

**Spelthorne Borough Council  
&  
Companies Operated by Spelthorne Borough Council**

**Health and Safety Policy Statement (2022-2024)**

This policy statement demonstrates our ongoing and determined commitment to health and safety at work throughout our organisation. It sets out how we manage health and safety within our workplace and the steps, arrangements and systems we have in place to make sure we comply with legislation.

The Council aims to:

- provide adequate control of the health and safety risks arising from our work activities
- consult with our employees on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure safe handling and use of substances
- provide information, instruction, and supervision for employees
- ensure all employees are competent to do their tasks, and to give them adequate training
- prevent accidents and cases of work-related ill-health
- maintain safe and healthy working conditions
- provide safe and healthy accommodation

This policy will be reviewed and revised at least every two years.

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**Daniel Mouawad**  
**Chief Executive**

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**Cllr Lawrence Nichols**  
**Leader of the Council**

**Date: March 2022**

**Next Review: March 2024, or earlier if required**

<b>Health and Safety Policy</b>			
<b>Applicable to</b>	All Spelthorne councillors, staff and others working on Spelthorne Council property and or business, including volunteers, agency workers, contractors. All Spelthorne subsidiary companies and activities.		
	All Spelthorne councillors, staff and others working on Knowle Green Estates Ltd, Spelthorne Direct Services Ltd property and/or business, including volunteers, agency workers, contractors, and non-executive directors.		
<b>Implemented by</b>	Leader of the Council, Corporate Policy and Resources Committee, Chief Executive, Deputy Chief Executives, Directors and Officers of Council-owned businesses.		
<b>Delivered by</b>	Group Heads, Managers in charge of services, Managers and Team leaders. Directors and Officers of Council-owned businesses.		
<b>Monitored by</b>	Group Heads, Managers in charge of services. Directors and Officers of Council-owned businesses. Health and Safety Service.		
<b>Compiled by</b>	Health and Safety Services		
<b>Summary of Legislation and Guides</b>	<ul style="list-style-type: none"> <li>• The Health and Safety at Work Act 1974</li> <li>• The Management of Health and Safety at Work Regulations 1999</li> <li>• Successful Health and Safety Management HSG65</li> <li>• Many regulation and guidance documents have been produced by the HSE to guide and inform on compliance.</li> </ul>		
<b>Policy Date</b>	March 2022	<b>Review Date</b>	March 2024

### **Safety Culture**

The Council understands the need for an inclusive safety culture with the whole organisation and will actively focus on developing this using the established methods identified by the Health and Safety Executive (HSE), Institute of Occupational Safety and Health (IOSH) and the Institute of Directors (IOD).

### **Areas of serious risk**

By their inherent nature some hazards present a higher risk for the Council, and therefore require more detailed examination for the implementation of appropriate control procedures. These include but are not limited to:

- a) Fire and fire risk to our buildings and accommodation provision
- b) Electrical installations and electrical testing
- c) Gas safety and certification
- d) Vehicle and driving risks
- e) Equipment provision
- f) Training and monitoring
- g) Violence and abuse towards staff and councillors

- h) Public safety on our estates
- i) Housing provision
- j) Asbestos
- k) Legionella
- l) Confined spaces
- m) Vicarious liability

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## **1.0 ORGANISATION AND RESPONSIBILITIES**

1.1 **The Leader of the Council and the Corporate Policy and Resources Committee** fully endorse and have adopted the Health and Safety Policy.

1.2 The **Chief Executive** has ultimate responsibility for all matters relating to employee safety and occupational health.

### **1.3 Deputy Chief Executives**

1.3.1 The Deputy Chief Executives are responsible to the Chief Executive for the implementation of the Health and Safety policy and the Annual Safety Plan.

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

1.3.3 The 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) Provision of adequate resources for this purpose.
- c) Co-ordination, co-operation, control and monitoring in respect of suppliers and 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.

### **1.4 Group Heads/Senior Managers in charge of services**

1.4.1 All Group Heads/Senior Managers in charge of services are responsible to their Deputy Chief Executive or Chief Executive for the implementation of the Health and Safety Policy and the Annual Safety Plan for their respective areas.

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

- a) All personnel under their control are competent to perform their duties and are provided with adequate information, instruction, training and supervision as is necessary to ensure their health and safety.
- b) Responsibilities for health and safety are properly defined, understood and carried out at all levels.
- c) Policy and arrangements are implemented in their areas of control.
- d) All personnel under their control act in compliance 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's procedures are adhered to for the reporting and recording of all accidents, dangerous occurrences, and near misses that may occur from time to time.

- g) Appoint one or more safety representatives to the Council's Safety Committee Group and ensure that they have the resources and authority to undertake their role. Generally this will be the Deputy Group Head or similar, but, circumstances will dictate this appointment. Safety representatives will be responsible for attending the monthly Safety Committee Group meeting.
- h) Ensure that safety representatives attend the monthly Safety Committee Group meetings and have updated the annual plan prior to the meeting.
- i) Work with other service areas where responsibilities overlap to provide a harmonious safety and health outcome.

## **1.5 Deputy Group Heads/Safety Committee Representatives**

1.5.1 All deputy group heads and Safety Committee representatives are responsible to their Group Head/Service Manager, and Deputy Chief Executive/Chief Executive for the implementation of the Health and Safety Policy, and plan for their respective group/service areas.

1.5.2 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 of staff and the processes they are responsible for.
- b) They will be the focal point for the dissemination of information from the Corporate Health, Safety and Insurance Team.
- c) They will attend the monthly Safety Committee Group meetings representing their service area; or will provide a substitute representative on the occasions they are unable to attend.
- d) They will take the lead in implementing the annual Health and Safety Action plan and make regular (monthly) updates on progress ready for the monthly safety representatives meeting.
- e) They undertake the annual safety audit on their group/service or as required on other service areas.
- f) The Council's procedures for reporting, recording and investigating all incidents, accidents, dangerous occurrences and near misses are followed, including accident investigation.

## **1.6 Managers/Team Leaders/Supervisors**

1.6.1 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 are maintained in a safe condition.
- c) Suitable and sufficient risk assessments of work activities are carried out and the results acted upon where necessary.
- d) Safe systems of work are established for work activities and 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's procedures for the reporting and recording of all accidents, dangerous occurrences and near misses are followed.
- h) Provision is made for the supervision of work activities carried out in their area of control. This is particularly important for new or inexperienced members of staff. Adequate safety induction training must be given to new or inexperienced members of staff before they are allowed to start work.
- i) Management procedures are in place for checking that risk assessments, safe systems of work and training is being monitored, checked and reviewed.

## **1.7 Employees**

1.7.1 Every employee and volunteer is responsible to their line manager for the efficient performance of their duties. The Health and Safety at Work Act 1974 requires that all employees must 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 workplaces are maintained.
- b) Report promptly to their 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 risks to health and safety.
- e) Act responsibly at all times whilst at work.
- f) Co-operate with the Council to implement and observe all statutory requirements
- g) Not to misuse or interfere with anything provided in the interests of health and safety.

1.7.2 Communicating health and safety messages is the responsibility of Group Heads, managers in charge of services, Deputy Group Heads, safety representatives, service/area management teams, and the Health & Safety Team.

1.7.3 Spelthorne Council understands that to be effective in the management of health and safety everyone has a part to play in the delivery of this policy.

1.7.4 Failure to comply with this health and safety policy will be formally investigated and, where appropriate, disciplinary action will result.

## **1.8 Directors and Officers of Subsidiary Companies**

1.8.1 The Boards of subsidiary companies are responsible for the implementation of the health and safety policy and annual safety plan and for demonstrating this to the Council as the shareholder

- 1.8.2 The Boards of subsidiary companies will report directly to the Corporate Policy and Resources Committee as the shareholder representative in respect of health and safety issues which fall within their areas of responsibility.
- 1.8.3 General health and safety responsibilities of the Boards of subsidiary companies include ensuring:-
- a) Implementation and compliance with the policy and arrangements within their areas of control.
  - b) Provision of adequate resources for this purpose.
  - c) Co-ordination, co-operation, control and monitoring in respect of suppliers and 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.

## 1.9 Responsibilities of Everyone

- 1.9.1 Everyone who is involved with Spelthorne Borough Council, elected members, officers, volunteers, contractors and suppliers have general duty to look after themselves and others and report any safety concerns to their manager or the Principle Health, Safety and Insurance Officer.

## 1.10 Pandemic Planning

- 1.10.1 The Council is aware of the major changes that have taken place since March 2020, and the effect that COVID-19 has had on the elected members, staff, volunteers and others through the differing working conditions, work places and working environments. The Council understands that there will not be a return to pre Covid-19 normal working for some time and when conditions normalise there will still be changes to the way the Council operates and delivers its services.
- 1.10.2 Due regard will be given to individuals, teams and services to ensure that lessons are learned and best practice is employed through the creation of risk assessments that focus on the mental health and wellbeing of the workforce to ensure that any ill health or mental health effects are managed to the best of our abilities. Risk assessment will include the requirement that all staff working on a remote/hybrid basis undertake an annual assessment of their remote working set up.
- 1.10.3 The lessons learned during the current COVID-19 situation will be used to develop future pandemic planning.

## **HIERARCHY OF HEALTH AND SAFETY RESPONSIBILITIES**

**Corporate Policy and Resources Committee**  
*Responsible for the strategic direction of the Council*

**Chief Executive**  
*Responsible for the overall implementation of the Policy and service delivery*

**Deputy Chief Executives**  
*Responsible for matters they can directly control*

**Group Heads/Managers in Charge of Services**  
*Responsible for matters they can directly control*

**Deputy Group Heads, Managers, and Safety Representatives**  
*Responsible for managing and promoting the overall Safety Management System for the service, and the*

**Managers**  
*Responsible for matters they can directly control*

**Team Leaders/Supervisors**  
*Responsible for matters they can directly control*

**All Staff, volunteers and Councillors**  
*Responsible for themselves and others*

**Health and Safety Team**  
*Responsible for providing advice and guidance to all*

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

## **2.0 Occupational Health and Safety**

- 2.1 The Council is committed to promoting the health and wellbeing of its employees. This commitment is to both the physical and mental health of our employees.
- 2.2 The Health & Safety Team 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 NHS Trust and other aspects of staff health such as counselling and mental health support through other providers. These services are accessible to staff via direct contact, information is widely available on notice boards, SpelNet or through Human Resources and the Health, Safety, and Insurance Team.
- 2.3 The Council has the benefit of Care First. This is an Employee Assistance Programme (EAP) which provides confidential information, advice and counselling for Spelthorne employees. Care First counsellors are available 24 hours a day, seven days a week, 365 days a year, to provide confidential support with work related or personal issues. In addition, information specialists are available Monday to Friday (8am - 8pm) and can provide advice on practical information, for example debt and consumer issues. The service is available to employees on temporary or permanent contracts.
- 2.4 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 wellbeing of all employees.
- 2.5 The principles outlined in this policy cannot be achieved solely by management. 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 line manager, safety representative or UNISON Safety Officer.
- 2.6 Section two of this policy sets out general arrangements for the health, safety and welfare of all employees, councillors, volunteers, contractors, visitors and any others who might be affected by work or activities on any site for which the Council is responsible.

## **3.0 General Arrangements**

- 3.1 The Council defines Health and Safety as avoidance of death, injury, or poor health to its employees, councillors, volunteers, contractors, visitors and the general public, caused by occupational accidents, incidents or hazards.
- 3.2 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, councillors, volunteers, contractors, visitors and members of the general public.
- 3.3 This section of the policy deals with the practical arrangements by which the Policy will be implemented.
- 3.4 The Policy will form the cornerstone of the Council's Safety Management System, in specifying health and safety objectives, detailing the steps that need to be taken to meet these objectives, making arrangements to deal with risks, and outlining the mechanisms to be used to monitor the effectiveness of the systems in place.

## **4.0 Information**

- 4.1 Providing health and safety information is a very important element of Spelthorne's Health and Safety policy.
- 4.2 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 aspects of occupational health and safety. These documents are regularly reviewed and any necessary changes made.
- 4.3 The Health, Safety and Insurance Team will interpret the legislation and other related documents. Ensuring that the provisions and requirements that apply to the Council are incorporated into the Safety Management System.
- 4.4 Policies and procedures relating to health and safety law will be developed by the Health and Safety team and by Service Areas directly and as appropriate. These will be maintained and circulated to all managers and employees. The Health, Safety and Insurance Team will develop and hold a repository of all health and safety related policies and procedures.
- 4.5 The Health, Safety and Insurance Team will provide information relating to matters affecting the safety, health and welfare of employees by the following means as appropriate:
  - a) Safety Policy (this document)
  - b) Annual Safety Plan
  - c) Specific policies (dependent on risk exposure)
  - d) Procedures for dealing with specific hazards
  - e) Statutory notices
  - f) Safety information area (on SpelNet)
  - g) Safety representatives shared area
  - h) Staying safe in Spelthorne (staff handbook)
  - i) Safety signs
  - j) Safety posters
  - k) SpelNet notices and targeted information
  - l) Specific targeted information/training sessions and management briefings.

## **5.0 Training**

- 5.1 The Council is committed to providing 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 who may be affected by their activities.
- 5.2 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.
- 5.3 All new staff are required to attend corporate safety induction training which will include general awareness of health and safety and this policy. Site-specific training in relation to particular jobs and/or services will be part of the local

induction programme and is a group head/manager in charge of service responsibility.

## **6.0 Safe systems of work and safe places of work**

- 6.1 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 preventative 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.
- 6.2 In accordance with “The Managers Guide to Risk Assessment” (SpelNet health and safety area), all risk assessments must be subject to regular review. This shall be undertaken:
- a) every two years for low risk activities unless there has been a change to the activities.
  - b) annually for medium and high risk activities.
  - c) following an accident/incident, or near miss.
  - d) following a change in process.
  - e) following the introduction of a new process.
- 6.3 Managers and others with responsibility for producing risk assessments are to ensure that all the required control measures including information, instruction, training, and inspection and that records are maintained.
- 6.4 A record of all risk assessments will be held locally in paper format and centrally by the Health and Safety Team. All risk assessments will be made available for staff to view electronically on the EVOTIX (was SHE) Health and Safety Management System.
- 6.5 Safe systems of work for all hazardous work activity that has been identified by risk assessment (including introducing 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 adopt best practice solutions for the control of hazards. These shall include identifying major hazards and providing instruction and training in emergency procedures.
- 6.6 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 risk to the health of employees.
- 6.7 If financial, human 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.

6.8 The following activities require special attention, most of which are the subject of specific legislation:

- a) Fire precautions
- b) Installation, use and control of electrical apparatus, equipment and cabling
- c) Use and control of substances hazardous to health
- d) Manual handling
- e) Asbestos-containing materials/structures
- f) Work in an area where noise and/or vibration hazard exists
- g) Working time and rest breaks
- h) Working alone during and outside of usual office hours, and hybrid working (which includes working remotely and from home)
- i) Working with plant and machinery
- j) Driving for or at work
- k) Managing contractors

6.9 Particular attention shall be given to the definition and control of activities which may implicate Spelthorne in joint liability in respect of its relationship with contractors and others involved in on-site work.

## 7.0 Procurement

7.1 All employees involved in purchasing 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. The requirements of the **Supply of Machinery (Safety) Regulations 2008 and Provision and Use of Work Equipment Regulations 1998 and any other regulations must be met.**

7.2 All employees involved in purchasing 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).

## 8.0 Plant and Equipment

8.1 All plant and equipment must be recorded on the equipment inventory for each service area. Plant and equipment shall be inspected and tested 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.

- 8.2 Where there is a requirement to use 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.
- 8.3 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 and identified on the Master Electrical Appliances Inventory. Portable electrical appliances are subject to regular inspection and testing in accordance with laid-down statutory and Council schedules, and maintained to the required standards. This includes newly-purchased electrical equipment.
- 8.4 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 are connected to a mains electricity supply, shall 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.
- 8.5 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.

## **9.0 Personal Protective Equipment, Respiratory Protective Equipment, and Safety Appliances/Equipment**

- 9.1 Personal Protective Equipment (PPE), including Respiratory Protective Equipment (RPE), and Safety Appliances/Equipment will be issued to, and worn/used 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. This includes the wearing of PPE provisions required to ensure hygiene measures associated with coronavirus as directed by Senior Management Team.
- 9.2 Managers/supervisors responsible for undertaking such activities will make a written, detailed risk assessment of each work process, specifying PPE/RPE and safety equipment requirements.
- 9.3 Where a 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.
- 9.4 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 the care and maintenance of such equipment.
- 9.5 Records of training, issue and maintenance of PPE/RPE and safety equipment must be held on site by the manager/supervisor responsible, where it may easily be produced for inspection or safety audit.
- 9.6 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.

- 9.7 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)
- 9.8 In all cases where PPE and safety equipment has been provided, the expectation is that it shall be used. Non-usage will be subject to Spelthorne's disciplinary procedures.

## **10.0 Incident reporting and investigation**

- 10.1 All incidents leading to accidents, near-misses, 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 Incident Reporting Procedure.
- 10.2 Managers are responsible for investigating and submitting a report into the circumstances of all incidents with the objective of determining the immediate, underlying and root causes, and to implement measures to prevent recurrence.
- 10.3 The EVOTIX (was SHE) Safety Management system is to be used for reporting and all sections must be completed and submitted to the Health and Safety Team within three working days of the accident occurring. Where the report cannot be completed within the three-day period, the Health and Safety Team must be notified of the incident by email or telephone.
- 10.4 An **incident** is defined as an unplanned event, happening or occurrence which leads to one or more of the following:
- a) **Accident** is defined as an unplanned, unexpected or undesirable event, causing damage, injury or loss.
  - b) **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.
  - c) A **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).
- 10.5 Occasionally more serious incidents occur. The Council has a responsibility to ensure that certain incidents are reported to the Health & Safety Executive in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- 10.6 The responsibility to report these accidents to the Health & Safety Executive lies with the Health, Safety and Insurance Team. The responsibility to report these accidents to the Health, Safety and Insurance Team lies with the group head/manager in charge of the service responsible for the work area in connection with the incident. Further information on reporting procedures is given in the 'Guide to Accident Reporting and Investigation' (SpelNet Health and Safety Area).
- 10.7 Vehicle accidents are to be reported to the Transport Manager in the first instance and then to the Health, Safety and Insurance Team. The details of accidents involving Council-controlled vehicles (leased cars/'grey' fleet) are to be entered

onto the EVOTIX (was SHE) Safety Management System by the Transport Manager or nominated officers, and the Health, Safety and Insurance Team for other areas.

### **11.0 Risk Management Group/Safety Representatives**

- 11.1 The requirements of this Health and Safety Policy and Safety Management System cannot be achieved solely by managers.
- 11.2 The Corporate Risk Management Group (CRMG) meets 4 times per year and has a membership representing each group/service area, as detailed in **Appendix 2**. The purpose of the CRMG is to be the steering group for all the Council's high risk areas.
- 11.3 Safety representatives from the various services of the Council meet monthly and are the main conduit for strategic information from the CRMG into the operational delivery group. Service area representatives for the Safety Committee are detailed in **Appendix 3**.

### **12.0 First Aid at Work**

- 12.1 The Council will fully meet the obligations for the provision of First Aid at Work. (Health and Safety at Work (First Aid) Regulations 1981).
- 12.2 The Health, Safety, and Insurance Team will ensure that there are sufficient trained and authorised first aiders available at all times when employees are at work, including flexible working patterns.
- 12.3 Group Heads and Service Managers will work with the Health, Safety, and Insurance Team achieve this by encouraging and nominating staff to stand as First Aiders. Nominations for staff to act as first aiders and receive training should be forwarded to the Health, Safety and Insurance Team.
- 12.4 The Health, Safety, and Insurance Team will ensure that First Aid training courses for nominated first aiders are included in the annual training programme.
- 12.5 The Council have engaged the services of Occupational Health providers and Mental Health First Aiders to assist in the health and wellbeing of staff.

### **13.0 Safety Management System**

- 13.1 The Safety Management System (SMS) developed by the Council will ensure that all obligations imposed by current legislation are met, 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.
- 13.2 The level of risk identified in the above documents will decide the depth of the management controls required. Typical management controls include:

- a) Risk Assessment
- b) COSHH Assessment
- c) Safety Tours of Inspection (Physical Conditions Inspection)
- d) Safety Risk Management Committee
- e) Safety Information for Employees
- f) Safety Training Needs Programme
- g) Accident, Incident, Dangerous Occurrence, Ill-Health Reporting and Investigation

13.2 The health and safety performance of the Council will be monitored to ensure continuous improvement.

13.3 Monitoring will be by a system of active and reactive methods.

13.4 The Council 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 Display Screen Equipment (DSE) assessment
- e) Annual safety equipment check
- f) Annual lone worker training (departmental)
- g) Annual contractor documentation review
- h) Annual violence and aggression training (departmental)
- i) Annual fire risk assessment review
- j) Annual induction refresher (departmental)
- k) Recording of group/service-specific training (manual handling etc)
- l) Annual service audit of the 12 Month Safety Plan\*
- m) Annual hybrid (remote & home) working assessment

All the above records and checks will be entered on the EVOTIX (was SHE) safety Management System as they are undertaken.

13.5 The Council 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) 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.

#### **14.0 Audit**

14.1 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 the Senior Environmental Health Manager, the Corporate Risk Management Group, and to Management Team.

14.2 In February each year, all group/service areas will either undertake a self-audit or have an audit undertaken, the results of this will be taken to the next CRMG meeting and will be used to direct the annual safety action plan for the coming year.

## **15.0 Manual Handling Policy**

15.1 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 and service managers will ensure that the manual handling risk is assessed.

15.2 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 two years.

15.3 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.

## **16.0 Control of contractors on Council/subsidiary company property and/or carrying out work under the Council's instruction**

16.1 The Council and its subsidiary companies has a duty to ensure the health and safety of workers and others on premises they enter to carry out contract work.

16.2 In turn, contractors and 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.

16.3 The Council/subsidiary companies and their Contractors both have a legal duty to share whatever information is necessary to ensure that the Council/subsidiary companies and their Contractors are able to comply with all health and safety requirements that may be impacted by the contract.

16.4 It is the responsibility of Group Heads and service managers contracting out 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. As a minimum, 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 group 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.

16.4 All contractors must comply with the Council's Health and Safety Policy and any associated codes of safe working practice.

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

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

**17.0 Corporate Procurement Instructions**

The guidance given in 16 above will be included in corporate procurement instructions.

**18.0 Fire safety**

18.1 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.

18.2 All occupied premises will be subject to a minimum of six-monthly, planned emergency evacuations.

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

18.4 All work activity and processes that have the potential to cause fire will be fire risk-assessed and the required control measures implemented.

- 18.5 The Health, Safety, and Insurance Team will carry out an assessment to determine the number of Fire Wardens needed within each Council occupied and managed building (and would include for example the Depot, the Nursery, day centres) every two years, or sooner if required (for example if significant changes are made to working systems/patterns).
- 18.6 Assessments to determine the number of Fire Wardens for subsidiary company occupied and managed buildings will be carried out in accordance with contracts associated with the management of the buildings.

## **19.0 Environment**

- 19.1 **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.
- 19.2 **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.

## **20.0 Good Housekeeping**

- 20.1 Group Heads will ensure that good housekeeping arrangements are in place to maintain safe and healthy workplace conditions.
- 20.2 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.
- 20.3 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.
- 20.4 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.
- 20.5 In general office accommodation, good housekeeping can reduce slips, trips and falls and contact accidents. It can also considerably reduce fire risks by ensuring correct storage of paper and other stationery items.

## **21.0 Management of Violence Policy**

- 21.1 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, 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.

- 22.2 Group Heads and senior managers 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.
- 22.3 Risk assessments 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 are provided on an annual corporate basis. Further support/training may be given on a service-specific basis.
- 22.4 A violent incident must be reported to the Health, Safety and Insurance Team so that it can be registered on the Staff Safety Register. Guidance on the incident register can be found on SpelNet under Corporate, Publications and Guidelines, then Policies and Guidelines.

### **23.0 Record Keeping**

- 23.1 Record keeping (compliance checking) 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.
- 23.2 Records of all risk assessments made should be kept. A central register of risk assessments will be maintained by the Health, Safety, and Insurance Team. 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.
- 23.3 Current legislation requires records of all accidents, incidents, dangerous occurrences and cases of occupational ill-health to be kept for at least three years, and, also, to make extracts of such records available to the enforcing authority, if required.
- 23.4 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.

### **24.0 Review of Policy**

- 24.1 This Policy will be reviewed at least every two years, or sooner if legislation or other changes require this.
- 24.2 The Policy Statement of Intent, contained on the first page, shall be signed and dated by the Chair of Corporate Policy and Resources Committee, Chief Executive, Deputy Chief Executives and Group Heads/Managers in charge of services, thereby indicating top level commitment to the programme for the management of safety and health within Spelthorne.

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

The responsibility to report these accidents to the Health & Safety Executive lies with the Health, Safety, and Insurance Team. The responsibility to report these accidents to the Health, Safety, and Insurance Team lies with the group heads/managers in charge of services 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 to a person who is NOT at work who suffers injury resulting in that person being taken directly to hospital.
- \* There is a statutory dangerous occurrence  
(detailed definitions available from Health and Safety Team).
- \* 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).

## Corporate Risk Management Group Membership

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

- Risk Representative, Deputy Chief Executive (Chair)
- Group Head of Commissioning and Transformation
- Deputy Group Head of Commissioning and Transformation (Safety Representative)
- Group Head of Neighbourhood Services
- Deputy Group Head of Neighbourhood Services (Safety Representative)
- Group Head of Community Wellbeing
- Deputy Group Head of Community Wellbeing (Safety Representative)
- Deputy Group Head of Customer Services (Safety Representative)
- Group Head of Regeneration and Growth
- Planning Development Management (Safety Representative)
- Head of Corporate Governance (Safety Representative)
- Senior Environmental Health Manager (Safety Representative)
- Family Support Manager (Safety Representative)
- Building Control Manager (Safety Representative)
- Finance Manager (Safety Representative)
- Audit Manager (Safety Representative)
- Human Resources Manager
- All Officers of the Health, Safety, and Insurance Team
- Unison Health and Safety Officer
- Unison Health and Safety Representative from Neighbourhood Services
- Staff (non-Union) representative

Other officers or specialists with relevant interest, as required.

### Meeting Attendance

All members are required to attend the December AGM meetings, other meetings are to be attended by the safety representatives. If CRMG representatives are unable to attend they must send a substitute to attend on their behalf.

### **Safety Committee Representatives Membership**

- Deputy Group Head of Commissioning and Transformation (Safety Representative)
- Deputy Group Head of Neighbourhood Services (Safety Representative)
- Deputy Group Head of Community Wellbeing (Safety Representative)
- Deputy Group Head of Customer Services (Safety Representative)
- Planning Development Management (Safety Representative)
- Property and Development Manager
- Head of Corporate Governance (Safety Representative)
- Senior Environmental Health Manager (Safety Representative)
- Family Support Manager (Safety Representative)
- Building Control Manager (Safety Representative)
- Finance Manager (Safety Representative)
- Audit Manager (Safety Representative)
- Human Resources Manager
- Human Resources Advisors
- Facilities Manager
- ICT Manager
- KGEL Safety Representative
- SDSL Safety Representative
- Health & Safety Admin Assistant (Neighbourhood Services)
- UNISON Health and Safety Officer
- Principal Health, Safety, and Insurance Officer (H&S at Work and Insurance)
- Health, Safety and Insurance Officer (H&S at Work and Insurance)
- Health and Safety Officer (Health and Safety)

### **Meeting Attendance:**

All Members are to attend the monthly meeting. If Safety Committee representatives are unable to attend they must send a substitute to attend on their behalf.

## 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 are a priority for the Council. As such, health and safety will be considered at all stages in the planning of such events.

Group Heads/Service Managers organising events have 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, Safety, and Insurance Team.

The Group Head of Neighbourhood Services will act as the Chairperson of the Spelthorne Safety Advisory Group (SAG). The SAG will consist of Blue Light organisations, Community Safety, Environmental Health, other Council services as appropriate, and event organisers.

### 2. Contractors

Events organised by the Council will often involve the participation of contractors. Section 17.0 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 with contractors, on issues relating to health and safety.

The Group Heads/Service Managers 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/Service Managers 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's accident/incident report form should be completed for any incident occurring involving a member of staff. Accidents shall be reported for members of the public when the accident is because of the event, i.e. in connection with work.

## **6. First Aid**

The need for First Aid provisions shall 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.