

EAST RENFREWSHIRE COUNCIL

CABINET

29 January 2015

Report by Director of Environment

CORPORATE HEALTH AND SAFETY POLICY

PURPOSE OF REPORT

1. The purpose of this report is to ask the Cabinet to approve a revised Corporate Health and Safety policy.

RECOMMENDATIONS

2. It is recommended that the Cabinet:
- (a) Approve the revised Corporate Health and Safety Policy
 - (b) Agree that a communication strategy be put in place to inform all Council employees of the contents of the policy; and
 - (c) Approve the recommendation that the Leader of the Council be identified as the Elected Member with responsibility to champion health and safety across the organisation.

BACKGROUND

3. The previous Council health and safety policy was approved in 2008 and was structured to provide one corporate health and safety policy and five departmental policies. Departmental policies virtually mirrored the corporate policy with some minor adjustments for any departmental differences.

4. Following a period of consultation, feedback indicated the policy could be improved in a number of ways, including;

- Combining the six health and safety policies into one
- Streamlining and simplifying the policy format and text
- Updating the review arrangements
- Improved arrangements for communicating and disseminating the policy across the Council
- Nominating an Elected Member to “champion” health and safety, and;
- Providing a policy framework to include health and safety responsibilities in job descriptions/ remits

REPORT

5. Reflecting the feedback received, a number of changes have been made to the Health and Safety Policy, which is attached as Appendix 1 to this report. These changes include:

- Merging the 6 existing health and safety policies into 1;
- Updating the Health and Safety Policy Statement;
- Updating the organisational structure to reflect recent changes;
- Streamlining the text and simplifying the format to be more user friendly
- Updating the policy and associated arrangements including;
 - (i) Health and Safety Meetings Framework (Appendix 2)
 - (ii) Health and Safety Support Roles and Responsibilities (Appendix 3)
 - (iii) Corporate Health and Safety Master Document List (Appendix 4)
 - (iv) Raising a Health and Safety Concern (Appendix 5)
 - (v) Powers of Corporate Health and Safety Officers (Appendix 6)

6. Elected Members have a significant leadership role to play in health and safety. All good practice guidance and benchmarking with other Councils recommends that having a nominated Elected Member to champion health and safety demonstrates a strong commitment to health and safety. In recognition of his Corporate responsibilities, it is proposed that the Leader of the Council be identified as the Elected Member with responsibility to champion health and safety.

FINANCE AND EFFICIENCY

7. The proposals contained within this report can be met from within existing staffing and financial resources.

CONSULTATION

8. The proposed policy development involved full consultation with health and safety practitioners, management and trade union representatives from across the Council.

PARTNERSHIP WORKING

9. There was no partnership working associated with this report.

IMPLICATIONS OF THE PROPOSAL

10. There are no staffing, IT, equalities, sustainability or other implications associated with this report.

CONCLUSIONS

11. This report seeks Cabinet approval to implement revised health and safety policy arrangements across the Council which comply with current legislation and which are designed to manage health and safety risk across the Council.

RECOMMENDATIONS

12. It is recommended that the Cabinet:

- (a) Approve the revised Corporate Health and Safety Policy
- (b) Agree that a communication strategy be put in place to inform all Council employees of the contents of the policy; and
- (c) Approve the recommendation that the Leader of the Council be identified as the Elected Member with responsibility to champion health and safety across the organisation.

Director of Environment

Further information can be obtained from Iain MacLean, Head of Environment on 0141 577 3720

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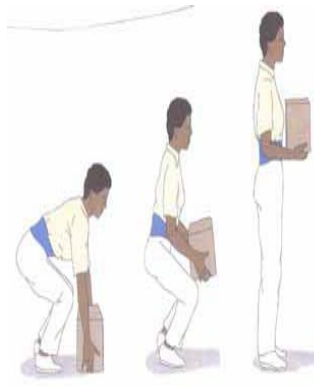
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KEY WORDS

Corporate, Health, Safety, Policy



East Renfrewshire Council Health and Safety Policy



Zero
Tolerance of
Workplace
Violence



Author: Steve Murray	Approved by: Iain MacLean	Revision: Issue 5	Date: XXX	Page 1 of 25
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Council Health and Safety Policy

Foreword

As a responsible employer, East Renfrewshire Council will take all reasonably practical steps to safeguard the health, safety and welfare of its employees and other persons (Customers, Clients, Contractors, Elected Members, Members of the Public, Pupils etc) likely to be affected by its operations.

Elected Members and the Council's Corporate Management Team are committed to health and safety by meeting the objectives and targets detailed within Corporate and Departmental Health and Safety Plans.

Corporate Health and Safety Policy

This policy sets out the arrangements and standards which enable East Renfrewshire Council to meet its legal obligations. The policy also informs chief officers, managers, supervisors and employees of their roles and responsibilities relating to health and safety.

Health and safety guidance notes define specific policy arrangements, standards and codes of practice for individual topics and together form part of the council's health and safety policy. Once guidance notes have been approved and issued, management are expected to act to ensure these are introduced with immediate effect by implementing the specific arrangements that apply within their own areas of responsibility.

Under the terms of this policy and to promote a consistent approach across the council, each department will adopt the council policy and associated arrangements as defined within the Corporate Health and Safety guidance notes. Departments can however develop their own arrangements to manage health and safety provided this is undertaken in accordance with the terms of this policy and supported by advice from the Corporate Health and Safety Unit

Health and Safety Management System (HSMS)

The council health and safety management system is designed using the principles and practices set out within Successful Health and Safety Management (HSG-65*). The HSMS system comprises the following components:-health and safety policy, health and safety guidance notes, organisation, planning, control, monitoring and review. The health and safety management system ensures that the preventive and protective measures identified are in place, working effectively and regularly monitored. Further details of the HSMS can be found within this policy document.

The council HSMS is managed by the Corporate Health and Safety Unit (CHSU) and access to the council HSMS is via the council intranet pages using the following link: [ERC HSMS](#)

*At the time of writing this policy HSG-65 is under review. Future policy updates will incorporate any changes made.

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HEALTH AND SAFETY POLICY STATEMENT

It is the responsibility of East Renfrewshire Council to take all reasonably practicable steps to safeguard the health, safety and wellbeing at work of all its employees and other persons (Customers, Clients, Contractors, Elected Members, Members of the Public, Pupils etc) likely to be affected by its operations.

The council will comply with all aspects and provisions of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations, and all other relevant statutory obligations.

The Council's Elected Members and Corporate Management Team are committed to health and safety by ensuring the delivery of the objectives and targets as detailed within Council and Departmental Health and Safety plans

One of the council's primary business objectives is to achieve a good standard of health and safety performance and ensuring that health and safety is recognised as an integral part of service delivery and that sufficient resources are allocated to meet the requirements of the Council's Health and Safety Policy.

This standard will be achieved by:-

- ✓ Meeting responsibilities to employees and others affected by its work activities and the environment in a way that recognises its legal requirements.
- ✓ Demonstrating sound leadership by promoting and maintaining a positive health and safety culture which secures the commitment and participation of all employees.

Adopting a planned and systematic approach to the implementation of this policy to:-

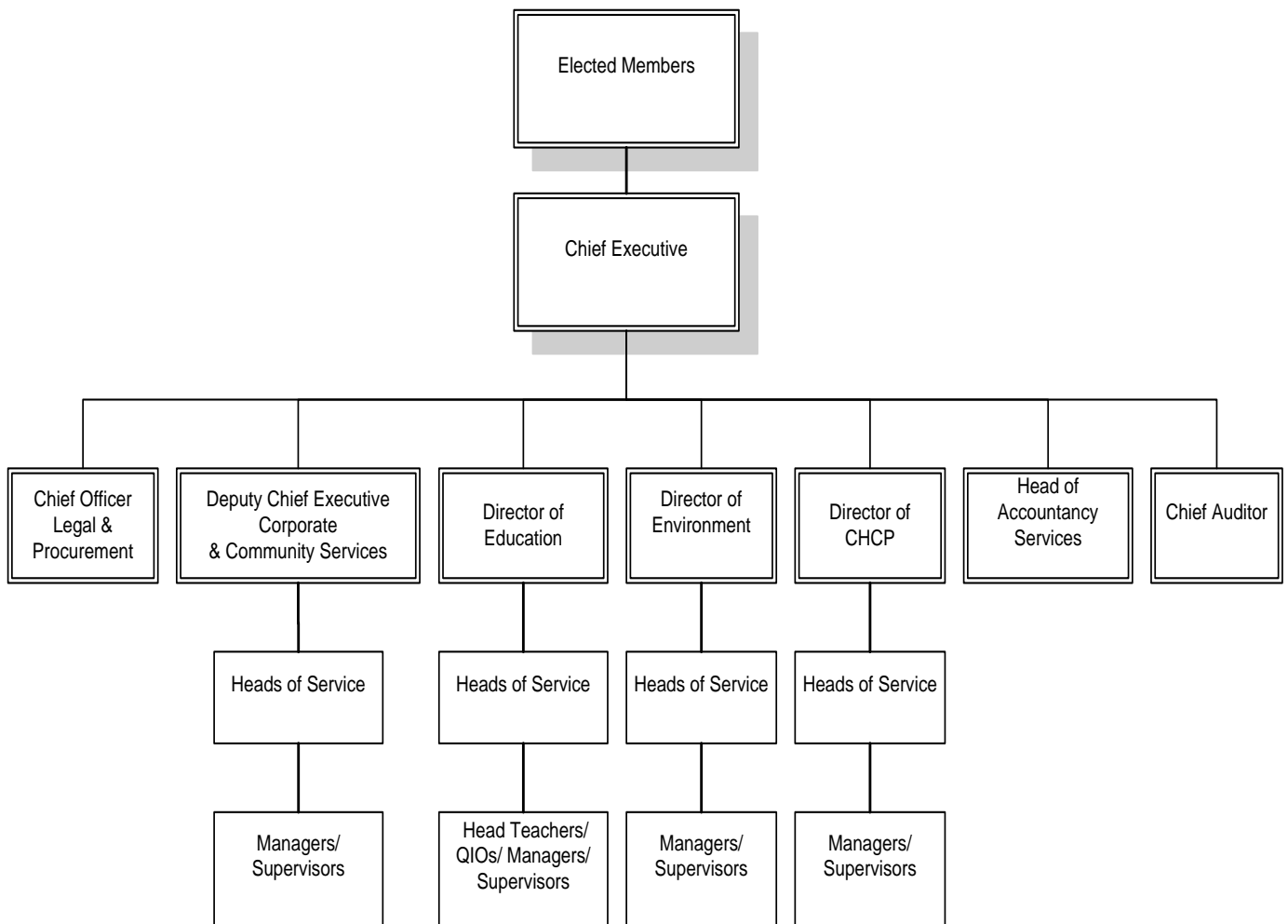
- ✓ Ensure the effective management of health and safety through planning, organisation, control, monitoring and review of its health and safety management systems.
- ✓ Identify and assess the risks associated with all activities of the council with the aim of eliminating or controlling the risks, so far as is reasonably practicable.
- ✓ Ensure the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
- ✓ Implement arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- ✓ Provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees.
- ✓ Maintain, so far as is reasonably practicable, any place of work under the Council's control in a condition that is safe and without risks to health, to include safe access and egress.
- ✓ Provide and maintain a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health, and is adequate as regards facilities and arrangements for their welfare at work.
- ✓ Encourage joint consultation with health and safety representatives and provide them with facilities and assistance to enable them to carry out their functions.

1. HEALTH AND SAFETY ORGANISATION STRUCTURE

The Council’s organisation structure demonstrates a sound management framework to allow Health and Safety policy arrangements to be effectively implemented throughout the Council. The structure allows the efficient flow of health and safety information in both directions.

The chart in Figure 1 shows the hierarchy of responsibility for health and safety across the council and reflects the current management structure which can be found in the Council intranet pages ([Structure Charts](#)). Each department has detailed structures for all their line managers/ supervisors and the services they provide.

Figure 1: Health and Safety Organisation Chart



2. HEALTH AND SAFETY: ROLES AND RESPONSIBILITIES

Managers have particular health and safety responsibilities under the Management of Health and Safety at Work Regulations and these are defined within this section of the policy.

Training and development of managers to enable them to fulfil their health and safety responsibilities is covered within this policy under "Training and Development".

It is important to note that all employees have a personal responsibility for health and safety to take care of themselves and others.

Elected Members

All Elected Members have a collective role in providing health and safety leadership to the Council and have ultimate responsibility for approving the allocation of resources across our council.

Elected Members will achieve this by:-

- ✓ Ensuring that suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities.
- ✓ Decisions by elected members will give adequate regard to the resource, competence and time required to enable compliance with health and safety legislation.
- ✓ Monitor the overall performance of the Council's health and safety management.
- ✓ Leading by example in actively promoting a positive health and safety culture.

Chief Executive

The Chief Executive has ultimate responsibility for ensuring the health, safety and welfare at work of all council employees and will ensure, through formal delegation to chief officers, managers, supervisors and others, the effective implementation of the health and safety policy.

This will be achieved by:-

- ✓ Detailing the arrangements across the council through which the policy will be implemented.
- ✓ Ensuring robust arrangements are put in place to provide Departmental Directors with the management information they need to fulfil their health and safety responsibilities.
- ✓ Providing adequate resources to enable the council policy to be implemented.

- ✓ Ensuring that health and safety is an integral part of the overall management culture and developing a positive attitude to health and safety among employees by visibly demonstrating leadership and commitment to achieving a good standard of health and safety performance.
- ✓ Appointing a competent person to assist the council to apply the provisions of health and safety legislation.
- ✓ Ensuring health and safety management systems, within departments, align with council policy to include assessing and controlling risks and the effective planning, organisation, control, monitoring and review of the preventative and protective measures are in place.
- ✓ Ensuring audit/inspection activity takes place to monitor the implementation of health and safety arrangements across the council and provide management with clear recommendations to act upon.

Chief Officers (Directors and Heads of Service)

Supported by the Corporate Health and Safety Unit, Departmental Directors have ultimate responsibility for the management of health and safety within their department. Directors and Heads of Service have a collective and individual responsibility to employees and to others in providing health and safety leadership within East Renfrewshire Council. In addition, at departmental level, they are responsible for ensuring the health, safety and welfare at work of all employees in their respective services.

Directors will achieve this by:-

- ✓ Setting out an effective departmental management structure through which the council policy will be implemented.
- ✓ Taking account of advice given by representatives from within the Corporate Health and Safety Unit and taking account of the outcome of audit and inspection activity undertaken by the CHSU
- ✓ Ensuring that health and safety features regularly within DMT/SMT agendas, and that quarterly health and safety reports are brought to DMT/SMT's for discussion.
- ✓ Appointing a Departmental Head of Health and Safety, Lead Officer/s and Sub-Lead Officer/s (as required) who will support the Director and assist in implementing and co-ordinating the council health and safety policy, organisation and arrangements.
- ✓ Providing adequate resources for health and safety within their department.
- ✓ Supported by the CHSU, setting out the departmental arrangements to align to council health and safety policy.
- ✓ Revising the departmental health and safety arrangements every 3 years or in line with legislation requirements.

Directors and Heads of Service will achieve this by:

- ✓ Producing an annual departmental health and safety plan using S.M.A.R.T principles with keys objectives to continually improve health and safety performance taking cognisance of corporate initiatives and plans.
- ✓ Visibly demonstrating commitment to a good standard of health and safety performance within their departments and developing a positive attitude to health and safety.
- ✓ Ensuring employees are competent to do their job, receive appropriate health and safety training and relevant on-going training through their Performance Review and Development scheme.
- ✓ Ensuring employees receive relevant safety information and instruction to perform their job safely. This includes use of equipment, plant, substances and machinery.
- ✓ Implementing arrangements to ensure the on-going development and implementation of a risk assessment strategy that meets the requirements of the council policy arrangement and health and safety legislation as it relates to their department's activities.
- ✓ Implementing arrangements for putting into practice the health and safety preventative and protective control measures that follow from the risk assessment strategy and having plans to regularly monitor that they are working effectively.
- ✓ Implementing arrangements to facilitate departmental joint employer/ employee consultation, engagement, participation and collaboration on health and safety matters in all areas. The minimum requirements should be consistent with the council meetings framework in **Appendix 1**.
- ✓ Producing departmental quarterly and annual reports evaluating the health and safety performance of their department. This should follow the council format to gather the relevant data and be submitted to meet the council reporting deadlines.
- ✓ Considering Departmental Health and Safety performance regularly at Departmental management team meetings

(Within the Education Department, the Department has its own health and safety arrangements, further detail of which is provided below. Departments are able to implement their own health and safety arrangements where appropriate to do so, provided this is in accordance with the policy framework)

Managers/ Supervisors (Head Teachers, Quality Improvement Officers, Service Managers, Line Managers, Team Leaders, Supervisors Chargehands and all other persons who have direct responsibility for employees whatever their job title)

Managers/ Supervisors who have line responsibility for employees have particular duties placed on them. These include:-

- ✓ Implementing council health and safety policy and arrangements within their respective services.

- ✓ Ensuring employees are trained and competent to do their job safely, receive health and safety induction training and relevant on-going training through the Performance Review and Development scheme.
- ✓ Ensuring employees receive relevant safety information and instruction to perform their job safely. This includes use of equipment, plant, substances and machinery.
- ✓ Putting into practice the health and safety preventative and protective control measures, from risk assessment, and monitor they are working effectively.
- ✓ Implementing arrangements for supervising employees with medium to high risk job activities to ensure they are working safely and in accordance with safety instructions.
- ✓ Providing employees with suitable PPE and supervising its proper use.
- ✓ Ensuring accidents/incidents are reported and actions taken to prevent injury to employees and others.

Employees

Every East Renfrewshire Council employee has a duty to take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and is expected to co-operate in the implementation of the council's safety policy by:

- ✓ Co-operating, so far as is necessary, to enable the council to perform any duty or to comply with any requirements as a result of any health and safety legislation which may be in force. This includes attendance at health and safety training and learning opportunities.
- ✓ Using correctly all work equipment and items (including personal protective equipment), provided by the council, in accordance with the training, information and instructions they receive to enable them to use the items safely.
- ✓ Raising and reporting any health and safety concerns in accordance with the terms of the policy. The procedure for raising a health and safety concern is shown in **Appendix 2**.

3. HEALTH AND SAFETY SUPPORTING ROLES

A structure is in place to provide senior officers, managers and staff with health and safety support to assist them in fulfilling their health and safety responsibilities.

Director of Health and Safety

The Director of Environment is appointed by the Chief Executive as the Director of Health and Safety. This role is to “Champion” health and safety and support the Chief Executive in fulfilling his/her responsibilities by providing a strategic leadership role for health and safety across the council.

Head of Health and Safety (Corporate)

The Head of Property, Planning and Regeneration is appointed by the Director of Health and Safety as the corporate Head of Health and Safety. This role is to support the Director for Health and Safety in fulfilling his/her responsibilities, manage the Corporate Health and Safety Unit and provide a strategic and operational leadership role for health and safety across the council. The Head of Health and

safety will also ensure that Departmental Directors are supported by the CHSU and provided with the management information they need to fulfil their health and safety responsibilities.

The Principal Health and Safety Advisor

The Principal Health and Safety Advisor is appointed by the Chief Executive to act as the competent person as defined within The Management of Health and Safety at Work Regulations 1999.

The Principal Health and Safety Advisor manages the Corporate Health and Safety Unit (CHSU) who provide the council with strategic direction and operational practices to enable the council to fulfil its statutory obligation in relation to health and safety legislation. Corporate Health and Safety Officers have certain powers and these are detailed in **Appendix 3**.

The CHSU provides a range of vital health and safety services and details of these can be found in the following link; [CHSU SDS](#)

The full detail of each health and safety supporting role can be found in **Appendix 4**.

4. COUNCIL HEALTH AND SAFETY MANAGEMENT SYSTEM (HSMS)

The council health and safety management system is designed using the principles and practices set out within Successful Health and Safety Management HSG-65. The system comprises of the following components: health and safety policy, health and safety guidance notes, organisation, planning, control, monitoring and review of the health and safety management system and ensures that the preventive and protective measures identified are in place, working effectively and regularly monitored. (Further details of the HSMS can be found within this policy)

The Education Department have their own HSMS known as Master Safety Files (MSF's) which detail those specific health and safety arrangements which are in place for managing schools' establishments.

5. POLICY ARRANGEMENTS

The CHSU prepare the health and safety policy and policy arrangements. These arrangements are put into practical health and safety guidance for managers to implement. Policy and subsequent arrangements follow a process of development, consultation, approval and implementation. Where required, these documents are formally consulted with managers, employees and union representatives.

Corporate Health and Safety Guidance

Corporate Health and Safety Guidance forms part of the Council policy arrangements and set out how the council will comply with current health and safety legislation. They define minimum legal standards to be adopted for each health and safety topic for the safe management of facilities, services and staff, relevant procedures to follow and signpost where other supporting arrangements and information can be found. They include examples of good practice, training requirements, supporting documents, flow charts, templates and check lists to assist managers with implementation etc.

Implementation of Health and Safety Arrangements

All managers have a responsibility to implement the council health and safety policy and associated arrangements within their respective service area and these arrangements should be adopted as departmental health and safety arrangements and guidance. Where necessary, these arrangements can be adjusted to meet the specific requirements of any department but this must be done in consultation with the CHSU, the Departmental Management Team, Managers, Supervisors, Employees and Union Representatives as necessary.

Where departments have service unique work activities that are not covered by the council policy arrangements they are able to develop their own health and safety policy arrangements and guidance but this must be undertaken in consultation with the Corporate Health and Safety Unit, the Departmental Management Team, Managers, employees and union representatives as necessary.

HEALTH AND SAFETY MONITORING (AUDIT AND INSPECTION)

Health and safety audits are recommended by the Health and Safety Executive (HSE) in “Successful Health and Safety Management” HSG-65 as the preferred method of examining the current status of management policies, organisational arrangements, actual working practices and employee attitudes within organisations. Auditing and reviewing performance therefore form the basis of self-regulation and compliance with duties under Sections 2-6 of the Health and Safety at Work Act 1974.

The CHSU carry out an annual programme of health and safety system audits and inspections. These cover a range of different topics i.e. risk assessments, swimming pools, Construction Design and Management etc. Improvement action plans are developed from these audits and inspections. Action plan progress is reported within Quarterly Departmental Health and Safety Reports which should be considered at Departmental management team meetings. Where a department cannot complete the actions within the agreed timescales, the CHSU will work with departmental Lead Officers and Managers to find solutions.

To supplement these audits and inspections, an annual programme of joint management and union workplace inspections are also carried out.

CORPORATE HEALTH AND SAFETY GUIDANCE

A full list of all current Corporate Health and Safety guidance is shown in **Appendix 5** with the main guidance being as follows:.

Accident / Incident Reporting and Investigation
Accommodation of Disabled People in Council
Premises
Asbestos
Contractors
Control of Substances Hazardous to Health (COSHH)
Display Screen Equipment (DSE)
Electricity at Work
Fire Safety Management
First Aid and Medical Attention
Gas Safety
Health and Safety Training and Instruction
Induction Training (Health and Safety)
Infection Control
Legionella Management Plan

Manual Handling
New and Expectant Mothers
Noise in Work
Operational Road Risk
Office Safety
Personal Protective Equipment
Provision and Use of Work Equipment
Risk Assessment
Safety Signs and Signals
Slips, Trips and falls
Vibration
Violence to Staff (Personal Safety & Security)
Workplace
Working at Height
Workplace Transport

Accident Incident Reporting and Investigation

This guidance details the arrangements for reporting and investigating of accidents / incidents, near misses and dangerous occurrences to comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95).

The CHSU manage:

- a) Reporting of the accidents/incidents to the HSE
- b) Monitoring of accident/ incident data and analyse this to identify trends.

The council's operates two systems for recording accidents and incidents:

- a) The council Accident Incident Reporting System (AIRS) records all accident/ incident data for the Chief Executive Office, Corporate & Community Services, Education and Environment departments.
- b) The Community Health Care Partnership uses the NHS-DATIX system to record all accident/ incident data within the partnership.

Fatalities, major injuries, notifiable diseases and dangerous occurrences must be reported immediately to the CHSU by telephone and recorded on the appropriate system.

Accident books (BL510) are in place to comply with the Social Security (Claims and Payments) Regulations 1979.

Accommodation of Disabled People in Council Premises

This guidance defines the arrangements for the use of Council premises by disabled people.

The guidance deals with the health and safety aspects which relate to the use of non-domestic Council premises by disabled persons - whether employees or other persons. The information applies equally to those persons who may be temporarily incapacitated in some way, as to those who are permanently disabled. Therefore, these Guidance Notes and the arrangements for evacuation require to be followed even in situations where the Disability Discrimination Act does not apply.

Asbestos

This guidance defines the arrangements for the management of Asbestos in conjunction with the Asbestos Management Plan (AMP). The council acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons from such potentially exposure as far as is reasonably practicable.

The council have nominated Asbestos Co-ordinators who are trained and competent to arrange and advise on asbestos management for council premises and council housing stock. They ensure premises are surveyed where required, and maintain asbestos registers for council properties.

Contractors

Several specific guidance documents defining the arrangements for managing contractors include: The Vetting and Validation of Contractors, Management of Construction, (Design and Management) and Contractors Working in Council Premises (Guidance).

Property and Technical Services (PaTS) have a definitive remit in managing contractors and are responsible for,

- ✓ Appointing competent contractors
- ✓ Providing contractors with the council's health and safety requirements
- ✓ Defining the standards it expects of contractors and monitor their activities for the duration of the project, to minimise the risks presented to employees and to other persons.

Where contracts come under the requirements of the Construction (Design and Management) Regulations 1997 (CDM) the council shall ensure that procedures are implemented so that all duty holders comply fully with their duties under the Regulations. The duty holders include Clients, Designers, CDM Coordinator and Contractors. There are nominated CDM Coordinators within PaTS, Roads and Development Planning services.

There are circumstances where PaTS are not involved with employing contractor's e.g.

- ✓ Certain domestic housing contracts such as kitchen or bathroom renewals
- ✓ Small landscaping works
- ✓ Education department purchase equipment for schools
- ✓ Sports and Leisure commission project works or leisure facilities.

In these examples (or in similar circumstances) the department specifying the contracts and commissioning the works or managing the works must appoint a competent project officer who will perform all of the functions that PaTS provide.

Control of Substances Hazardous to Health (COSHH)

This guidance defines the arrangements for managing hazardous substances.

Exposure to hazardous products, chemicals or substances will either be prevented or, where this is not reasonably practicable, adequately controlled. At the procurement stage consideration will be given to purchase lower risk substances.

Departments shall:

- ✓ Maintain an up to date COSHH register
- ✓ Ensure competent staff complete a suitable and sufficient assessment of the risks created by any activity involving hazardous substances
- ✓ Implement the controls needed to reduce the risks
- ✓ Monitor and maintain any control measures (e.g. Ventilation or Extraction Systems and/or PPE should be maintained in efficient condition, efficient working order, good repair and in a clean condition)
- ✓ Maintain records of all monitoring and maintenance.

Display Screen Equipment (DSE)

This guidance defines the arrangements for managing the use of Display Screen Equipment.

Departments shall nominate competent persons to complete DSE assessments and have a programme for completing DSE assessments within their respective services. These assessments shall cover the workstation, the working environment, user's health, and identify relevant training, information and advice.

The council has a scheme to support DSE users with assistance with the cost of glasses. This is subject to meeting the qualifying criteria. For more information on the scheme contact the council Human Resource section.

Electricity at Work

This guidance defines the arrangements for electricity at work.

PaTS ensure that any electrical equipment and systems within council premises comply with the relevant electrical standards and approved codes of practice.

Housing Services ensure that any electrical equipment and systems within the council housing stock comply with the relevant electrical standards and approved codes of practice.

Where departments have employees working with electricity they shall ensure,

- ✓ All electrical works comply with the relevant electrical standards and approved codes of practice
- ✓ The individuals are competent for the electrical tasks assigned to them
- ✓ Their job activities are risk assessed and control measures implemented
- ✓ Suitable tools, equipment and personal protective equipment will be provided where necessary and maintained in good condition.

Fire Safety Management

This guidance defines the arrangements for managing fire safety.

The councils approach to fire safety is specifically one of fire prevention i.e. to prevent fires breaking out. However, it would be imprudent to assume that fires can never happen. Fire prevention and fire safety relies greatly on all council managers and employees taking individual and collective responsibility.

The council arrangements and standards cover all aspects of the management of fire that includes:-

- ✓ Guidance and advice on fire safety
- ✓ Fire precautions registers
- ✓ Fire risk assessments
- ✓ Fire safety training
- ✓ Fire evacuation procedures
- ✓ Personal Emergency Evacuation Plans (PEEPs)
- ✓ Advice on false alarm activations.

The CHSU carry out the council fire risk assessment in partnership with Property and Technical Services (PaTS) and monitor progress against the resultant actions raised. The CHSU are the main liaison with Scottish Fire and Rescue Service (SFRS).

PaTS are responsible for fire in relation to the technical considerations for fabric and structure of buildings and the design, installation and maintenance/inspection regimes of fire equipment.

First Aid and Medical Attention

This guidance defines the arrangements for providing First Aid.

Departments shall complete suitable and sufficient first aid risk assessments to identify the requirements of the first aid provision in respect of sufficient numbers of first aid personnel (First Aiders, Appointed Persons, and Emergency First Aiders), equipment and facilities to deal with accidents and injuries. The assessment will take account of the employee numbers, the risks and type of accident likely to occur.

It should be noted that the Health and Safety (First Aid) Regulations only place a legal responsibility on employers to provide first aid for their employees. However, as recommended by the HSE, departments, as part of the assessment, should also consider the additional provision of first aid to persons other than employees, e.g. clients, visitors, and pupils.

The council will provide first aid information and training appropriate to the role undertaken to employees to ensure that statutory requirements and the needs of the organisation are met.

Gas Safety

This guidance defines the arrangements for complying with The Gas Safety (Installations and Use) Regulations and approved codes of practice.

Property and Technical Services ensure that any gas systems within council premises comply with the relevant gas regulations and approved codes of practice.

Housing Services ensure that any gas systems within the council housing stock comply with the relevant gas regulations and approved codes of practice.

Where departments have employees working with gas they shall ensure,

- ✓ All gas works comply with the relevant gas regulations and approved codes of practice
- ✓ The gas operatives are fully qualified and are registered on the Gas Safety Register
- ✓ Systems of administration for checking operative competence and arranging for refresher training etc
- ✓ Work allocated is relative to their gas qualifications
- ✓ Their job activities are risk assessed and control measures implemented
- ✓ Suitable tools, equipment and personal protective equipment will be provided where necessary and maintained in good condition
- ✓ Arrangements for compliance with RIDDOR.

A safety instruction is in place to inform council employees of what to do in the event of a gas leak or emergency.

Health and Safety Training and Instruction

This guidance defines the arrangements for ensuring council employees (managers and staff) are trained and competent to perform their job role safely.

Training needs can be identified in a number of ways,

- ✓ Job profiling

- ✓ Risk assessments
- ✓ Health and safety audits and inspections
- ✓ Accident/incident investigation
- ✓ Through the performance, review and development process (PRD).

The Council's PRD system allows the manager to assess the required skills and abilities for the employee to work safely. Where a training or development need has been identified, this should be recorded and implemented via the employee's Personal Development Plan

Each department has a nominated Learning and Development Advisor who provides advice and support for developing employees. Where possible a Training Matrix is used to identify training needs for services with large numbers of staff.

The CHSU provide an extensive programme of health and safety training to suit the council needs. This training is specifically aimed at providing employees with the knowledge, skills and attitudes to perform their duties safely. This should, however, be supplemented by hazard specific training provided by departments/ services, such as toolbox talks, on-the-job instruction and safe systems of work. Any external health and safety training being considered should be approved by the CHSU.

Induction Training (Health and Safety)

New and inexperienced employees are statistically more likely to have accidents than those who have had time to recognise the hazards of the workplace, therefore formal health and safety induction training forms an essential part of employee training.

Corporate induction training is managed by the council Human Resource section and is supported by an induction process to be followed by departments.

Departments shall have arrangements in place to provide service and job specific training which complements corporate induction training to ensure the employee receives sufficient training and instruction to enable them to carry out their job tasks safely.

Infection Control

This guidance defines the arrangements for dealing with the risk from infection in the workplace.

Job activity risk assessments may reveal that some employees are at risk of infection due to the possibility of contact with e.g. animal waste, blood or other body fluids. Where this is the case, departments must ensure that appropriate control measures are implemented to manage the risk.

Where the risk assessment identifies the need for a recommendation for inoculations the Departmental Health and Safety Lead Officer must approve this.

A safety instruction is in place for needle stick injury for employees to follow.

Legionella Management Plan

The Legionella Management Plan (LMP) clearly details the duties & responsibilities of those council officers who are responsible for the management & control of legionella bacteria within council buildings.

The Legionella Working Group developed the plan and where formed specifically for this purpose. The group consisted of individuals who have a responsibility to manage Legionella and technical support was provided by competent specialists. The plan is owned by the Legionella Working Group and any amendments, updates and reviews are managed by them.

Manual Handling

This guidance defines the arrangements for the moving and handling of inanimate objects.

The council recognises that manual handling is one of the most common causes of absence through injury in the workplace and must be avoided, so far as is reasonably practicable.

Where it is not possible to eliminate manual handling, Departments shall nominate persons to be trained and deemed competent to carry out manual handling assessments and have a programme for completing manual handling assessments within their respective services. CHSU carry out manual handling assessments on complex tasks as required.

Suitable controls will be introduced to reduce the risk of injury to as low as reasonably practicable, including training, mechanical aids, automation, redesigning the system of work or the workplace itself.

New and Expectant Mothers

This guidance defines the arrangements for managing new and expectant mothers and women of childbearing capacity.

The guidance sets out the process that should be followed in order to comply with legislation. It is designed to assist managers/supervisors and the new or expectant mother with the risk assessment process. It provides guidance on the specific risks and how these can be effectively managed.

New and expectant mothers, and women of childbearing capacity must receive information about any work related risks and the measures in place to manage these risks. They should also be advised about the actions required of them.

As required by The Workplace (Health, Safety and Welfare) Regulations 1992, appropriate facilities must also be made available for expectant and breastfeeding mothers.

Noise at Work

This guidance defines the arrangements for managing noise at work as required by the Control of Noise at Work Regulations.

Departments should identify through risk assessment where noise caused by work activity may result in hearing damage to employees. Noise assessments are conducted by a member of the CHSU team who is trained and competent to do so. Departments are then required to implement any control measures identified as necessary following such assessment.

Where the assessment identifies noise as a hazard to employees, they will require to receive adequate information and training and may also require to take part in audiometric screening conducted by the council occupational health provider.

Occupational Road Risk (ORR)

This guidance defines the arrangements for managing Occupational Road Risk.

The council recognises that Occupational Road Risk (ORR) is the joint responsibility of employer and employees. It is our policy to provide and maintain safe and healthy working conditions for all employees and to provide the information, instruction, training and supervision required for this purpose.

Managers and employees are required to assess the three components that contribute to managing ORR.

They are:

1. The driver – competence, qualification and fitness
2. The vehicle – suitability and roadworthiness
3. The journey/activity – planning, risk assessment and appropriate insurance cover

The guidance is set out, where appropriate under these headings. It has been set out under two separate sections: Driving Fleet vehicles and Driving Own Vehicle on council business.

A risk assessment should therefore be in place for all driving activities that take place during working hours.

Office Safety

This guidance defines the arrangements for managing health and safety within offices and office accommodation.

The guidance signposts managers to other specific guidance relating to Management of Council Buildings, Fire, First Aid, D.S.E., Moving and Handling, COSHH, and the workplace etc.

Personal Protective Equipment (PPE)

This guidance defines the arrangements for managing personal protective equipment.

The council accepts that the use of PPE is a last resort, and is committed to continuing to seek and introduce alternative methods for reducing risks as far as is reasonably practicable.

Where PPE is specified by the risk assessment process, departments shall,

- ✓ Purchase and issue PPE at no cost to the employee.
- ✓ Arrange for adequate storage of the PPE.
- ✓ Train staff in the safe use of appropriate PPE for all risks identified.
- ✓ Implement steps for the maintenance, cleaning, repair or replacement of PPE.
- ✓ Keep appropriate records of PPE assessments, issue and training.

Re-assess as necessary if substances used or work processes change.

Provision and Use of Work Equipment

This guidance defines the arrangements for managing work equipment.

The guidance covers work equipment owned or hired or leased and used in all workplaces where the Health and Safety at Work Act applies including schools, care homes, recreation centres and common parts of shared buildings e.g. lifts.

The suitability of work equipment must be assessed before purchase. These include,

- ✓ Its initial integrity
- ✓ The environment where it will be used
- ✓ The purpose for which it will be used
- ✓ Any additional risks posed by the use of the work equipment
- ✓ Conformity with European Community requirements.

Departments shall ensure that the work equipment is suitably maintained and inspected as directed by the manufacturer.

Departments shall provide information, instruction and training as required to staff who use the equipment.

Risk Assessment

This guidance defines the arrangements for managing health and safety risk assessments.

East Renfrewshire Council has adopted the principles of the HSEs-5 Steps to Risk Assessment and have developed methodology to comply with these standards and practices.

Departments shall develop and implement a health and safety risk strategy to manage risk assessments and this includes,

- ✓ Implementing a programme of health and safety risk assessments which will be carried out on all work activities to identify potential hazards, evaluate the risks from these and implement control measures to minimise the risks.
- ✓ Training a sufficient number of personnel as competent risk assessors to support the risk assessment programme.
- ✓ Implementing and maintaining a record management system for health and safety risk assessments.
- ✓ Consulting with employees and their representatives when carrying out health and safety risk assessments.
- ✓ Ensuring all employees are briefed on the risk assessment outcomes.

The CHSU provide risk assessor training for assessors and provide assistance and support to departments with completion of risk assessments.

Safety Signs and Signals

This guidance defines the arrangements for safety signs and signals.

Departments shall provide and maintain appropriate safety and/or warning signs where any risks identified by the risk assessment required under the Management of Health and Safety at Work Regulations cannot be controlled by other means, or where they are required to comply with any other related regulations.

Where safety signs are used management shall ensure that employees receive adequate instruction and training in the meaning of the safety signs and the measures to be taken in connection with them.

Slips, Trips and Falls

This guidance defines the arrangements for managing and reducing slips, trips and falls within the council.

The guidance highlights the need to address the significant number of slips, trips and fall injuries that occur each year. The guidance focuses on managing and controlling the risks in buildings and floor surfaces as well as outdoor working areas over which the Council has control.

It is recognised the policy arrangements cannot be applied in full to locations where the Council does not have control e.g. other employers' premises. In these situations arrangements should be applied as far as is reasonably practical, with employees being required to act with due care and attention.

Vibration

This guidance defines the arrangements for managing vibration at work.

The council recognises that occupational exposure to vibration can cause discomfort, a reduction in productivity and adverse health effects. Hand-arm vibration syndrome (HAVS) is the term used to describe the injuries caused by prolonged use of hand-held power tools.

Departments shall,

- ✓ Identify and assess the magnitude of vibration risks and take all reasonably practicable steps to eliminate or reduce vibration risks in the workplace by designing, or redesigning, the work processes, using job rotation etc.
- ✓ Arrange for competent persons to assess the vibration levels of work equipment (including existing work equipment or sample equipment which may be approved for purchase) to ensure that vibration levels fall within safe limits. The CHSU provide vibration assessments to the council.
- ✓ Implement a strict purchasing strategy in relation to any tools and equipment, which may expose employees to vibration.

Where identified by the risk assessment process health surveillance will be provided to employees who are exposed to any adverse health risks. This service is currently delivered by the council Occupational Health provider.

Violence to Staff (Personal Safety & Security)

This guidance defines the arrangements for managing violence to staff, personal safety and security measures.

The council recognises the importance of including appropriate arrangements for dealing with 'violence to staff in the workplace' as an integral part of its health and safety policy. Research has identified the greater the contact with the general public, the greater the risk. The 'at risk' factor may increase with employees in occupations requiring them to exercise authority, enforce standards, work with emotionally unstable client groups, handle cash, or operate alone in a potentially hostile environment away from their office base.

The guidance provides practical measures to put in place in certain known work areas such as lone working, reception areas, interview rooms, building security, home visits and working away from the workplace etc to control violence.

Departments shall identify staff groups who are at risk from (verbal and physical) violence, assess the risks and implement appropriate control measures to reduce the risks to as far as reasonably practicable.

Employees are encouraged to report incidents of violent behaviour to which they have been subjected to their manager/supervisor who will provide immediate staff support, investigate the incident and, where possible, take action to prevent a recurrence. The action taken or proposed action shall be recorded. All violence to staff incidents must be reported on the councils Accident Incident Reporting System (AIRS) or Datex for CHCP.

The council has the Violent Warning Marker System that holds known violence to staff offenders and is used as a practical tool for staff to check addresses and names of such people prior to engagement.

Workplace

The Management of Council Buildings guidance defines the arrangements for managing workplaces occupied by council employees. Temporary work places are managed by individual council services.

Property and Technical Services (PaTS) manage the council estate and have an active role in managing and maintaining the minimum standards in respect of the workplace and the working environment.

PaTS remit does not extend to any premise controlled by Housing Services e.g. Council housing stock, the homeless unit or sheltered housing. However PaTS may manage larger improvement projects on the housing department's behalf.

Departments shall nominate a Building Responsible Person for each building who will fulfil this role and implement management arrangements and procedures for their respective building as detailed within the guidance.

Departments shall ensure that appropriate responsibility and procedures for each of the council buildings in which council employees work is clearly identified, communicated and understood. This is particularly important where more than one department shares a building (Shared Occupancy), as co-operation between occupiers is essential to ensure the safe running of the building.

Where council services set up a temporary work area they shall ensure that the area is safe to operate and where facilities are required they satisfy the requirements of the Welfare at Work Regulations.

Working at Height

This guidance defines the arrangements for managing staff working at height.

The Regulations apply to all work at any height where there is a risk of a fall liable to cause personal injury. A hierarchy of risk control measures avoid, assess, reduce is used.

The arrangements within the guidance aims to reduce the potential risks of falling from height taking into account risk assessment, choice and usage of equipment, training, planning, inspection, competence and supervision.

Workplace Transport

This guidance defines the arrangements for managing moving vehicles within council workplaces and employee vehicle work tasks associated with council vehicles.

A responsible person is nominated to take charge of the management of the work site transport and to implement the arrangements in accordance with the health and safety guidance.

To protect employees and others risk assessments of the vehicle activities on the work site are conducted. This includes fleet vehicles, and visiting drivers. The assessment should identify the tasks that drivers carry out while on site. Assessments will also be required of the tasks that ERC employed drivers carry out on other employers work sites.

To manage the vehicle traffic movement adequate traffic control systems and signs are in place within the work site.

Regular tours of the work site take place to identify any unsafe practice and ensure site rules are followed.

6. HEALTH AND WELLBEING

The council is committed to providing a healthy workplace environment for all employees and this is supported through a Health and Wellbeing policy.

For more information please use the following links: [Healthy Working Lives](#), [Employee Counselling Service](#)

Occupational Health

The council Occupational Health provision is managed by the Human Resources section. An external supplier provides the council occupational health services and includes the following support to employees. The specification for the Occupational Health provision was derived from,

- ✓ recommendations as a result of the risk assessment process
- ✓ recommendations as a result of the audit and inspection processes
- ✓ “interventions” requested through the council Human Resources section
- ✓ legal requirements and best practice.

The CHSU provide advice and support to the Human Resources section on the requirements on Occupational Health relating to health surveillance of employees to prevent ill health.

The Environment Departments Business Support Team administrates the Hand Arm Vibration Syndrome Testing and Audio Testing across the council.

7. CIVIL CONTINGENCIES & EMERGENCY PLANNING

The CHSU supports and advises on health and safety matters relating to emergency planning and business continuity. Support is provided both corporately and departmentally at the Crisis Resilient Management Team (CRMT) and the Environment Department's meetings.

During live events the CHSU, if requested, will attend the event location to provide at the scene health and safety support and advice.

8. TRADE UNION SAFETY REPRESENTATIVES

East Renfrewshire Council believes in demonstrating sound leadership by promoting and maintaining a positive health and safety culture which secures the commitment and participation of all employees. This is best achieved by partnership working with Trade Union Safety Representatives. East Renfrewshire Council is committed to working in partnership with employees and will consult with them through their relevant Trade Union Safety Representatives with regard to:-

- ✓ Introduction of measures that may substantially affect the health and safety of employees
- ✓ Arrangements for appointing competent health and safety officers and persons to implement emergency procedures
- ✓ Provision of health and safety information required under the relevant statutory provisions
- ✓ Provision of health and safety training required under the relevant statutory provisions
- ✓ The health and safety consequences of new technologies introduced into the workplace.

The council will provide such facilities and assistance as Safety Representatives may reasonably require to carry out their functions.

Safety Representative Inspections

Safety Representatives appointed by recognised trade unions are entitled to carry out regular inspections in the workplace. Departmental management will encourage Safety Representatives to carry out these inspections at agreed frequencies and a representative of local management will accompany them.

Access to Information

Safety Representatives appointed by recognised trade unions will be allowed to inspect any statutory document which the department is required to maintain and will also be given, on request, any information necessary for the performance of their functions.

Council Health and Safety Committee

The function of the general health and safety committee is to promote partnership between the council and its employees. It is one of the main means by which the council work in partnership with

the trade union appointed Safety Representatives, instigating and developing measures to ensure the health and safety at work of employees.

Full details of the committee can be found within ***Appendix 1.***

9. REVIEW

This policy will be reviewed annually and updated accordingly to ensure high standards of health and safety are maintained. An amendment record will be kept to record any such changes.

APPENDICES

APPENDIX 1: HEALTH AND SAFETY MEETINGS FRAMEWORK ([Hyperlink](#))

This document lists the core health and safety meetings across the council.

APPENDIX 2: RAISING A HEALTH AND SAFETY CONCERN ([Hyperlink](#))

This document shows the step by step process for raising a health and safety concern.

APPENDIX 3: POWERS OF CORPORATE HEALTH AND SAFETY OFFICERS ([Hyperlink](#))

This document defines the powers of corporate health and safety officers.

APPENDIX 4: HEALTH AND SAFETY SUPPORT FRAMEWORK ([Hyperlink](#))

This document details the council health and safety frame work to support managers with implementing health and safety within their respective areas of responsibility.

APPENDIX 5: CORPORATE HEALTH AND SAFETY MASTER DOCUMENT LIST ([Hyperlink](#))

This document lists all the current corporate health and safety policy and guidance notes.

**East Renfrewshire Council
Health and Safety Meetings Framework**

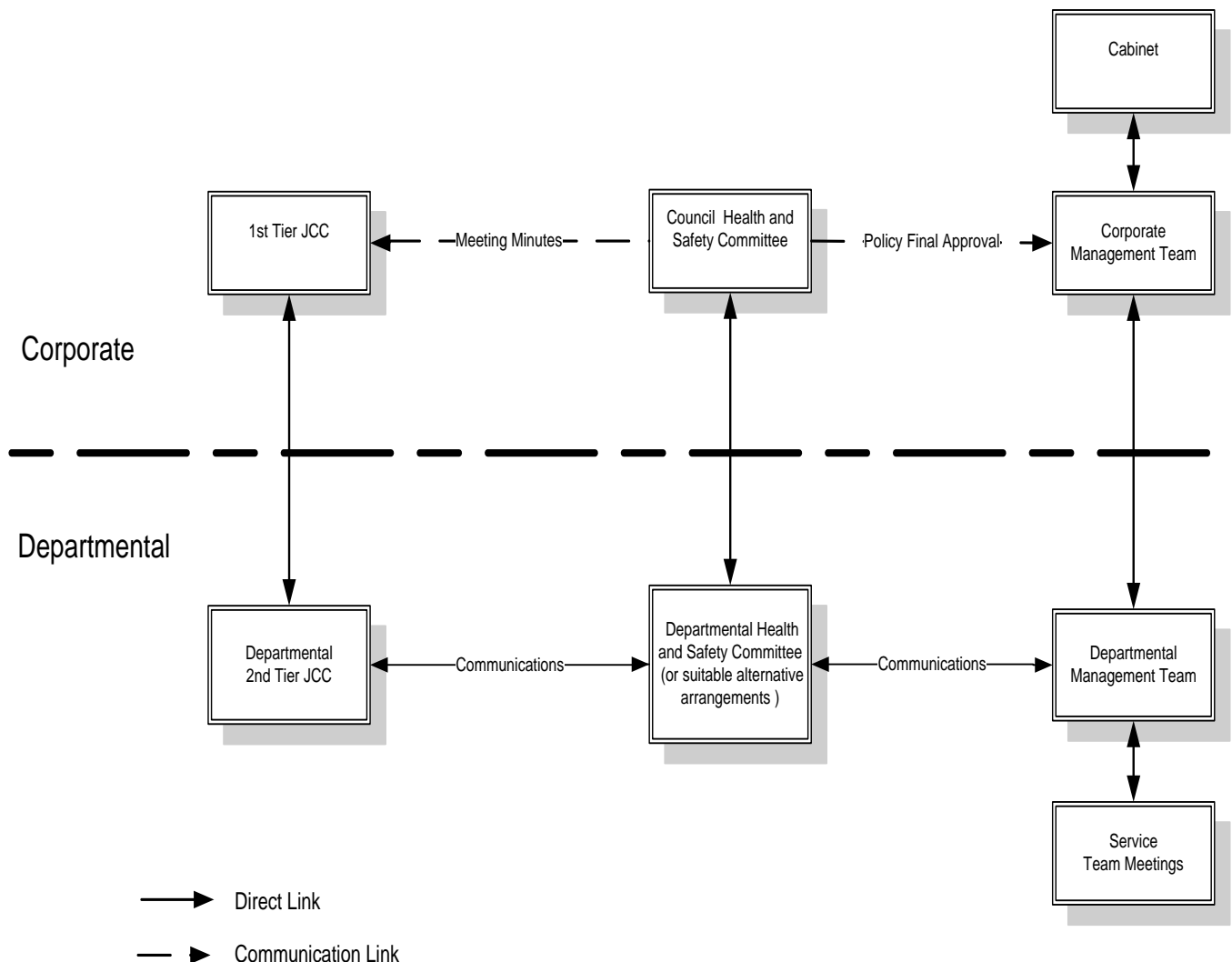
OVERVIEW

This framework illustrates the council health and safety meetings and how they interact to address council wide strategy, consultation and operational matters that impact across all departments.

This framework does not detail all departmental health and safety meetings. Each department’s organisational structure and services are unique and the responsibility to put in place an effective framework for health and safety meetings rests with departmental management. However, to encourage consistency across the council and as a guide, this framework recommends the minimum requirements for departmental meetings. The CHSU will offer assistance to departments where required.

HEALTH AND SAFETY MEETING FRAMEWORK

Health and Safety Meetings Framework Chart



1. First Tier- Joint Consultative Committee (JCC)

Health and Safety is a standing agenda item at these meetings and a copy of the Council Health and Safety Committee minutes is included. This committee provides the trade unions the opportunity to raise and discuss health and safety matters with senior officers and elected members.

The JCC is chaired by an elected member and attended by,

- Elected Members
- Deputy Chief Executive
- HR Manager
- Chief Officers
- Trade Unions
- Principal Health & Safety Advisor.

2. Second Tier- Joint Consultative Committee (JCC)

Health and Safety should be a standing agenda item at 2nd Tier JCC meetings and would provide the trade unions the opportunity to raise and discuss health and safety matters with the departmental management team.

Chaired by the Departmental Director JCC's are usually attended by,

- Senior Officers and/or Heads of Service
- Trade Unions

Departmental Head of Health and Safety and/or Departmental Health and Safety Lead Officer should be invited to discuss health and safety matters

3. Council Health and Safety Committee

Introduction

The Council health and safety Committee forms part of the council's overall health and safety management system and policy arrangements for the implementation of the Health and Safety at Work etc. Act 1974 and associated legislation and guidance.

The principal objective of the Committee is to promote partnership working between the council and its employees. It is one of the main means by which the council shall work in partnership with the trade union appointed Safety Representatives, instigating and developing measures to ensure the health, safety and wellbeing at work of employees.

Role and Function

The Committee will provide leadership and direction on the management of Health and Safety and will provide a forum for members to discuss matters relating to Health and Safety.

- ***Council Strategy***

To consult in relation to the council's health and safety strategic direction and monitor progress of corporate and departmental health and safety plans. Corporate policy and guidance shall be consulted with the committee and information shared. Where CMT approval is required for policy matters, the Head of Corporate Health and Safety will obtain this.

- ***Departmental Implementation***

To provide an open forum to consult, discuss and seek clarification on all aspects of health and safety. Particular focus shall be placed on each department's method of implementing policies and guidance. Support and advice will be provided to departments on practical methods of implementation.

Agenda

Agenda items will generally include:

- a) Consultation on council health and safety policy/arrangements/guidance and implementation.
- b) Consultation of council health and safety projects and implementation.
- c) Consultation of changes to the Council Health and Safety Management System.
- d) Any recommendations arising from departmental health and safety meetings.
- e) Implementation of health/safety/wellbeing, including arrangements for occupational health.
- f) Any other health and safety matters which may affect the health, safety or welfare of staff/service users
- g) Departmental updates and review or progress against Departmental H&S Plans.
- h) Corporate audits and inspections.
- i) Trade Union Updates
- j) Monitoring/reporting on working practices, risk assessments, safe systems of work etc.
- k) Accidents, incidents and health and safety related statistics.
- l) Training.

Membership & Representation

Chair

The Committee will be chaired either by the Head of Environment (Property, Planning and Regeneration) or a nominated Union representative. A nominated deputy will stand in as required.

Attendance

Management:

- CHCP representative
- Corporate & Community Services Department representative
- Education Department representative
- Environment Department representative
- Principal Health and Safety Advisor

Trade Unions:

- 2- EIS representatives
- 2- Unison representatives
- 1- UCATT representative
- 1-Each other recognised TU's representative

Other Invitees

By invitation, to provide information or to discuss topic specific items considered appropriate by the Committee.

Meeting Frequency

The Committee will meet a minimum of three times within any year. Dates will be pre-planned however where extenuating circumstances prevail these dates may be rescheduled.

Committee Arrangements

In order to facilitate the Committee arrangements:

All Committee members will endeavour to ensure appropriate representation and nominate a deputy to cover non-attendance.

A quorum shall be a minimum of two members each from management and trade unions; any meeting not achieving a quorum will continue, but any decisions will be deferred until a quorate committee.

The chair will be responsible for the preparation and distribution of agreed agendas, minutes, related documentation and notification of meetings. In addition, this role will include arranging a Minute Taker for the

meeting, booking appropriate venues in accordance with meeting schedules and preparation of the venue for any particular activity or presentation.

Documentation for Committees will be distributed electronically at least two weeks in advance and it will be the responsibility of members to determine those documents that are appropriate to their area and role.

Notification of any other business should be received in writing by the chairperson at least 48 hours before the date of a meeting

The Committee shall be empowered to appoint such sub-committees as it may require when considering special aspects of health and safety at work.

Committee members will be afforded the appropriate time from their workplace to attend meetings and any other business as deemed necessary in their capacity as a committee member.

Actions / Recommendations / Decisions

It is expected that decisions will be reached by general consensus however staff and management representatives may have it recorded, in the minute, any instances where consensus has not been achieved.

The minutes of the Committee will be a standing agenda item on the 1st Tier JCC meeting. The management of any significant issues will not be dependent upon the meeting schedules of the Committee, but will be raised through the appropriate management structure at the earliest opportunity.

The Committee will disseminate information to other groups as appropriate.

Constitution Review

The Constitution of the Council Health and Safety Committee will be reviewed every two years or more frequently should this be considered necessary.

Any change to the constitution of the Committee shall be effective only if:

- a) it is put to a special meeting of which 14 days notice has been given; and
- b) a majority of representatives present at the meeting agree the proposed amendment.

4. Departmental Health and Safety Meetings (take place in Corporate & Community Services, Education, and CHCP)

The purpose of these meetings is to focus on the department's health and safety performance and manage the implementation of the corporate policies, determine departmental health and safety priorities and address any departmental matters raised.

Departmental Strategy

To determine the departments strategy for supporting the council health and safety strategic direction and define departmental health and safety plans with outcomes and report quarterly to the DMT on progress against such plans.

Departmental Implementation

To provide an open forum for consultation with departmental management and employee representatives in all aspects of departmental health and safety. Departmental procedures/ guidance are consulted with the committee and information shared. As an operational and practical meeting issues are raised in order to seek solutions from its members.

Attendance

Chaired by the Departmental Head of Health and Safety or the Departmental Health and Safety Lead Officer and attended by,

- Sub Lead Officers (where used)
- Departmental Management
- Trade Unions/ Employee representatives.

Frequency

The meetings are held four times per year and its outcomes link to the Council Health and Safety Committee, the Second Tier JCC and the DMT meetings.

5. Service/Team Meetings

It is recommended that team meetings have health and safety as a standing agenda item. This would allow service managers/ supervisors to engage with employees and share health and safety information with their staff that is relevant to their job, encouraging two-way communication with employees and listening to their views and where possible involving trade unions.

This could include:

- Policy & Guidance implementation
- Risk Assessments and Safe systems of Work (Safety Instructions)
- Training
- Accidents etc.

6. Corporate Management Team (CMT)

Health and Safety should be a regular agenda item at quarterly CMT's with a view to considering health and safety performance, manage health and safety, approve council policy and the strategic direction.

7. Departmental Management Team (DMT)

Health and Safety should be a standing agenda item at these meetings with a view to managing departmental health and safety, decide departmental objectives, address any issues and monitor departmental performance.

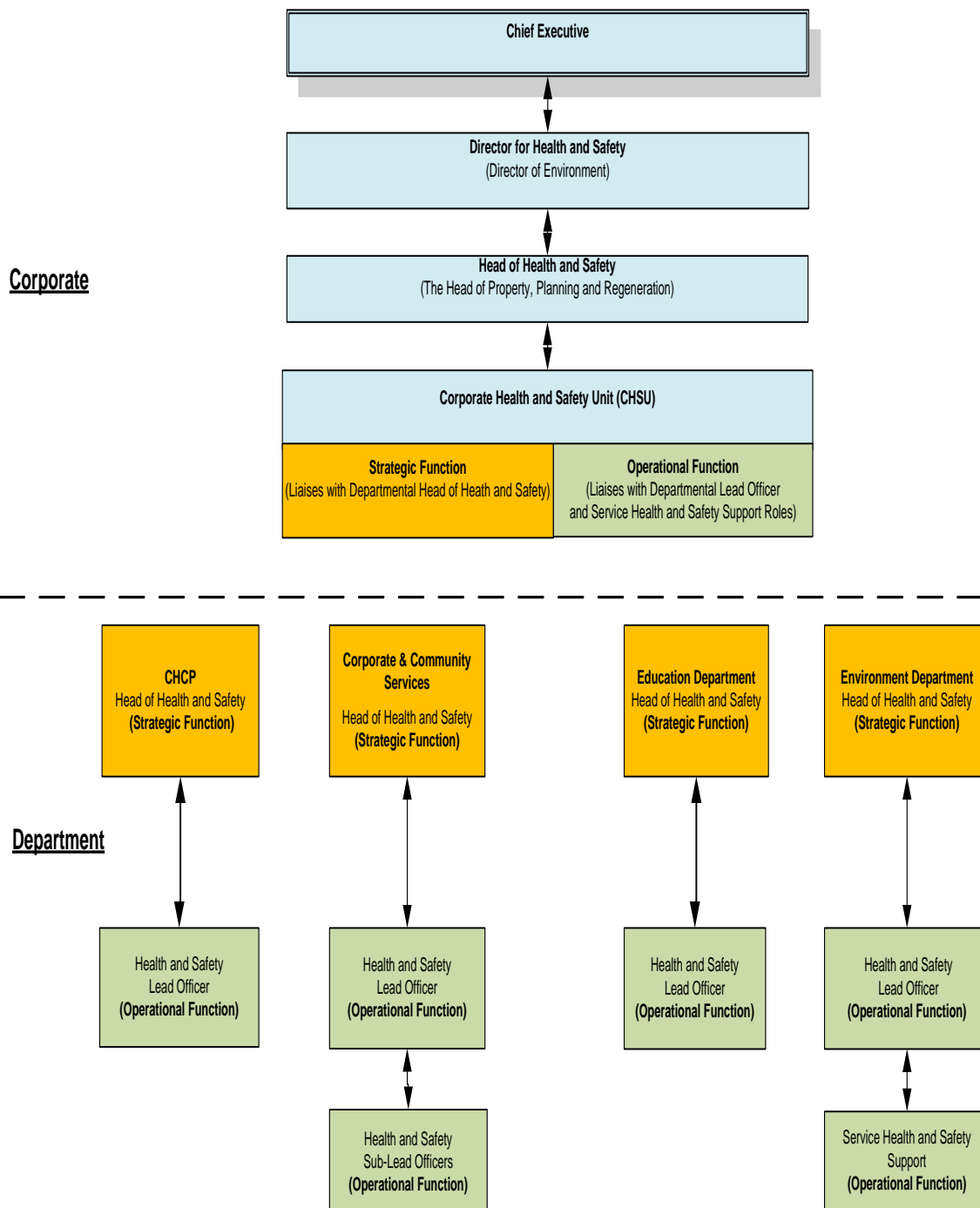
APPENDIX 3- COUNCIL HEALTH AND SAFETY POLICY

East Renfrewshire Council

Health and Safety – Supporting Roles and Responsibilities

This document provides an overview of the council arrangements for access to competent health and safety advice and the structure in place to support managers and employees in fulfilling their health and safety responsibilities and implementing council policy arrangements.

COUNCIL SUPPORT STRUCTURE FOR HEALTH AND SAFETY (MAY 2014)



ROLES AND PRINCIPAL FUNCTIONS - CORPORATE

Chief Executive

The Chief Executive has ultimate responsibility for ensuring the health, safety and welfare at work of all council employees and will ensure, through effective delegation to chief officers, managers and others, the effective management and implementation of health and safety.

The Chief Executive has appointed the Principal Health and Safety Advisor as the competent person to assist the council to apply the provisions of health and safety legislation.

The Chief Executive has appointed nominated officers to support council management and to ensure appropriate arrangements are in place within their respective areas of responsibility.

Director of Health and Safety

The Director of the Environment Department is appointed by the Chief Executive as the Director of Health and Safety.

The Role

To support the Chief Executive in fulfilling his/her responsibilities and provide a strategic leadership role for health and safety across the council.

Principal Functions

- ✓ Champion health and safety at every level of the council.
- ✓ Promote across the council the effective implementation of the council's health and safety strategy, policy and associated arrangements.
- ✓ Ensure that those with delegated health and safety responsibilities carry them out effectively and in compliance with the council health and safety policy.
- ✓ Monitor and report to the Corporate Management Team on the council's health and safety performance.
- ✓ Set business health and safety targets and improvements to meet the council's current priorities.
- ✓ Maintain an integrate health and safety management system that manages current council risks.
- ✓ Take appropriate action to ensure the health, safety and wellbeing of council employees and others who may be affected by council operations.
- ✓ Communicate health and safety matters to the Chief Executive that may require intervention.

Head of Health and Safety (Corporate)

The Head of Property, Planning and Regeneration is appointed by the Director of Health and Safety as the corporate Head of Health and Safety.

The Role

This role is to support the Director for Health and Safety in fulfilling his/her responsibilities and provide a strategic and operational leadership role for health and safety across the council.

Principal Functions

- ✓ Champion health and safety at every level of the council.
- ✓ Manage the Principal Health and Safety Advisor and support the Corporate Health and Safety Unit service provision.
- ✓ Chair the Council Health and Safety Committee meetings.
- ✓ Provide strategic and operational support to the Departmental Heads of Health and Safety.
- ✓ Report to the Corporate Management Team on council health and safety performance.
- ✓ Take appropriate action to ensure the health, safety and employee wellbeing of council employees and others who may be affected by council operations.

Principal Health and Safety Advisor (Corporate)

The Principal Health and Safety Advisor is appointed by the Chief Executive to act as the competent person as defined within The Management of Health and Safety at Work regulations 1999.

The Role

Responsible for managing the Corporate Health and Safety Unit (CHSU) to provide the council with strategic direction and operational practices to enable the council to fulfil its statutory obligation to comply with health and safety legislation.

The CHSU key services include:-

- ✓ Interpret legislation
- ✓ Define policy and strategic direction
- ✓ Maintain and update the council health and safety management system
- ✓ Provide competent, effective and appropriate professional support and advice
- ✓ Lead and attend key health and safety committees, meetings and working groups
- ✓ Manage significant health and safety projects
- ✓ Develop and deliver health and safety training
- ✓ Oversee and monitor health and safety performance
- ✓ Auditing and Inspecting
- ✓ Produce high risk /complex risk assessments including fire
- ✓ Management of Fire Safety
- ✓ Report and investigate accidents /incidents
- ✓ Support legal and insurance services
- ✓ Support emergency planning and civil contingencies
- ✓ Conduct Noise and Vibration Assessments
- ✓ Advise on occupational health provision
- ✓ Liaise with enforcing authorities.

Further details of the CHSU services and functions can be found within our Service Delivery Statement located within the CHSU section of the Environment Department council intranet pages.

ROLES AND PRINCIPAL FUNCTIONS - DEPARTMENT

Head of Health and Safety (Department)

The Director of the department will appoint an appropriate Head of Service as the Departmental Head of Health and Safety,

The Role

The role is to support the Departmental Director to in fulfil his/her responsibilities and provide a strategic leadership role for health and safety across the department.

Principal Functions

- ✓ Champion health and safety at every level of the department.
- ✓ Develop departmental strategy to support corporate strategy.
- ✓ Implement and co-ordinate all aspects of the health and safety policy, organisation and arrangements, including the monitoring and review process.
- ✓ Develop departmental annual health and safety improvement plans.
- ✓ Represent the department at the council health and safety committee meetings.
- ✓ Report to the Senior Departmental Management Team on departmental health and safety performance quarterly and assist the council with its annual report.
- ✓ Take the necessary actions to ensure the health, safety and wellbeing of departmental employees and others who may be affected by its operations.

Health and Safety Lead Officer (Department)

The Head of Health and Safety will appoint an appropriate officer as the Departmental Health and Safety Lead Officer.

The Role

To support the Departments Head of Health and Safety to fulfil his/her responsibilities and support the department to ensure it fully meets both the strategic and operational responsibilities detailed in the council health and safety policy and associated arrangements.

Principal Functions

- ✓ Implement and co-ordinate all aspects of the departmental health and safety policy, organisation and arrangements, including the monitor and review of processes.
- ✓ Be the first point of contact in relation to the departments health and safety related matters.
- ✓ Chair departmental health and safety meetings.
- ✓ Coordinate and participate in corporate and departmental working groups etc.
- ✓ Coordinate departmental health and safety training arrangements (including liaison with departmental learning and development training coordinators).
- ✓ Disseminate health and safety information to managers and employees.
- ✓ Assist with accident/incident reporting and investigation.
- ✓ Liaise with the Corporate Health and Safety Unit and others to facilitate and co-ordinate the health and safety audit and inspection programmes.

- ✓ Gather data and complete the departmental quarterly and annual reports.

Service Health and Safety Support (Department)

Depending on the complexity, size and structure of the department additional health and safety support roles may be required. These are optional posts and the departmental management team should decide if the posts are necessary and indeed some departments have already put these Sub-Lead Officers posts in place.

Roles should be tailored to suit the departmental business needs but could include H&S Sub-Lead Officer, H&S Service Coordinator, and H&S Service Champion)

The roles would be to support the service management with implementing and co-ordinating all aspects of the health and safety within their respective service.

Principal Functions could include:

- ✓ Liaise and support the Departmental Health and Safety Lead Officer in matters of health and safety.
- ✓ Support the review of service health and safety risk assessments as appropriate
- ✓ Co-ordinate and participate in service health and safety working groups etc.
- ✓ Assist managers to identify health and safety training needs for their service.
- ✓ Support accident/incident reporting and investigation.
- ✓ Participate in relevant health and safety meetings.
- ✓ Conduct health and safety inspection(s).
- ✓ Disseminate/ Communicate relevant health and information to service employees.

APPENDIX 4- COUNCIL HEALTH AND SAFETY POLICY**East Renfrewshire Council
Corporate Health and Safety- Master Document List**

Date: 1/10/14

No	DOCUMENT DESCRIPTION	DOCUMENT TYPE	CURRENT DOCUMENT	ISSUE DATE	COMMENTS
1	Health and Safety Policy	Policy	Issue 4	01/11/2003	Updated with new Chief Exec signature 2008. Under review
2	Accident/ Incident Reporting and Investigation (Interim Document)	Guidance Note	Issue 2	01/11/2013	
3	Accommodation of Disabled People	Guidance Note	Issue 2	01/10/2007	Under review
4	Annual Health and Safety Reports	Briefing Note	Issue 1	01/06/2005	Under review
5	Asbestos	Guidance Note	Issue 1	01/07/2010	
6	Asbestos Management Plan	Management Plan	Issue 2	01/03/2013	
7	Bullying and Harassment	Guidance Note	Issue 2	01/04/2001	HR policy under review
8	Contractors Validation / Suppliers of Services	Guidance Note	Issue 1	01/04/1999	
9	Control of Substances Hazardous to Health	Guidance Note	Issue 1	01/06/2009	
10	Display of H&S Information on Notice Boards	Guidance Note	Issue 1	01/08/1999	
11	Display Screen Equipment & Office Safety	Guidance Note	Issue 2	19/03/2014	
12	Electricity at Work	Guidance Note	Issue 1	01/07/2004	
13	Fire Safety Management	Guidance Note	Issue 2	01/12/2013	
14	First Aid	Guidance Note	Issue 1	01/06/1999	Under review
15	H 1 N 1	Guidance Note	Issue 1	01/08/2009	
16	Infection Control	Guidance Note	Issue 1	01/01/2008	
17	Legionella management Plan	Management Plan	Issue 1	01/09/2012	
18	Management of CDM	Guidance Note	Issue 1	01/11/2012	

19	Management of Council Buildings	Guidance Note	Issue 2	03/02/2012	
20	Manual Handling of Loads	Guidance Note	Issue 2	13/05/2014	
21	New Health and Safety at Law Posters	Guidance Note	Issue 2	01/03/2013	
22	Noise at Work	Guidance Note	Issue 1	01/06/2009	
23	Occupational Road Risk (ORR)	Guidance Note	Issue 2	01/12/2012	
24	Personal Protective Equipment (PPE)	Guidance Note	Issue 2	19/05/2014	
25	Provision and Use of Work Equipment Regulations 1998	Guidance Note	Issue 1	01/06/2000	
26	Risk Assessment Guidance	Guidance Note	Issue 1	01/05/2010	Under review
27	Safety Signs & Signals	Guidance Note	Issue 1	01/06/1999	
28	Slips, Trips and Falls	Guidance Note	Issue 2	01/02/2008	Under review
29	Use of Ladders	Guidance Note	issue 1	01/06/2010	
30	Vibration at Work – For Employees	Briefing Note	Issue 1	01/04/2006	To be transferred to Vibration at Work guidance
31	Vibration at Work – For Employees	Guidance Note	Issue 1	01/04/2006	Under review
32	Violence to Staff: Personal Safety and Security	Guidance Note	Issue 1	01/12/2006	Under review
33	Violent Warning Marker	Guidance Note	Issue 2	01/02/2014	
34	Working at Height	Guidance Note	Issue 1	01/02/2007	
35	Working in the Sun	Briefing Note	Issue 1	01/07/2004	Transfer to guidance
36	Workplace Transport	Guidance Note	Issue 1	01/08/2007	

APPENDIX 5- COUNCIL HEALTH AND SAFETY POLICY

East Renfrewshire Council

Raising a Health and Safety Concern

Note that not all steps will apply in all workplaces

Step 1 Employee should raise all health and safety matters or concerns with immediate line manager / supervisor. If it is not resolved,

Step 2 Employee should raise with next level of line management. Where line managers are unable to resolve the matter or concern,

Step 3 The employee should then contact their Departmental H&S Lead Officer and or their Trade Union Health and Safety Representative.

The Departmental H&S Lead Officer and or the Trade Union Health and Safety Representative may be able to assure the employee that no hazard exists. If it is not resolved,

Step 4 Employee Safety Representative raises concern with the next level of management or Departmental Health and Safety Lead Officer. If it is not resolved,

Step 5 The Departmental Health and Safety Lead Officer will liaise with Departmental Head of Health and Safety. If it is not resolved,

Step 6 Where the department cannot resolve the matter or concern it should consult the CHSU.

* Where the concern poses imminent danger to employees and others it should be reported immediately to the line supervisor/manager or the next available level of management.

APPENDIX 6- COUNCIL HEALTH AND SAFETY POLICY

East Renfrewshire Council

Powers of Council Corporate Health and Safety Officers

Council Corporate Health and Safety Officers act on behalf of the Chief Executive and have the authority to:

- Enter any council premise or work location at any time.
- Inspect and audit all council work environments/ work activities and report to management on any non-conformance.
- Report to managers and responsible officers where risks are found, advising of required actions and target timescales. Where actions are not completed by the timescales provided, the Health and Safety Officer may escalate to Head of Service.
- Instruct work activity to cease where the Health and Safety Officer deems there is immediate danger and risk of serious personal injury. This will where possible be achieved in discussion with the relevant Service Manager. If they are unavailable, it may be escalated to the Head of Service. Following such instruction the Health and Safety Officer will provide a written report to management on the steps required to rectify the situation before the activity is recommenced. Such recommendations can initially be made verbally where works are of an urgent nature, and monitored to ensure the recommendations are implemented before allowing the activity to continue. Any such verbal instruction should be followed up by a written report.
- In the event of major incident/accident the Health and Safety Officer may:
 - (1) Ensure plant and equipment is not disturbed.
 - (2) Take measurements, statements, photographs and any other relevant information as required.
 - (3) Take away or impound any, machine, substance or product which is required to complete the investigation.
 - (4) Talk to employees who may be required to provide a verbal or written statement to assist in any accident/incident investigation. Under the Health and Safety at Work Act employees must co-operate with the employer in matters of health and safety.
 - (5) Issue an investigation report to management with recommendations which shall be implemented in situations where the Health and Safety Officer is of the opinion that a breach of statutory requirements, policy, and policy arrangements has or is likely to take place.