the Health & Safety Officer lies with the Group Heads responsible for the work in connection with the accident/incident.

It is not just injuries to employees which are reportable but also injuries to the self-employed, trainees, visitors or passers by - in fact anyone who is injured as a result of the work activities.

A report must be made where:-

- \* there is a death due to work activities
- \* there is an accident at work causing major injury
- \* as a result of an accident a person who is NOT at work suffers injury resulting in that person being taken to hospital for treatment
- \* there is a statutory dangerous occurrence  
(detailed definitions available from Health and Safety Officer)
- \* an accident at work causes an employee incapacity for seven consecutive days or more

Further guidance on reporting injuries, diseases and dangerous occurrences is given in the "Guide to Accident Reporting and Investigation" (SpelNet Health and Safety Area).

## **Appendix 2**

### **Risk Management Committee Membership – May 2017**

#### **Core Group (with particular areas of interest noted)**

Risk Champion, Deputy Chief Executive (Chair)  
Group Head of Commissioning and Transformation  
Deputy Group Head of Commissioning and Transformation (Safety Champion)  
Group Head of Neighbourhood Services  
Deputy Group Head of Neighbourhood Services (Safety Champion)  
Group Head of Community Wellbeing  
Deputy Group Head of Community Wellbeing (Safety Champion)  
Deputy Group Head of Customer Relations (Safety Champion)  
Group Head of Regeneration and Growth  
Head of Planning Development Management (Safety Champion)  
Head of Corporate Governance (Safety Champion)  
Senior Environmental Health Manager (Safety Champion)  
Family Support Manager (Safety Champion)  
Building Control Manager (Safety Champion)  
Finance Manager (Safety Champion)  
Corporate Health and Safety Officer (H&S at Work and Insurance)  
Unison H&S representative  
Unison Health and Safety from Contracts services  
Staff (Non Union) representative

Other Officers or specialists with relevant interest as required

Meeting Attendance:

All Members are to attend the December Meeting, other meetings are to be attended by the Safety Champions.



## **Appendix 3 - Health and Safety at Spelthorne Public Events**

### **1. Introduction**

As a local authority Spelthorne Borough Council regularly organises events attended by the public.

The health and safety of both staff and the public is a priority for the Council and as such health and safety will be considered at all stages in the planning of such events.

The Group Heads organising the event has responsibility for organising the health and safety of the event prior to and during the event.

Advice will be provided by the Council's Health and Safety Officer on request.

The Health and Safety Officer will act as the Chairman of a Safety Advisory Group (SAG). The SAG will be made up of Blue Light organisations, Community Safety and event organisers.

### **2. Contractors**

Events organised by the Council will often involve the participation of Contractors. Section 14.0 of the Safety Policy will apply.

Contractors may also take the form of voluntary groups, etc. who wish to fund raise at Council events. Risk assessments will be requested for all activities run by voluntary groups as part of the main event.

Information will be provided to voluntary groups as per contractors on issues relating to health and safety.

The Group Heads organising the event will satisfy themselves that the risks arising out of event activities are reduced to as low as is reasonably practicable and standards of best practice have been employed.

### **3. Risk Assessments**

As part of the planning for any event, the Group Heads will ensure that risk assessments are carried out for the event and risk assessments requested from contractors and participants. Any significant hazards identified will be brought to the attention of all contractors and participants as necessary.

### **4. Training/Provision of Information**

All staff required to undertake duties outside of their normal job description, e.g. stewarding, will receive information, instruction and training for those additional duties, prior to the event.

5. Accidents

The Council accident/incident report form should be completed for any incident occurring involving a member of staff. Accidents should be reported for members of the public when the accident is as a result of the event, i.e. in connection with work.

6. First Aid

The need for first aid provisions will be considered for all events in accordance with the Health and Safety at Work (First Aid) Regulations 1981. The risk assessments carried out will assist in determining medical and first aid needs at events.