

STROUD DISTRICT COUNCIL HEALTH & SAFETY POLICY AND RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH AND SAFETY

GENERAL HEALTH AND SAFETY POLICY STATEMENT

Stroud District Council recognises that its employees are its most valuable asset and it therefore regards its statutory Health and Safety responsibilities as a minimum requirement. As far as practicality will allow, the Council aims to protect the health and safety of anyone who may be affected by the activities of the organisation.

Such an environment is only achievable if **all** employees give Health and Safety its due weight and importance. It is all too easy for more obvious and immediate matters to be given precedence. Members of the Corporate Team recognise their collective and individual role in providing health and safety leadership in the organisation. Moreover, Managers have been given responsibility for ensuring that all information, instruction, training and supervision necessary to ensure the health and safety at work of all employees is provided. Similarly, it has been clearly indicated to all levels of Management that their responsibilities in this field are no less than for any other function.

Specifically, it is the duty of everyone in management to do everything reasonably practicable to provide and maintain plant and equipment, systems of work, a work place and working environment which are safe and without risk to health. There is a similar responsibility in so far as the use and transport of articles and substances is concerned. Equally it is the duty of **every** employee to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her actions at work and to co-operate with other employees to enable statutory duties or requirements to be fulfilled.

It is also the Council's policy, by discussion and consultation with employees and their representatives, to promote and develop measures to ensure health and safety at work and to check the effectiveness of such measures.

Having said all this, the Council's policy is ultimately dependent on the co-operation of all concerned to achieve and maintain the highest standards in all aspects of health and safety at work.

Signed: Kathy O'Leary Date: 07/06/24

Kathy O'Leary
Chief Executive

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RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH AND SAFETY

Introduction

- 1) In order to satisfy the commitment of Stroud District Council to ensuring a safe working environment this policy and procedures document gives an overview of the organisational and procedural arrangements in place. More detailed information can be found in the supporting Corporate Health and Safety Procedures (CHS02 to CHS36 *(Up-to-date copies of all corporate health and safety documents can be found on the HUB)*).

ORGANISATIONAL RESPONSIBILITIES

- 2) In order to ensure that health, safety and welfare is successfully managed within the organisation, responsibilities have been allocated to specific individuals as specified below:-

The Chief Executive

- 3) The Chief Executive of Stroud District Council has overall responsibility for all matters regarding health, safety and welfare. The Chief Executive will:-
 - a) ensure that sufficient resources and funding are available to secure compliance with the mandatory requirements of health and safety legislation.
 - b) appoint a competent person or persons to assist him in discharging his statutory duties.
 - c) provide corporate leadership, direction and oversight in setting the policy for delivering effective health and safety risk management.

The Senior Leadership Team

- 4) The Senior Leadership Team will, collectively: -
 - a) review health and safety performance annually and ensure that the health and safety policy reflects current priorities.
 - b) ensure that management systems provide for effective monitoring and reporting of health and safety performance.
 - c) be kept informed of any significant health and safety failures and of the outcomes of the investigation into their causes.
 - d) ensure that the health and safety implications of all their decisions are addressed.
 - e) ensure that health and safety risk management systems are in place and remain effective.
 - f) consider the health and safety implications of significant changes in work practices; staffing levels and/or the introduction of new processes or activities.
- 5) Individual members of the Senior Leadership Team must:-
 - a) take competent advice on health and safety matters and take the lead in ensuring proper communication of health and safety responsibilities and safe working arrangements within their service.
 - b) ensure that their actions and decisions at work always reinforce the principles of this safety policy.
 - c) apply this policy in respect of the functions for which they have specific control and ensure that suitably rigorous, annual health and safety audits of those functions are carried out.

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**Service Managers
(Directors, Heads of Service and managers acting as Heads of Service)**

- 6) In addition to the duties of Unit Managers and Supervisors listed below, Service Managers (in these documents the term includes Heads of Service and Directors) shall be responsible for preparing, maintaining and implementing a service specific safety policy statement and safe systems of work for any hazardous work activities within their service area.
- 7) In developing service specific policies and procedures the Head of Service shall have regard to:-
 - a) the corporate health and safety policies and procedures
 - b) any corporate guidance, published on the intranet, on health and safety topics
 - c) current health and safety legislation and HSE Approved Codes of Practice and Guidance documents.
 - d) any advice given by the corporate health and safety adviser(s).
 - e) the results of risk assessments and the findings of safety audits carried out in respect within their service area.
- 8) Service Managers shall ensure that service specific policies and procedures are kept up to date; in a readily accessible location and made available to all members of staff. Revisions to the documents must be communicated to all relevant members of staff.
- 9) Service Managers shall keep a health and safety file (or electronic folder) containing information on the results of all health and safety risk assessments: fire safety risk assessments (where appropriate) and health and safety audits carried out within the last 5 years in respect of activities for which they are responsible. Service Managers shall ensure that arrangements are in place for securely recording the results of any health and safety checks that are required by law (such as statutory equipment checks) or which may be required to defend the Council against civil litigation.
- 10) In preparing their annual budgets the Head of Service will ensure that adequate, competent resources are in place within their areas of responsibility to effectively manage and discharge the organisation's statutory responsibilities.
- 11) Service Managers may delegate responsibility for day to day management of health and safety matters to their unit managers and supervisors provided these delegations are clearly defined and recorded.

Unit Managers and Supervisors

- 12) For the purposes of this policy, supervisors are defined as any Stroud District Council employee having responsibilities for the supervision and direction of other employees; volunteers or contractors acting on behalf of the Council. Unit managers and supervisors have the following responsibilities:-
 - a) To be familiar with the corporate and service specific safety policies; procedures and any safe systems of work relevant to their activities.
 - b) Provide their staff with adequate training, instruction and supervision (particularly in the case of young or inexperienced workers) to ensure that work is conducted safely and ensure that staff attend any mandatory training as directed by the corporate safety adviser.
 - c) To ensure that all employees are aware of the first aid facilities and welfare arrangements available to them.

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- d) To implement existing and, if necessary, develop new safe working practices to ensure the health and safety of anyone who may be affected by the work activity.
- e) To ensure that all accidents, near misses and violent or aggressive incidents are properly reported and investigated with a view to taking such measures as will prevent recurrences.
- f) To carry out, and regularly review, risk assessments of hazardous work activities and record the results of their findings. Implement suitable controls to ensure that risks are properly managed.
- g) To ensure, by frequent inspection, that all machinery and equipment is maintained in a safe condition; that any statutory examinations required are carried out by competent persons; that safety devices are maintained; that safety rules are observed and that any necessary personal protective equipment is issued and used.
- h) To maintain safe access and egress to the workplace at all times and implement a system of "good housekeeping" in the workplace (i.e. that the area of work is tidy and free from obstructions).
- i) To co-operate with the corporate safety adviser or trade union safety representatives on any matters raised concerning health, safety or welfare; consider representations on safety and health from any personnel supervised and attend meetings of the Joint Safety Committee as and when required.
- j) To ensure that all working methods and instructions issued comply with the principles in this Policy Statement.
- k) To ensure that appropriate personal protective equipment is issued to employees and is adequately maintained and renewed as required.
- l) To carry out any other responsibilities identified in the Service Specific Safety Policy Statement.

The Safety Adviser

- 13) The responsibilities of Safety Adviser are currently assigned to the Commercial Services Manager (Safety Adviser). The Safety Adviser may delegate any of these responsibilities to competent members of staff in the Commercial Services Unit of the Environmental Health Service. The Safety Adviser's responsibilities include: -
- a) to advise on the implementation of the Health and Safety Policy throughout the Council's areas of activity.
 - b) to inspect, as necessary, plant and operations within the Council's responsibility and advise appropriate supervisors of any action necessary to ensure compliance with this policy.
 - c) to attend meetings of the Joint Safety Committee and report on health and safety matters.
 - d) to work in close liaison with the union safety representatives and any other persons with specific health and safety responsibilities appointed by Service Managers.
 - e) to ensure that all portable electrical appliances are regularly inspected and maintained so as to prevent danger.
 - f) ensure that applications for contributions for eye and eyesight tests and corrective lenses in connection with display screen equipment work are processed and that appropriate records are kept.
 - g) to advise on and, as necessary, facilitate the provision of training courses in accordance with the training requirements contained in the schedule at Appendix 1 to this policy.
 - h) to organise at least one health and safety promotional event each year.
 - i) to record and review details of accident and incidents at work and notify reportable injuries, diseases or dangerous occurrences to the Health and Safety Executive.
 - j) to investigate, or assist in the investigation, of serious accidents, incidents or cases of ill-health which may have an occupational cause and recommend corrective action.

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- k) to carryout a statistical analysis of trends in accidents, incidents and cases of occupational ill-health and report any significant developments to the relevant Service Managers and/or Corporate Team.
- l) to advise on necessary safe systems of work for operations undertaken by the Council and to review and report on safety recommendations received.
- m) to advise on new activities to determine any potential hazards and recommend corrective measures to reduce the risks from such hazards.
- n) to disseminate information on new developments in health and safety matters to relevant managers within two months of publication and to the Joint Safety committee at the next available meeting.
- o) to maintain any necessary registers or ensure that adequate instruction and/or training is given to other employees appointed to have charge of such registers.
- p) to issue direct instructions to any employee, in the absence of the Supervisor, to rectify a potentially hazardous situation and to, thereafter, at the earliest opportunity, have any instruction confirmed by the relevant Supervisor.
- q) to act as the Council's 'competent person' in accordance with the Management of Health and Safety Regulations unless some other person has been so appointed in respect of matters requiring special expertise.

Facilities Managers

- 14) Each workplace shall have one or more persons appointed by the Head of Service who will be responsible for the day to day health and safety management of that facility. Facilities managers shall be responsible for ensuring that: -

- a) the building, grounds and means of access and egress to it are maintained in a safe condition and without risks to health.
- b) welfare facilities required under the Workplace (Health, Safety and Welfare) Regulations are properly maintained.
- c) measures identified in the fire safety risk assessment for the facility are properly conducted or maintained.
- d) any hazardous substances or materials within buildings (such as asbestos; lead or radon) which require periodic monitoring or maintenance so as to prevent danger to occupants are so examined or maintained.
- e) accurate records are kept of the location of concealed gas or electrical services and information is made available to contractors etc as required.
- f) adequate procedures are in place for the evacuation of occupants to a place of safety in the event of a bomb warning or other threat.
- g) satisfactory security arrangements are in place, when the building is occupied or unoccupied, to prevent unauthorised access and for ensuring that access to hazardous locations (such as plant rooms) is controlled..
- h) plant and equipment within the building is properly maintained and any statutory equipment tests are carried out.

Fire Safety Competent Persons and Fire Wardens

- 15) Service Managers shall appoint one or more competent persons in respect of each premises (other than individual dwellings) over which the Council has any degree of control, for the purposes of implementing the Regulatory Reform (Fire Safety) Order 2005. The Safety Adviser may also appoint competent persons, having specialist expertise, to give advice on technical issues and assist in monitoring fire safety arrangements in those premises.
- 16) Competent persons shall carryout a fire safety risk assessment for each premises under their control and adopt the following, general measures to ensure fire safety: -

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- a) measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises;
 - b) measures in relation to the means of escape from the premises;
 - c) measures for securing that, at all material times, the means of escape can be safely and effectively used;
 - d) measures in relation to the means for fighting fires on the premises;
 - e) measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises; and
 - f) arrangements for action to be taken in the event of fire on the premises, including those relating to the instruction and training of employees and measures to mitigate the effects of the fire.
- 17) Where other owners or occupiers also have duties in respect of premises, the competent persons shall ensure adequate arrangements exist for co-operation and coordination of fire safety arrangements on the site.
- 18) The competent person for each building shall nominate one or more Fire Wardens (and substitutes) whose duties may include the following:-
- a) assist in reducing the risk of fire or spread of fire on the premises.
 - b) assist in maintaining adequate means of escape in case of fire.
 - c) maintain a daily register to identify members of staff and visitors currently admitted in to the building.
 - d) In the event of the fire alarm sounding:-
 - i) conduct a sweep of the building or parts of the building to ensure that occupants have left
 - ii) take a role call of evacuated personnel at assembly points and
 - iii) provide information to the fire brigade to assist them in the location of missing persons etc.

Contract Managers

- 19) For the purpose of this policy “contract managers” are defined as any Stroud District Council employee involved in the process of selecting contractors or commissioning or managing contracted works or services on behalf of the Council.
- 20) Contract manager’s responsibilities must be clearly defined by the Head of Service who must ensure that the contract manager is suitably competent to evaluate and/or monitor the range of activities carried out by the contractor.
- 21) Contract managers will ensure that:-
- a) they comply with the contractor’s site safety rules and any safety instructions issued by the contractor and avoid placing themselves at risk as a result of the contractor's working procedures and practices.
 - b) contractors are provided with any information available to the Council which might be required to ensure health and safety in the performance of the contract.
 - c) contractors do not commence any work on behalf of the Council until the contract manager is satisfied that the necessary health, safety and welfare arrangements have been put in place.
 - d) they report any unsafe working conditions to their immediate supervisor, to the Council's Safety Adviser and to the contractor or his/her agent.
 - e) in respect of every relevant project, a “contractor” or “principal contractor” are appointed and that the appointees are competent and have allocated adequate resources to the performance of their duties in accordance with the Construction (Design and Management) Regulations 2015.

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Health and Safety Auditors

- 22) Health and safety auditors are nominated by the Head of Service to assist them in carrying out their annual audit of the health and safety arrangements within their service area. Health and safety auditors will have suitable training in general health and safety requirements and the principles of risk management. Auditors must also have a good working knowledge of the work activities in the respective service area and receive any specialist health and safety training required to carry out their function.
- 23) The general duties of health and safety auditors are to:-
- assist the head of service, unit managers and contract managers in conducting an annual audit of the work activities in the service area and of any contractors appointed to deliver services on behalf of the Council.
 - record the results of their audit; make recommendations to the head of service and assist the head of service in preparing a summary report to the Joint Safety Committee.
 - keep up to date with legal requirements; approved codes of practice and developments in best practice relevant to the work activities of the service area they represent and to seek advice from the safety adviser in cases of uncertainty.
 - Ensure that all of the topic areas on the audit pro-forma are considered unless they are either (a) not relevant to the work activities of the service or (b) have been deliberately omitted, with the agreement of the head of service, in order to focus on other areas.

All Employees

- 24) Employees must recognise that they have specific legal responsibilities under the Health and Safety at Work etc Act 1974 as well as contractual obligations to their employer. The relevance of specific arrangements to individual employees will depend on their role and the work they do. Employees and line managers must ensure that individuals are aware of, and compliant with, all arrangements that apply to their activities. Failure to comply with health and safety requirements may be considered misconduct and subject to normal disciplinary procedures and could also lead to prosecution under health and safety legislation. Employees must, therefore: -
- carry out their activities in such a manner as to ensure, as far as is reasonably practicable, that their colleagues and persons, not in the employment of the Council, who may be affected by these activities, are not exposed to risks to their health and safety.
 - make themselves familiar with, and observe, the Council's Health and Safety Policy and any safety procedures or instructions issued by the Head of Service or line manager.
 - refrain from misusing or interfering with anything provided for health and safety reasons and make proper use of any safety equipment or personal protective equipment with which they are issued in accordance with instructions given by the Head of Service.
 - comply with safety instructions given by their manager and by the Council's Safety Adviser.
 - report all hazards to their supervisor or the Council's Safety Adviser (who will also be pleased to receive any suggestions to improve health and safety).
 - attend any health and safety training courses identified by the Corporate Team or their Head of Service as necessary in order to comply with the Council's obligations as an employer.

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MANAGEMENT OF HEALTH AND SAFETY AT WORK

- 25) Stroud District Council has in place arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures required to ensure health and safety.
- 26) This policy and associated procedures are further expanded upon in the Health and Safety Policy and Procedures manual. The manual contains policies and procedures issued by the Safety Adviser on specific health and safety topics which are considered to have general relevance across the organisation. Service Managers are required to review these procedures and ensure that they are relevant and sufficient for the range of activities undertaken within their service area. Service Managers will need to support these documents with additional procedure notes; method statements or instructions to staff to ensure that the Council's health and safety obligations are fulfilled.
- 27) The Council's Safety Adviser is responsible for giving competent advice; monitoring the effectiveness of the health and safety management system and setting central policy and procedure. The Safety adviser may appoint additional competent persons to assist in the discharge of the Council's statutory duties. Where such competent persons are employed by the Council the Safety Adviser shall only make such appointments with the agreement of the relevant Head of Service. Where specialist skills are required, which cannot be provided in-house, the Safety Adviser may procure them from external sources with the agreement of the Head of Health and Wellbeing.
- 28) Competent persons must not deliberately mislead or give false information.
- 29) The Council's health and safety management system (HSMS) is based on the recommendations of HSE in HSG65 "Successful Health and Safety Management".

The Joint Safety Committee and Employee Consultation

- 30) The Joint Safety Committee (JSC) is the primary mechanism for monitoring the Council's health and safety performance and for consulting with employees. Safety representatives and representatives of employee safety are appointed by the recognised trade union, UNISON or elected by employees. The Safety Committee has been set up in accordance with the provisions of the Safety Representatives and Safety Committees Regulations 1977 and Approved Code of Practice.
- 31) The Joint Safety Committee (JSC) will meet twice each year and Service Managers will present their Annual Safety Audit Report in turn. Representatives from the major contractors, which provide services on behalf of the Council, will be invited to report to the JSC on a regular basis. All reports to the JSC shall be presented to the Corporate Team prior to the JSC meeting.
- 32) The Council's Safety Adviser shall:-
- a) Act as adviser to the Committee providing guidance on legislation and established good practice;
 - b) Provide a report to each meeting covering:-
 - o Health and safety performance since the last meeting, including an analysis of accident causes and trends;
 - o Any significant incidents and discuss their implications;
 - o Health and safety activities by external agencies e.g. HSE, Fire Authority, Insurers, and consultants and recommend actions to ensure that any requirements are implemented;
 - o The content and probable effect on new/proposed legislation or changes to official guidance;

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- Planned changes to the health and safety management system;
 - The implementation and review of health and safety action plan objectives;
 - The impact of planned technological and organisational changes.
- 33) Stroud District Council fully recognises the advantages gained from open communication between management and staff on health, safety and welfare matters and the appointment of union safety representatives is encouraged. Reasonable assistance will be provided to the union safety representatives, in the form of facilities and time, to enable them to discharge their function effectively in accordance with the Safety Representatives and Safety Committees Regulations.
- 34) Safety representatives are required to give the Head of Service reasonable notice of their intention to carry out inspections and to provide a written report following such inspections. In the case of disputes which cannot be resolved informally the Council's grievance procedure should be followed.

Communication of Health and Safety Information

- 35) The safety adviser shall ensure that up-to-date copies of all corporate health and safety documents are maintained on a dedicated section of the Council's intranet, "the HUB", entitled "Corporate health and Safety". Service Managers shall ensure that the latest copies of their service specific documents, such as policy and procedures, risk assessments and audit reports, are made available to all members of staff.
- 36) Service Managers and Unit Managers shall ensure that health and safety matters are regularly discussed at team briefing meetings and ensure that important health and safety messages are cascaded to all staff including peripatetic, part time or casual workers. Health and safety information must be comprehensible to all members of staff and managers must take in to account any barriers to understanding such as language or learning difficulties.
- 37) All managers with supervisory duties shall carry out regular formal briefings (sometimes known as 'toolbox' talks) with those employees for whom they are responsible, during which they shall discuss health and safety management issues and remind them of critical risks and necessary precautions.
- 38) Facilities managers will ensure that relevant statutory signs and notices are properly displayed at all council facilities.

Complaints about Health and Safety Matters

- 39) Any employee with a complaint about a health, safety or welfare issue should initially raise the matter with their line manager, who will provide a direct response. If matters cannot be resolved at this level (or if the complaint involves management supervision) the matter should be referred to the Safety Adviser who will investigate accordingly. Alternatively, any matter may be referred to the union health and safety representative.
- 40) If a matter remains unresolved (and if considered appropriate by the Safety adviser) it may be referred to the Joint Safety Committee for consideration.

Accidents, Ill-health and Health and Safety incidents

- 41) The investigation, recording and analysis of adverse events forms an important part of the Council's health and safety management system. Certain incidents must also be reported to the Health and Safety Executive.

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- 42) All accidents and incidents which result in actual injury or which had the potential to cause significant injury must be reported to the appropriate line manager or supervisor. The manager must investigate the circumstances of the accident as soon as possible and report the matter to the Safety Adviser on "Incident Report Form SO1" within 4 working days. The Safety Adviser will notify relevant incidents to the Health and Safety Executive.
- 43) In the case of a fatality or a serious injury which results in the casualty being taken to hospital, the supervisor will inform the Safety Adviser (Tel: 754471) or the Head of Environmental Health immediately (Tel. 754478).
- 44) When investigating cases of sickness absence, managers shall make reasonable enquiries to determine whether the illness has a work related cause. All cases of ill health associated with a person's occupation must be reported to the Safety Adviser as soon as the association is suspected.
- 45) Cases of ill-health which appear to have an occupational cause or which interfere with an individual's capacity to work safely or which may deteriorate as a result of a work activity may be referred to a specialist in occupational health medicine retained by the Council. Where prescribed in law, the Council may require employees to visit the occupational health physician for health surveillance purposes.
- 46) Any employee who is assaulted in connection with their work or who feels threatened by the aggressive words or actions of a third party must report the incident to their manager. The supervisor must investigate the circumstances of the incident as soon as possible and report the matter to the Safety Adviser and Human Resources Manager on the "Incident Report Form" SO1 within 4 working days.

Risk Assessments and Risk Management

- 47) Service Managers will ensure that suitable and sufficient risk assessments are carried out for any new work activities or when work activities change significantly. The results of risk assessments must be recorded and reviewed and revised as necessary as part of the annual service audit.
- 48) Persons carrying out risk assessments must be competent and have completed the in-house training in "Risk Assessment: Principles and Practice" (or an equivalent qualification). Guidance on the identification of hazards and completion of risk assessments is contained in the health and safety policy and procedures manual. A standard template is also provided.
- 49) Where risk assessments identify a need for improvement in control measures, responsibility for implementing the improvements must be assigned to a named individual and a time scale for completion recorded on the risk assessment form. Managers should actively monitor the progress of the work and record when it has been satisfactorily completed.
- 50) Service Managers and unit managers should ensure that service specific safety procedures are updated, as necessary, to reflect any changes introduced arising from risk assessments.

Annual Service Safety Audits

- 51) Each Head of Service will arrange for their service area to be audited each year by nominated assessors, supervised by the relevant Head of Service and assisted, as necessary, by the Safety Adviser. A report on the health and safety status of the Service

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will be presented to the Corporate Team and to the Joint Safety Committee of the Council.

- 52) The Safety Adviser will publish template audit forms and audit procedure notes on the HUB to aid consistency in the performance of the audit. However, Service Managers are encouraged to develop their own audit protocols to ensure that attention is focused on areas of high risk or possible weaknesses in their HSMS. Audits should not simply replicate the previous year's process.
- 53) Assessors shall be nominated by the Head of Service and shall have sufficient health and safety training to enable them to carry out their audit effectively. As a minimum assessors should have completed the in-house, level 2 courses in:-
- a) Principles of Risk Assessment
 - b) Essential Health and Safety at Work
- Assessors conducting an audit for the first time should be assisted by an experienced auditor or a member of the commercial services team.
- 54) The aim of the annual audit process is to:-
- a) measure the degree to which the services' health and safety management system, policies and procedures meet legal requirements, HSE guidance and other best practice standards;
 - b) determine how effectively the documented HSMS is implemented in practice.
 - c) provide evidence to support continuous improvement in health and safety performance.
 - d) audit the effectiveness of safe working practices.
 - e) Identify any significant hazards and quantify risks arising from those hazards. The audit will also identify the measures to be taken to eliminate or control those risks.
- 55) Where appropriate, the Head of Service will include in his/her audit report to the Joint Safety Committee a health and safety plan for improving safety over the following twelve months. The plan may include:-
- a) Preparation or revision of documented safe systems of work and guidance notes
 - b) Identification of training needs for employees
 - c) Obtaining new or replacement safety equipment
 - d) Identifying Service performance indicators and setting performance targets.

Health and Safety Training

- 56) All new employees shall attend a health and safety induction training course delivered by the safety adviser or a member of the commercial services team. Newly appointed Service Managers and Unit Managers shall, within 4 weeks of their appointment, arrange a meeting with the Safety Adviser to discuss their health and safety responsibilities.
- 57) The health and safety training requirements of all employees shall be considered at the time of the individual performance appraisal interviews and as part of the annual Service Safety Audit. Managers shall have regard to the training requirements schedule at Appendix 1 to this policy and to relevant legislation, approved codes of practice or HSE guidance relating to the employees' work activities.
- 58) Health and safety training will be integrated with other training needs and co-ordinated by the Human Resources team and the safety adviser. Additional specialised courses will be offered from time to time. Where individuals require specialist health and safety training which is not provided in-house, managers must make arrangements for employees to attend appropriate external training courses.

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- 59) The range of courses offered will be reviewed by the safety adviser on an annual basis having regard to changes in legislation and developments in good practice.

Selection and Management of Contractors.

- 60) The Council recognises that it has a responsibility to take reasonably practicable steps to ensure that all contractors appointed by the Council work in a manner which minimises risks to the health and safety of their employees or other persons affected by their undertaking. It will be a condition of all work contracted to outside agencies that they comply fully with health and safety legislation.
- 61) Contract managers will carry out their own risk assessment in respect of the contracted work and bring the results of their assessment to the attention of the Contractor.
- 62) At the tender stage contractors will be required to set out in their submission, the health and safety arrangements to be put into place throughout the term of the contract and show how they propose to minimise or eliminate all risks associated with the work. Contractors will be required to produce details of their health and safety policy and procedures and provide relevant details concerning accidents and incidents reportable under RIDDOR; successful civil claims for injury or ill-health and details of any statutory action taken against them by HSE or other local authorities. Where significant incidents are disclosed, contractors should indicate the steps taken by the company to minimise the risk of the incident recurring.
- 63) Contractors will be required to identify the 'competent person(s)' appointed by them under the Management of Health and Safety Regulations 1999. For major contracts, the Council will appoint a 'health and safety co-ordinator' who will liaise with the 'competent person(s)' appointed by the Council and the contractor. The co-ordinator will ensure that health and safety information is freely transferred; that where responsibilities for safety overlap adequate arrangements are made and that there is a proper mechanism for resolving problems.
- 64) In the case of construction projects the council will fully comply with its responsibilities as client and/or designer under the Construction (Design and Management) Regulations 2015. The Council will appoint a competent designer or principle designer (as necessary) and a competent contractor or principal contractor (see procedure note CHS06).
- 65) Anyone appointing designers, principle designers, contractors or principle contractors must ensure that these duty holders have the necessary skills, knowledge and experience and, if an organisation, the organisational capability to manage health and safety risks. The extent of the checks a client must make into the capabilities of duty holders they appoint will depend on the complexity of the project and the range and nature of the health and safety involved. This applies to both:
- Single Contractor projects where the Client appoints a Designer or Contractor directly, or
 - Projects involving more than one Contractor where the Client must appoint a Principal Designer and Principal Contractor (the responsibility to appoint duty-holders is no longer linked to notification criteria). These appointments must be made in writing as soon as is practicable and, in any event, before the construction phase begins. Where a Client fails to appoint in either of these key roles, they become responsible to fulfil the duties required in each case.
- 66) Smaller contractors, who are regularly engaged in high-risk work, should be audited on an annual basis by the client officer using a checklist agreed with the safety adviser. The results of the audit shall be presented to the Joint Safety Committee as part of the

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annual health and safety audit for the service area concerned. High risk work includes, for example, work at height; work with dangerous tools, equipment or chemicals; excavation, construction or demolition work; work on or near the highway or open water etc. Where specialist contractors have been accredited by a recognised industry body (e.g. Gas Safe; NICEIC Approved Contractor) the audit may focus on ensuring that accreditation is relevant and up to date.

- 67) Persons responsible for monitoring contracts will be given clear instructions by the Head of Service on the actions they are entitled to take if they identify dangerous conditions or practices. All contracts will be actively monitored by competent officers of the Council to ensure that necessary health and safety arrangements are put in place and maintained.
- 68) Major contractors will be subject to an annual audit by the relevant contract officer according to a protocol agreed with the Safety Adviser. A report on the health and safety status of the contract will be presented at a meeting of the Joint Safety Committee. Two smaller contractors will be selected each year and subject to a similar audit and report to Joint Safety Committee. Representatives of the contractor will be invited to attend the relevant meeting and give a short presentation on health and safety management within their organisation.

HEALTH AND SAFETY WORKING ARRANGEMENTS

- 69) The following paragraphs set out some of the principle arrangements the Council has in place for ensuring the health and safety of employees and others affected by the Council's undertakings. Detailed provisions on the processes and procedures to be followed in respect of specific health and safety topics can be found in the corporate health and safety policy and procedures manual on the HUB. Readers must also have regard to the service specific health and safety procedures developed by individual Service Managers.
- 70) **General Workplace Inspections:** Each Unit Manager will agree an annual programme of inspections with their Head of Service. The Safety Adviser may accompany managers on such inspections. Unit Managers will:-
- a) carry out planned inspections (inspections should involve accompanying employees on off-site visits to evaluate hazards experienced beyond SDC premises);
 - b) ensure that corrective action is promptly taken to address identified issues;
 - c) provide their manager with a report identifying:-
 - i) any deficiencies found;
 - ii) recommendations for any required remedial actions that are outside their control;
 - iii) any remedial actions taken, including temporary measures required to control risks;
 - d) consider the need for independent workplace inspections, receive and review reports and agree any remedial actions;
 - e) monitor the implementation of risk control measures and report to their manager when they have been satisfactorily achieved.
- 71) **Personal Protective Equipment (PPE):** The need for personal protective equipment will be determined by risk assessments carried out by the Head of Service in accordance with guidelines issued by the Safety Adviser. Where PPE is deemed necessary adequate supplies will be made available free of charge. Employees will be given suitable instruction in the use of PPE and will be required to make proper use of such equipment. Lost or damaged equipment will be replaced, but employees must report such loss or damage to their supervisor. Employees may be required to pay for such replacement, depending on the circumstances of the loss or damage.

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- 72) **Controlling New Hazards:** Before any new plant or process is introduced which is likely to introduce new hazards the manager concerned shall ensure that a suitable and sufficient risk assessment is carried out and necessary control measures introduced. Appropriate advice should be obtained.
- 73) **Emergency Procedures: Fire and Bomb Alerts:** Fire precautions and emergency evacuation procedures shall be drawn up and displayed throughout the Council's workplaces and must be obeyed at all times. Fire practices will be carried out from time to time. Certain Officers have been appointed at each establishment to supervise the evacuation of buildings and take a roll call.
- 74) **Response to Emergencies and Major Incidents:** Before instructing employees to participate in activities in connection with an emergency response the manager concerned shall ensure that the employees involved are sufficiently trained; experienced and equipped to carry out the required activities safely. Where employees do not have appropriate training; experience or equipment the manager shall carry out a risk assessment to determine what steps are required to ensure the safety of employees in those circumstances. Additional measures may include (for example): -
- a) specific instructions;
 - b) limiting the employees' role;
 - c) supervision by a trained or experienced person and
 - d) provision of personal protective equipment.
- The manager shall record the details of any risk assessments carried out in the emergency response log.
- 75) **First Aid Arrangements:** Facilities managers will ensure that suitably qualified first aiders are appointed in each of the Council's facilities. First aid equipment will be provided as necessary. Whilst the Council is not legally obliged to provide first aid to members of the public such assistance will be given to visitors and first aid arrangements shall take the needs of visitors into consideration. Notices will be posted in appropriate positions identifying the location of first aiders. A record of all injuries and treatment must be kept by each first aider.
- 76) **Personal Security Arrangements for Employees:** Service Managers shall establish and regularly review the arrangements in place to safeguard employees who work alone or who are exposed to potentially violent or aggressive customers. Managers must take all reasonable precautions to ensure their safety. Such arrangements are to be set down in a written document issued to every member of staff working within the Service (further advice is set out in the Council's health and Safety Manual). In particular, Service Managers must: -
- a) Implement procedures to ensure regular contact between lone workers and a designated office based employee, for example, at mid-day and at the end of the day. The designated officer should know the whereabouts of lone workers during the day and should be capable of responding correctly if a lone worker fails to make contact.
 - b) Ensure that procedures exist for recording details of potentially aggressive people and ensure that the information is brought to the attention of all relevant employees.
 - c) Ensure that relevant employees have access to a radio or mobile telephone when necessary (e.g. when visiting remote locations; out-of-hours working etc.)
 - d) Develop documented procedures applying to any particular hazardous situations likely to be encountered by their staff (including contact with people who are known to be violent or aggressive). Procedures should make it clear what is expected of employees in those situations and the circumstances under which the activity should cease and assistance sought.

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- e) Ensure that employees have the necessary competence to deal with any violent or aggressive situations they are likely to encounter and are familiar with the Council's Guidance on Dealing with Violence and Aggression.
- f) Ensure employees have no medical conditions which make them unsuitable for working alone (managers should seek occupational health advice if necessary).
- g) Provide employees with any necessary equipment to enable them to work alone safely, including a personal, audible alarm that can be easily activated in an emergency and a mobile phone (employees must keep the alarm and phone on their person when working alone). Employees who regularly work in remote locations must be provided with a personal first aid kit.

- 77) **Employment of Children and Young People:** All Service Managers who take on children of compulsory school age, for work experience purposes etc., must carry out a risk assessment of that activity. The parent or guardian of the child must be provided with full information of any risks to which the child is likely to be exposed and on the control measures in place to deal with those risks. The Head of Service shall also:-
- a) appoint a mentor - an experienced member of staff to closely supervise the activities of that person. The manager will discuss with the mentor any steps necessary to protect the young person from risks to their health or safety arising out of their lack of experience or absence of awareness of risks or their immaturity.
 - b) draw up written safety procedures for the employment of children or young people where these activities involve exposure to significant risks (e.g. visits to construction sites).
 - c) have regard to the Council's "Guide Regarding Good Practice and Child Protection" for their service area, which states that enhanced CRB checks will be required for any SDC staff member, volunteer or coach that is working with children and young people under 18 years of age and vulnerable adults of any age.

- 78) **Volunteers, temporary employees, agency workers and self-employed contractors:** The Council aims to ensure that all volunteers; temporary employees; agency workers and self-employed contractors enjoy the same standard of health and safety at work as that experienced by full-time employees. Service Managers shall ensure that such workers have the necessary competencies to perform their task safely or are supervised by a competent co-worker. Where it is not practicable to offer persons involved in short-term work activities access to the same health and safety training courses offered to full-time staff, those workers shall be adequately briefed on emergency procedures; the results of the risk assessment carried out on their work activity and the necessary precautions to be taken during performance of the task. Service Managers shall ensure that non-employees, involved in short term work activities, have access to and make use of any necessary personal protective equipment.

Equalities Impact Assessment

- 79) Managers shall ensure that employees are not unjustifiably discriminated against for reasons of health and safety. Where an employees' ability to carryout a work activity safely appears to be compromised by, for example, their physical or mental capacity; ability to read or understand written or spoken English or by their religious or cultural beliefs a specific risk assessment should be carried out.
- 80) The risk assessment should identify the hazards to which the employee and/or other persons are exposed and any additional risks arising from the particular needs of the individual. The assessment should aim to identify reasonable adjustments that can be made to ensure that the individual is able to perform the task safely. Adjustments might include the provision of additional training; supervision; comprehensible instructions; physical aids or changes to the way task is performed.

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- 81) In all cases managers should try to accommodate the needs of the individual. However, if it appears that reasonable adjustments cannot ensure health and safety at work the matter should be referred to the Human Resources team.

Review of Health and Safety Documentation

- 82) This policy and procedure document will be reviewed annually by the safety adviser and revised as necessary. The revised document will be signed by the Chief Executive. The safety adviser will review and revise all other corporate health and safety documents as necessary and ensure that an up-to-date copy of these documents is displayed in the "health and safety documents" section of the HUB. Significant changes will be brought to the notice of all employees by email and reported to the next Joint Safety Committee.

For further information regarding this document contact the Safety Adviser

Phil Park - Extension No. 4471
Environmental Health Service

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TRAINING REQUIREMENTS SCHEDULE

Appendix 1

The following training courses are freely available to employees of Stroud District Council. Managers should have regard to this schedule when assessing the training needs of staff during the annual performance appraisal.

Course Title	Description	Essential	Optional	Duration & Availability
A Introduction to Health and Safety at Work.	A short course designed to give an appreciation of the hazards commonly encountered by employees working in the local authority sector. The course explains how Stroud District Council manages health and safety and introduces delegates to the policies and procedures currently in place.	All new members of staff, as part of the induction programme.	Existing members of staff who have not attended a health and safety training course for some time.	3 hours six courses per year. In-house
B Essential Health & Safety at Work. (Foundation certificate in health and safety at work).	A one-day course leading to a nationally recognised qualification in health and safety at work. Covers a wide range of subjects including risk assessment, accident prevention strategies and information on topics from first aid to fire safety.	Managers and supervisors; safety representatives and people involved in annual safety audits.	Staff who regularly work off-site	6 hours. In-house
C Risk Assessment – Principles & Practice	This course will combine advice on legal requirements and good practice with practical information on auditing technique. Successful completion of a multiple choice examination leads to a national certificate in risk assessment.	Essential for those involved in completing annual health and safety audits.		6 hours. In-house
D Managing Safety	A supplementary course dealing with specific managerial issues such as the safety of contractors; accident and incident investigation; safety audits; defensible documentation and individual and corporate liability.	Service Managers; Unit Managers; Contract Managers.		4 hrs In-house

Course Title	Description	Essential	Optional	Duration & Availability
F Dealing with Violence and Aggression.	Employees occasionally encounter hostility, threats or aggressive acts. This course aims to help employees anticipate problems: diffuse difficult situations and avoid physical attack.	Staff who regularly have face to face contact with members of the public.		6 hours. External provider.
G Electrical Safety	Many employees would benefit from an understanding of the potential hazards of electricity. This course deals with the practical aspects of electrical safety and explains the legal requirements imposed on employers and individuals.	Managers and staff who are involved in the maintenance of buildings or in setting up or adjusting electrical equipment.	Employees who may encounter electrical hazards in their work off-site. (E.g. building control officers, contracts officers etc.)	One day External provider.
H Approved First - aid Course	The Council has a duty to appoint qualified first aiders in a number of its workplaces. New volunteers are generally only required when an existing first aider leaves or resigns. First aiders are required to attend a refresher course every two years and are paid a small honorarium.	Volunteers as required.		4 days Red Cross; St John's Ambulance.
I Emergency First Aid Course.	This course deals with the basic life-saving measures that can be taken when people are seriously hurt e.g.: resuscitation techniques; dealing with the effects of shock and prevention of blood loss.	Staff who regularly work in teams off-site or those who have responsibility for the safety of visitors.(e.g.; Sheltered housing wardens)		One day Red Cross; St John's Ambulance.
J Fire Safety	This course explains the principles of fire prevention and the limitations of different types of fire extinguisher.	In every workplace a number of people should be trained in the use of fire extinguishers. Managers should ensure that their area is covered.		3 hours In-house.

Course Title	Description	Essential	Optional	Duration & Availability
K Better Driving	Staff who regularly drive at work may be at more risk of an accident on the road than in the workplace. This course is based on the theory of Police advanced driving and can help everyone appreciate the finer points of careful motoring.	Lease or fleet car drivers, essential car users who drive more than 2500 miles per year.	Recommended for all employees who drive at work	4 hours Road Safety Unit: GCC.
L Dealing with Aggressive Dogs	The Animal Welfare Team have years of experience of dealing with aggressive dogs and are able to offer a few tips on how to avoid attack or what to do if you are attacked.	Staff who regularly visit domestic premises, pubs etc.		1 hour In-house
N Specialist Courses	From time to time the Safety Adviser will arrange courses on specific subjects to meet the specific needs or to advise on developments in legislation or best practice.			As required

For further information about these courses or to discuss the provision of additional health and safety training courses contact: -
Phil Park: Commercial Services Manager/Safety Adviser: Ex 4471