

Melton
Borough
Council

MELTON BOROUGH COUNCIL

HEALTH & SAFETY POLICY

	Page No.
Contents	2-3
Chief Executive Statement	4-5
1.0 Health & Safety Objectives	6
2.0 Roles and Responsibilities	7
Safety Responsibilities	7
Chief Executive	7
Directors	7
Head of Regulatory Services	8
Heads of Service	8
T3 & Managers with responsibility for staff	9
Employees	10
Safety Committee	11
Safety Committee Structure	12
Health & Safety Advisor	13
3.0 Planning and Implementation	14
Consultation with working parties	14
Training Instruction and Supervision	14
Risk Assessment	15
4.0 Safety Systems and Procedures	16
Safety Management Systems	16
General Arrangements	17
Consultation and working parties	17
Accidents	17
Fire Prevention Procedures	17
Emergency Procedures – Fire and Evacuation	17
Training	18
Personal Protective Equipment	18
Visitors	19
Contractors	19
Night working	20
Waste	20
Partnership Working	20

5.0 Hazards	21
Sources of information	21
Housekeeping and premises	21
Electrical equipment	21
Work equipment	22
Dangerous substances	22
Pressurised fluids	23
Food handling	23
Display screen equipment	23
Manual handling operations	23
Storage of petrol and diesel	24
Permits to work	24
Noise	24
Legionella	24
Asbestos	25
Violence to staff	25
Lone working	25
Event/Project Management	25
6.0 Performance Measurement and Review	26
Active monitoring	26
Reactive monitoring	26
Auditing and reviewing performance	26
Auditing	26
Reviewing Performance	27
APPENDIX 1 Accident / Incident Report Form	28-29
APPENDIX 2 Example Agenda for Safety Committee	30

Health and Safety Statement 2012

As a Council we have learned first hand understanding of the need for appropriate Health and Safety. Our fire in May 2008 showed us the importance of adequate evacuation procedures, especially before 9 am - which we now have in place. The effect of closing fire doors to protect equipment and give people time to escape was clearly shown by the condition of Phoenix House which was saved. Most importantly, we have been shown the links between the work we do daily and how this must be safely carried out. Procedures must be followed with storage, escape routes, office practices and any alterations provided must adhere to all regulations and be safely carried out.

Although we have learned and improved procedures the excellent recovery we made showed that our regard for and adherence to Health and Safety requirements was already embedded in our culture. We must continue with this approach across the Council and continue to carry out our business in this effective manner.

Melton Borough Council will take reasonable measures to ensure that it conducts its services in a safe way by assessing risks and implementing suitable control measures. Our management and safety systems are based on achieving legal requirements as minimum. Safety performance will be reviewed regularly and new objectives will be set so that we can continually improve our safety standards.

The management of health and safety is a fundamental part of our service and is designed to contribute to improving service performance. Heads of Service, Line Managers and Team Leaders must manage all aspects of the authority's activities, for example cost, productivity and service in a safe manner and take practical measures to ensure our activities do not harm employees, contractors, visitors, public.

The Management Team and I have nominated Christine Marshall – Strategic Director to be the responsible person for the coordination and development of policy and to report to me regularly in its achievements. The policy will be reviewed every two years. The Strategic Director will be supported by the Health & Safety Advisor and their managers.

Divisional responsibility for ensuring this policy is implemented rests with the Heads of Service.

- Harry Rai Head of Communities & Neighbourhoods
- Dawn Garton Head of Central Services
- Jim Worley Head of Regulatory Services
- Angela Tebbutt Head of Communications

Each Head of Service will provide the necessary resources to implement this policy and associated action plans.

Effective two-way communication and consultation about health safety and welfare issues is essential to achieve high levels of safety awareness and the achievement of this policy. This will be achieved by the ongoing use of the safety committee, and nominated representatives.

Working safely is a condition of employment and each Director, Head of Service, Team Leader and Employee is accountable and must understand their responsibility for their own safety and the safety of others in or affected by their area of responsibility.

Every employee has the right and is obliged to raise safety concerns and issues with their Line Manager and or Health & Safety Advisor. If an employee is asked to carry out something that they believe is dangerous, they must bring this urgently to the attention of their Line Manager and /or the Health & Safety Advisor and they should not undertake the activity until such times as their concern has been resolved. There are processes and procedures that will enable this to take place, Whistle Blowing Policy etc.

We will provide appropriate training, information, instruction and supervision so that employees are aware how to do their job safely.

Partnership working between Melton Borough Council and other agencies is an increasingly important aspect of public service delivery and these priorities are fed through our culture of maintaining standards of Health and Safety Management. Melton Borough Council will work alongside other bodies to ensure a cohesive Safety Culture.

Lynn Aisbett
Chief Executive

Date

Melton Borough Council

1.0 Health and Safety Objectives

These are the Councils objectives to be achieved by the next policy review in 2014. Individual sections may set their own objectives for this period, which will expand upon, and support, the Councils objectives.

1. Set up and maintain Health and Safety Committee meetings to which each Section shall be invited and to be run every three months at a minimum.
2. To ensure that Health & Safety remains a standard item on individual Sections monthly team meeting agendas.
2. Devise and implement a structured plan to improve overall safety
3. Corporately devise suitable and relevant health & safety training
 - i. Initial
 - ii. Specific
 - iii. Refresher
4. Devise, implement and maintain communication processes that promote a high level of safety awareness and a strong safety culture
5. Include health and safety tasks in Heads of Service / Line Managers job descriptions and monitor the achievement of these tasks
6. Review current accident/incident reporting and investigation procedures so that an improved corporate procedure can be developed and implemented
7. Heads of Service Team Leaders to investigate all accidents / incidents to establish their root cause and implement and monitor effective solutions
8. Devise and implement safety walks by safety representatives and check for regular inspection and safety audits
9. Carry out risk assessments; develop practical measures to ensure they are completed, followed up and actions taken
10. Review health and safety policy and safety management systems
11. Individual Sections to set their own Health and Safety objectives which expand and support the Council's Health and Safety objectives

The Council accepts its obligations as a reputable employer to secure the implementation of all measures designed to ensure the health and safety of all its employees so far as reasonably practicable.

The Council will put into place a system of administration including structure, funding and training to secure a corporate approach to the formulation and implementation of its health, safety and welfare arrangements.

The Council will consult its employees through established consultative mechanisms. The Council acknowledges and encourages the involvement of safety representatives and also sees their input as important in fostering good relationships between employees and the Council.

Safety Responsibilities

2.1 Chief Executive – Melton Borough Council

- Advise the Council of the Council's responsibilities under this policy statement.
- Make arrangements to ensure the implementation of the Council's instructions.
- Ensure that health & safety matters are discussed at Management Team meetings when the occasion requires that each team member understands their responsibilities under this policy statement.
- Lead and promote the safety culture within Melton Borough Council
- Review safety performance every six months

2.2 Strategic Directors

- Ensure that the Council's health & safety policy is implemented and administered within Services by overseeing and providing direction.
- Ensure that adequate measures are taken to ensure that their employees understand the duties and responsibilities imposed by the policy statement under the Health & Safety at Work Act 1974.
- Take measures as appropriate to ensure that contractors, for whose engagement and supervision they are responsible, are made aware of their responsibilities under the Act.
- Utilise the Council's Health & Safety Advisors services in an advisory capacity.

- To implement Melton Borough Council current policy and objectives on safety.

2.3 Head of Regulatory Services

- Coordinate with Heads of Service on safety matters regularly and promote the spirit of safety
- Via the Safety Committee provide six monthly reports to the Chief Executive and Corporate Director.
- Take reasonable measures to ensure the Melton Borough Council policy is being implemented and monitor performance
- Chair a safety meeting of Heads of Service / Representatives

2.4 Heads of Service

- Ensure that the Councils health & safety policy is implemented and administered within Services by overseeing and providing direction.
- Ensure that the councils health & safety policy is implemented and administered within their Service i.e. employees are properly instructed in executing their duties and responsibilities in accordance with the Health & Safety at Work Act 1974.
- Ensure that adequate measures are taken to ensure that their employees understand the duties and responsibilities imposed by the policy statement under the Health & Safety at Work Act 1974.
- Take measures as appropriate to ensure that contractors, for whose engagement and supervision they are responsible, are made aware of their responsibilities under the Act.
- Each of the Heads of Service is required, subject to any directions given by their respective Director, to ensure the implementation of the health & safety policy and compliance with the statutory requirements in his/her own department or section in relation to the staff he/she supervises or controls.
- Take all reasonable steps to ensure that risk assessments are carried out and actions are implemented and reviewed.
- Make arrangements to provide and maintain safe and healthy working conditions at each location.
- Take measures to ensure that relevant protected characteristics (as defined by the Equalities Act 2010) are taken into account when carrying out assessments and/or making reasonable adjustments.

- Make arrangements to provide job specific safety training for all employees.
- Make arrangements to provide protective equipment needed and take reasonable steps to ensure it is maintained and used.
- Make arrangements to take reasonable steps to ensure that items or substances purchased for use at work are safe.
- Make arrangements to take reasonable steps to ensure the safety of visitors, the general public and our employees.
- Make arrangements to take reasonable steps to ensure there is adequate control of contractors, their employees and sub contractors etc.
- Receive consultation with and contributions from staff on safety matters.
- Take reasonable steps to ensure that all means of access or escape are kept useable and that emergency evacuations are practised.
- Set health & safety objectives for Managers and Supervisors and measure their performance against these objectives annually.

2.5 T3 and other Managers with Responsibility for Staff

- Each of these Managers is required, subject to any directions given by their respective Head of Service, to ensure the implementation of the health and safety policy and compliance with the statutory requirements in his/her own department or section in relation to the staff he/she supervises or controls.
- Promotion and implementation of health and safety procedures / practices.
- To keep abreast of best practice and legislative changes affecting their service areas and the health and safety implications.
- Take all reasonable steps to ensure that risk assessments are actioned and actions are implemented and reviewed.
- To ensure that persons under their control are adequately instructed as to the potential hazards of the work and the precautions which must be undertaken.
- To provide adequate supervision necessary to ensure the health and safety at work of persons under their control.
- Carry out twice yearly safety inspections of their service areas.
- To ensure that safety equipment is provided and used and safety instructions are observed where appropriate.

- To ensure that the work place, machinery, plant and equipment are maintained in safe condition and that all defects are promptly rectified.
- To ensure that all appropriate machine guards and safety devices are correctly fitted and maintained.
- Continually to appraise the safety aspects of the methods of work and revise as necessary to ensure health and safety of persons employed.
- To take effective steps to ensure that persons under their control are familiar with the procedures to be followed in the case of fire or other emergency.
- To arrange as appropriate for the provision of facilities for the welfare of persons at work and ensure that the location of first aid facilities is known.
- In the case of an accident to take immediate action to prevent a recurrence.
- To arrange for all accidents to be investigated and the cause thereof determined.
- To arrange for all accident report forms to be completed in accordance with the Council's accident reporting procedures.
- To liaise with the Health and Safety Advisor in all matters affecting the health and safety of persons at work.
- To arrange for the Health and Safety Advisor to be accompanied as necessary in inspections and investigations.
- To ensure that their specific responsibilities for health and safety are adequately delegated in their absence.
- To ensure that all statutory notices and regulations are displayed and correctly maintain all statutory registers e.g. Accident Books, Registers of Inspection of lifting appliances scaffolds, excavations etc.

2.6 Employees

- Take full responsibility for the health and safety of themselves and others, giving regard to arrangements for visitors.
- Co-operate with Melton Mowbray Borough Council management on the implementation of safety.
- Not interfere or misuse anything provided in the interest of health, safety and welfare.
- Report anything, which is unsafe to their Line Managers or to the Health and Safety Advisor.

- Report accidents and near miss incidents immediately to their Line Managers
- Report anything which they are asked to do by their Line Managers which is unsafe.
- To ensure that as appropriate safe systems of work and risk assessment guidance is followed.
- Where expertise is required that employees cooperate with Safety Representatives when conducting risk assessments.

2.7 Safety Committee

The Safety Committee will comprise the following: -

- At a minimum four management representatives
- Trade Union representatives from each Union proportionate to the members of Council staff represented
- Representation from Non-Unionised staff
- The Corporate Health and Safety Advisor
- The Head of Regulatory Services
- Council Members

The Committee may also invite representatives of contractors where items of mutual interest are to be discussed.

The Committee may also invite representatives from Parkside Partners and other tenants as appropriate.

The Head of Regulatory Services will act as Chairman of the Safety Committee.

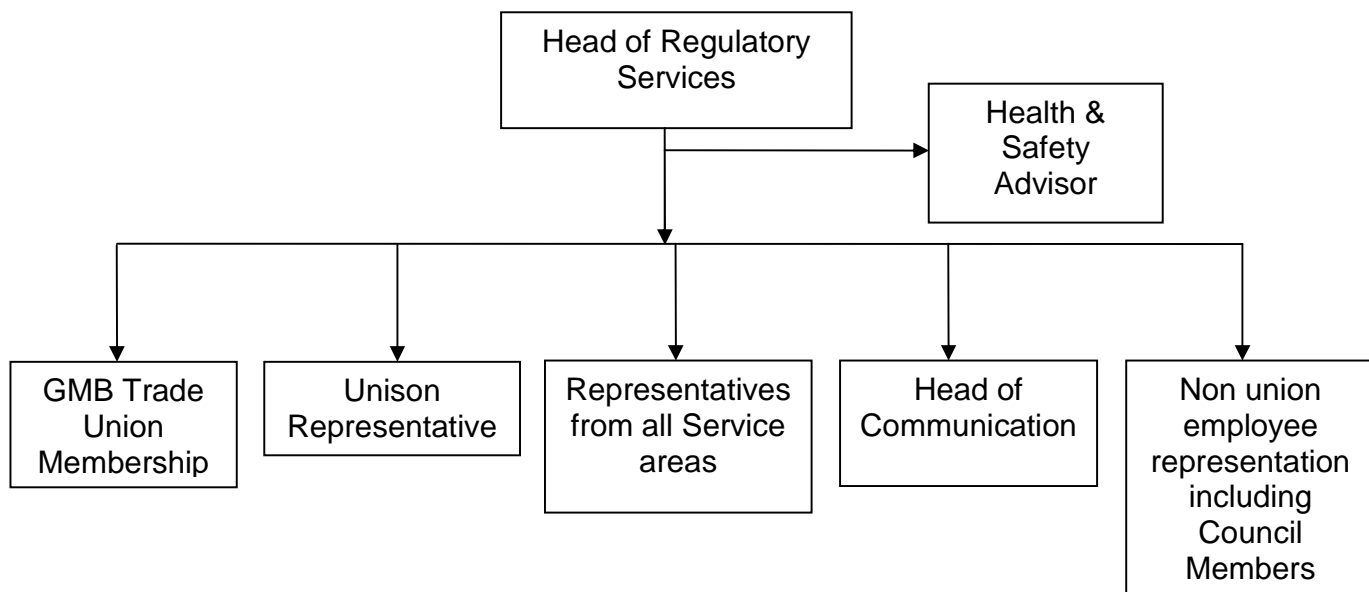
The Safety Committee will meet on a bi-monthly basis or occasionally more frequently should the need arise. The recommendations of the Committee will be forwarded to the Joint Staff Working Group and the Policy Finance & Administration Committee for consideration, as appropriate.

Reports to the Safety Committee shall be in writing and submitted at least 3 working days in advance to the Safety Committee members (Example agenda Appendix 2).

The Safety Committee will be responsible, amongst other things, for the following: -

- The study of accidents and notifiable diseases statistics and trends, so that reports can be made to management on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;
- Examination of safety audit reports on a similar basis;
- Consideration of reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety at Work etc. Act 1974;
- Consideration of reports which safety representatives may wish to submit;
- Assistance in the development of works safety rules and safe systems of work;
- A watch on the effectiveness of the safety content of employee training;
- A watch on the adequacy of safety and health communication and publicity in the workplace;
- The provisions of a communication link with the appropriate inspectorates, of the different enforcement authorities.
- Identifying trends or strategic issues to be referred to the Risk Management Team or Business Continuity Planning Team as appropriate.
- Considering any STORM forms that specifically need deliberation by this group.

2.8 The Safety Committee Structure



2.9 Health and Safety Advisor

- The function of the Advisor will be to provide a professional service to Melton Borough Council with the main aim of advising and implementing risk management by accident reduction, legal compliance and improving the health and welfare of our employees and those affected by our service.
- The Health and Safety Advisor reports to the Head of Regulatory Services.
- The Health and Safety Advisor will brief Management Team and the Strategic Director responsible for Health and Safety as appropriate.
- The Advisor will escalate any Health and Safety issues as required.
- Will provide support to the Chief Executive and Strategic Directors. This will also include specific support for a Director who may be responsible for overseeing the policy.
- Will keep records where necessary including the ongoing monitoring of and implementation of this policy.
- To develop health and safety action plan as required.
- Draw up systems and procedures where required
- Assist with training provision

- Each safety meeting will be attended by the Health and Safety Advisor, who is responsible for setting dates for meetings, recommending agenda items and providing support for the appointed Safety Chairperson.
- External consultants/experts will be used when needed for work such as water testing, noise assessments or COSHH (Control of Substances Hazardous to Health) monitoring.

3.0 PLANNING AND IMPLEMENTATION

The following arrangements supplement the policy and are by no means exhaustive. Constant observance of the policy, adherence of the rules and maintenance of good practices and procedures will prevent personal suffering, injury and hardship and, in some cases, property and equipment damage costs.

- Setting management objectives with dates by Directors and Heads of Service.
- Line Managers carrying out 6 monthly safety inspections of their areas depending on the severity of the risk in their area.
- Identify and quantify hazards and risks by site and the service so that risks may be reduced to a minimum through elimination or control. Maintenance, inspection and test procedures are being continually developed in order to maintain control measures necessary to reduce risks for both the workplace and service to the public.
- Area specific safety procedures and documents will demonstrate the performance standards required to maintain control of risks.

3.1 Consultation

- Employees will be consulted on health and safety matters either directly through line management, via the Health and Safety Advisor or their Safety Representatives, as appropriate.
- Each service will have at least one health and safety representative to act as point of contact between employees and line management within their area of responsibility and /or Health and Safety Advisor in connection with health, safety and welfare matters.
- The Council has established an authority wide safety committee

3.2 Training, Instruction and Supervision

- The authority recognises its responsibility for training, instruction and supervision in health and safety for all employees. All employees must cooperate in undergoing such training and instruction as is deemed necessary. Training, instruction and supervision should be provided particularly where employees are new, transferred from other work places or jobs, before using new plant and equipment, use of chemicals and personal protective equipment where appropriate.
- The induction training course contains health and safety and is available to all employees but is mandatory for new employees. Additional and specific job related health and safety training would be arranged as necessary and coordinated by the Human Resources Department.

3.3 Risk assessment

- The Council is required under the Management of Health and Safety at Work Regulations to carry out health and safety risk assessments. In order to continue to fulfil the Council's commitment to providing a safe and healthy working environment and comply with the regulations the Council will provide a risk assessment manual, filed electronically.
- Whilst some generic assessments have been actioned by the Health and Safety Advisor. Specific risk assessments will be actioned by Line Managers / Team Leaders, whilst Heads of Service ensure the resources are provided for completion. All Heads of Service will nominate Team Leaders for risk assessment training in order to facilitate the risk assessment process.
- All employees will be made aware of the significant findings of the risk assessments and their responsibilities for ensuring that the control measures are suitably implemented. Awareness will be by way of induction, training, appraisals, meetings or any other such measures as deemed appropriate by the Service and their management.
- A copy of the Risk Assessment Manual will be maintained on the Council's intranet with hard copies of the manual including service and site-specific risk assessments being held within each Service.
- Risk assessments will be reviewed in accordance with the management procedure detailed within the manual / guidance
- Risk assessments must be carried out on significant hazards through out the authority. The responsibility for ensuring assessments are carried out lies with the Head of Service in their particular area of the council. The Head of Service may actually delegate the process of risk assessment to a competent Line Manager.

The method for carrying out a risk assessment will be detailed in a policy document for each area of the council.

The Health and Safety Advisor assists in the process by:

- Providing policies and proformas
- Providing through the HR & Communications Manager training in how to carry out a risk assessment.
- Providing assistance for carrying out the assessment for serious hazards.
- Auditing
- Reviewing and revising the policy every two year or earlier if required.
- Monitoring progress against the policy and reporting accordingly.

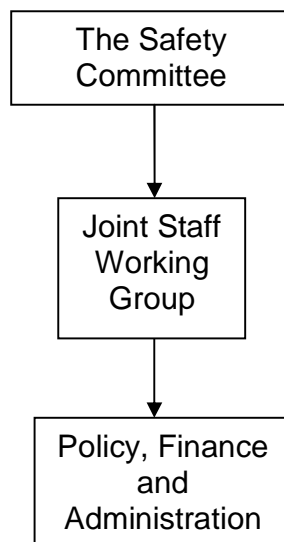
4.0 SAFETY SYSTEMS AND PROCEDURES

4.1 Safety Management Systems

4.1.1 The Safety Committee Meeting will:

- Take all reasonable steps to implement Melton Borough Council current policy on safety.
- Together with the Head of Regulatory Services (Safety Chairperson) coordinate an annual action plan with targets and objectives. Monitor, audit and report on the safety performance twice yearly to the Safety Director.
- Communicate, educate and endorse the health and safety policy in their own areas.
- Provide adequate safety training for staff with assistance from the Personnel and Training Officer and the Health and Safety Advisor.
- Investigate accidents/incidents with the support of the Health and Safety Advisor when required.
- Implement action plans and objectives and keep Managers and employees informed of progress on action plans.

All policies and health and safety documents will be circulated for approval via the following committees:



4.2 General Arrangements

4.2.1 Consultation and working parties

Melton Borough Council consults with its employees through elected representatives for safety, union representatives and non union representatives. Safety meetings are held 2 monthly during which safety matters are discussed.

4.2.2 Accidents

All accidents will be investigated by a Line Manager/Head of Service. The aim of this is to learn when things go wrong and to prevent similar accidents.

Sufficient trained first aiders or appointed persons are provided at each council site. Where appropriate, a treatment/first aid room will be maintained. First aiders will be employee volunteers.

When it is required to report accidents to an enforcing authority this will be the responsibility of the HR & Communications Manager (Accident form Appendix 1).

4.2.3 Fire Prevention Procedures

The four main duties of the Melton Borough Council staff are:

- The safety of public, visitors, contractors and employees.
- The protection of Melton Borough Council assets
- To take reasonable steps to ensure that Melton Borough Council fulfils its legal obligations in respect of fire legislation.
- The Finance Department is responsible for the communication of any requirements from our insurers.

4.2.4 Emergency Procedures – Fire and Evacuation

- Fire risks are managed by 'Property Services'. Appropriate fire controls are identified through a fire risk assessment and implemented by the Asset Management Officer.
- Escape routes are checked by the Premises Manager or nominated person every week.
- Fire extinguishers are maintained and checked under a Service Contract by qualified engineers annually.
- Alarms on Council owned or controlled premises will be tested regularly according to risk assessments and the Regulatory Reform (Fire Safety) Order 2005.
- Emergency evacuation will be tested every 6 months.

- All staff are made aware of fire risks and evacuation procedures on induction and refresher training.

4.2.5 Training

Suitable and effective Health and safety training must be provided to all appropriate staff before the implementation of new processes/equipment.

Health and safety training to all employees within Melton Borough Council will be organized jointly between the Line Manager, The HR & Communications Manager taking advice from the Health and Safety Advisor. Individuals training records must be kept for all health and safety training and this must be auditable.

Basic health and safety training for all Melton Borough Council employees will be provided through the employee induction programme, on the job training and various proactive and refresher training courses.

Job specific Health and Safety training will be provided by the Line Manager through on the job training and via various training courses.

4.2.6 Personal Protective Equipment

- Systems of work shall be selected which avoid the use of PPE wherever reasonably practicable. PPE shall be regarded as the last resort to protect against risks to Health and Safety.
- PPE shall be supplied free of charge to all employees. Service areas are responsible for obtaining and paying for PPE required by their staff, to include any storage and maintenance required.
- Service Managers must identify the need for any PPE in a suitable and sufficient risk assessment. The risk assessment should identify:
 - that the equipment is appropriate to risk and working conditions;
 - that it does not increase risks or place any unreasonable demands on the user's health and ability to work safely;
 - it adjusts/fits properly;
 - compatibility of different items of PPE used together.
- Staff must be properly informed and trained in the use of PPE.
- All PPE must be maintained and stored properly in accordance with supplier's instructions.
- Staff must follow instructions on when/how to use PPE if the need has been identified.

- Staff must treat PPE supplied to them with care and report defects immediately.

4.2.7 Visitors

All visitors (including temporary staff on council properties) must sign in to any Melton Borough Council premises and be made familiar with safety routines on site. If required they will be issued with an ID card to be worn at all times.

4.2.8 Contractors

Where appropriate all Services must operate an approved list for contractors who are aware of the council's rules and standards, regular audits will be undertaken both off site and of supporting documentation. Responsibility to remain with the Contract Manager.

- The Council expects all contractors to meet, as a minimum, the standards of health, safety and welfare laid out in this policy.
- The Council will employ only competent contractors who must supply on request copies of their:
 - health and safety policy
 - details of the organisation and arrangements for meeting the objectives of the policy
 - risk assessments
 - method statements
 - records of any health and safety incidents
 - evidence of public liability insurance

If there is any doubt about the competence or commitment to health and safety of any particular contractor, the contractor will not be used.

- Before starting work on any site, contractors and sub contractors will be given clear guidance by their sponsors on the working arrangements to be followed to include but not limited to:
 - emergency procedures
 - accident reporting
- Relevant senior managers will monitor work conditions to ensure safety standards are being maintained and will check completed work.
- If the conduct of a contractor or sub contractors employee endorser their own safety, or the safety of their fellow employees, council staff or

visitors, that person maybe refused permission to work on any further contracts or Council premises.

- Where appropriate, building work undertaken will meet the requirements of the Construction (Design and Management) Regulations 2007.

4.2.9 Night working

It is the responsibility of each Line Manager to identify all night workers (usually those working between 10.00 pm and 7.00 am) and to ensure that they are given the opportunity to have their health monitored on an annual basis. This consists of a questionnaire which must be passed to Human Resources for screening.

4.2.10 Waste

The majority of waste produced by Melton Borough Council is defined as controlled waste under the Environmental Protection Act 1990. It will be disposed of in accordance with the duty of care imposed by these regulations.

On the occasion that special waste has to be disposed, advice should be sought from the Health and Safety Advisor/Waste department.

4.2.11 Partners

Partners that lease rooms / use facilities of Melton Borough Council are expected to adhere by the Health and Safety guides issued within contracts. Where applicable and there are local arrangements and there is the need for 'joined up' working, Melton Borough Council will endeavour to ensure a cohesive agreement of the partners expectations. Always ensuring the objective is meeting Health and Safety Legal obligations.

5.0 Hazards

5.1 Sources of Information

The following people will hold information on hazards:

Health and Safety Advisor	Authority wide information by site and general hazard information.
Heads of Service and Line Managers	Specific safe working procedures and assessment required by legislation.

5.2 Housekeeping and Premises

Good housekeeping and the maintenance of premises in a safe condition will be a responsibility of Heads of Service and Line Management.

5.3 Electrical Equipment

All sites have access to competent electricians who will carry out all electrical and related work.

At those sites e.g. those which do not have regular access to an electrician, a minimum of two members of staff should be nominated and trained to carry out simple electrical maintenance such as fitting plugs, changing light bulbs and fuses. For any other work, a contract electrician should be summoned.

NO PERSON SHOULD CARRY OUT ANY ELECTRICAL WORK FOR WHICH THEY HAVE NOT BEEN TRAINED

All portable electrical equipment must be individually numbered and placed on a register. Starting at a minimum of 12 months after purchase of new equipment, all such equipment must be checked regularly, for electrical safety which is dependent upon its usage. Any faults found must be rectified. Results of checks and repairs will be recorded in the record log, which will be kept on site.

This will be arranged and controlled by a nominated person on each site usually the Asset Management Officer. In the case of remote sites, this testing will be controlled by the Property Maintenance Assistance and will be done by a contractor. Records of equipment tests and repairs will be kept by individual site managers on site.

All fixed electrical equipment must be adequately labelled and recorded. Starting from 5 years after installation, all such equipment must be checked every 5 years for electrical safety. Any faults found must be rectified. Results of checks and repairs will be recorded and kept on site.

This will be arranged and controlled by a nominated person on each site, usually the Asset Management Officer. Records of tests and repairs will be kept by individual Managers on site.

5.4 Work Equipment

The use of all machinery/equipment which is assessed as being more hazardous than low risk will be covered by either a manufacturer's or in-house safe working procedure. These are detailed in the relevant Site Notices. Procedures also cover the routine maintenance of the equipment. Where the equipment needs to be certified and examined e.g. lifts/lifting tackle/pressure vessels, this will be arranged by nominated persons on each site or, in the case of remote sites, by the Council in conjunction with the Finance Department. The nominated person, as applicable, keeps all required records at the relevant site.

All ladders on a premise must be clearly marked and entered on a register. Ladders should be inspected every 6 months by a nominated, competent person, and the results entered into the register. Damaged/defective ladders should be clearly marked and set aside for repair or scrapped immediately.

5.5 Dangerous Substances

Within Melton Borough Council it will be each Head of Service's responsibility to undertake and/or oversee that an assessment of all hazardous products used has been carried out in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH). It will also be their duty to take reasonable steps to ensure that any external organisations that handle or store such hazardous products upon the premises do so in a safe manner that will not expose Melton Borough Council employees to any associated risk.

In the case of remote sites, the manager has the responsibility of risk assessment for their site as required. They also have expert advice from the Health and Safety Advisor. The Manager will also take reasonable steps to ensure contractors have also carried out a risk assessment and a copy will be kept at the individual site.

On other sites a nominated Manager(s) will carry out COSHH assessments in conjunction with the Health and Safety Advisor. Assessments must be carried out before a hazardous substance may be used. The assessment must then be reviewed if there is a significant change, e.g. more of the substance is used or after 2 years. Records of the assessment must be kept by the Service Manager concerned.

Any local exhaust ventilation must undergo a statutory inspection every 12 months, which will be organised by the Finance Section. Records must be kept by the departmental manager concerned.

5.6 Pressurised Fluids

The use of liquefied petroleum gases, gas cylinders of helium, compressed air etc., is not recommended and should be discouraged. Where the use of these is essential, e.g. gas welding, then the relevant regulations and manufacturer's instructions must be followed. A written safe working procedure is required.

Where fixed pressurised systems are in use, they must be used and tested according to the 'Pressure systems Safety Regulations 2000. This will be organised by the Finance Section.

5.7 Food Handling

Facilities for employees to store and prepare food for their own consumption are provided within all sites, where it will be the responsibility of the manager to take reasonable steps to ensure they are kept clean and hygienic. The majority of the large sites utilise an outside contractor to provide catering. Where Melton Borough Council staff do handle and prepare food for sale (either external or internal) they must have obtained an approved food hygiene and safety certificate.

5.8. Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to assess which employees use VDU's for a significant part of their work and to eliminate or if not possible, minimise, some of the associated risks. There is a separate DSE policy, which details these arrangements.

The specification and provision of new equipment and software will be the responsibility of the ICT Services. Furniture will be provided by the Procurement Department.

5.9. Manual Handling Operations

The assessment and control of manual handling operations will be the responsibility of site and/or Line Managers. However, some generic assessments are carried out centrally. There will also be individual assessments actioned by Line Managers.

5.10 Storage of Petrol and Diesel

The assessment and control of petrol and diesel will be the responsibility of Site and/or Line Managers ensuring approval by Heads of Service. However, some generic assessments are carried out centrally.

5.11 Permits to Work

Certain types of work are carried out very infrequently and by their nature often have different risks each time they are done.

These types of work include:

- working in confined spaces
- hot work (e.g. cutting and welding etc.)
- non-routine electrical work (high voltage)
- working at heights
- excavations

There may be no written safe working procedure for these tasks, and verbal instructions are notoriously unreliable. In these cases, a written permit to work system should be used. The authorised person in control of the permit system will be a Senior Manager.

They may designate suitable "competent" people to operate the system with them. No other people are allowed to approve and authorise this type of work.

Where access may be required to any confined space, as defined in Confined Space Regulations 1997, then a permit to work must be raised before any such work is carried out.

5.12 Noise

Equipment will be designed and specified to control noise to reasonable levels. Where noise levels are thought to be close to, or above, the first action level specified in the Control of Noise at Work Regulations 2005, then the actual levels will be measured by a competent person. This will be arranged by the Health and Safety Advisor when requested.

5.13 Legionella

Melton Borough Council does not own, or have control of, any evaporative cooling towers or condensers and so the risk from Legionella is fairly low. However, a full risk assessment has been carried out at all major sites and a representative sample of council properties. Major sites are tested for Legionella bacteria and other bacteria every 6 months and there is a

routine of disinfecting/sterilising the water supplies. This is the responsibility of the Corporate Property Officer/People Manager.

5.14 Asbestos

Melton Borough Council has a wide range of properties within its estates portfolio and asbestos may be present in some of these properties. Where asbestos is known to be present details are kept in the Property Health and Safety file (where this exists) or by the Manager in control of the premises. When refurbishment of a new or existing property is planned, a visual check for asbestos will be a part of the design process.

Where asbestos is known to exist, it will be either removed or made safe through encapsulation depending on the circumstances. If suspect material is found during refurbishment, work is immediately halted and an accredited inspection company is called in to carry out a survey and analysis. Removal of asbestos will be carried out by an approved, licensed contractor.

5.15 Violence to Staff

Staff are trained to avoid confrontation wherever possible and are not expected to retaliate under any circumstances except in self-defence as a last resort. Panic buttons are provided and staff are issued with personal attack alarms on request. Full details of training and systems are available.

5.16 Lone Working

The Council has adopted a lone working policy for employees. This policy will require each appropriate section to action risk assessments for identified lone workers and implement a control policy as appropriate. Those staff identified as at risk will be issued with a lone worker protection unit.

5.17 Event / Project Management

All Event / Project Managers will receive specific training and carry out risk assessments prior to an event. Where necessary an event will be viewed as a project and project management principles will apply.

6.0 PERFORMANCE MEASUREMENT AND REVIEW

It will be essential for good health and safety management that safety arrangements and performance standards are measured and their success in complying with the standards / reducing risk are assessed.

6.1 Active Monitoring

Systems used are:

- Systematic inspection of premises and equipment by Line Managers and Health and Safety Representatives. Proformas are available for inspection and examples are contained in the safety manual.
- Setting and monitoring of performance objectives for managers and employees.
- Inclusion of health and safety objectives in job specifications and appraisals.
- Formal audit systems

6.2 Reactive Monitoring

Systems to be used are:

- Near miss / non injury incident reporting statistics to Heads of Service / Line Managers / Human Resources and the Health and Safety Advisor as appropriate.
- Accident reporting to Line Managers, Human Resources and the Health and Safety Advisor.

6.3 Auditing and Reviewing Performance

6.3.1 Auditing

Auditing aims to provide an independent assessment of the validity and reliability of the management planning and control systems. Auditing will be carried out annually on each site and will be organised by the Health and Safety Advisor.

Auditing shows the degree of compliance with both internal and external standards. The difference between actual and theoretical standards coupled with risk analysis will highlight those areas where further work is needed. This will be incorporated into objectives by the Directors, Heads of Service and Senior Managers concerned. The safety meeting has the overall responsibility for reviewing performance.

- The nominated Safety Director will review the performance of the Safety Policy every six months with the Chief Executive.
- The Safety Advisor will organise regular audits.
- Site safety working parties will participate in inspection of the premises and Heads of Service will correct sub-standard performance.
- Reviews of individual's performance occurs through the staff appraisal system.
- Accident/incident data and trends are analysed by the Safety Director with assistance from the Safety Committee / Health and Safety Advisor on a six monthly basis.

6.4 Reviewing Performance

- Reactive systems for monitoring accidents are in place.
- Systems for identifying and dealing with 'near misses' have been instituted.
- Active systems for inspection of all premises. /equipment on a six monthly basis with results detailed on check lists report forms.
- Auditing will be carried out on an internal basis at each major site every 12 months. This will be organised by the Health and Safety Advisor.
- Health and Safety Advisor unannounced site inspections.

6.5 Strategic Review

- An annual statement of health and safety will be produced by the Health & Safety Advisor. It will include work completed, issues and recommendations and will be reported to Management Team. Management Team will take away agreed individual actions. Appropriate aspects of the health and safety statement will be incorporate it into the Annual Governance Statement by the relevant Strategic Director.

Appendix 1



ACCIDENT, INJURY, NEAR MISS OR DANGEROUS OCCURRENCE REPORT FORM

This form is to be used for reporting ALL incidents to staff, contractors, visitors and members of the public on Melton Borough Council Property. It should be completed by line managers, employees or anyone who witnessed an incident to a member of the public. Completed forms should be sent to Human Resources within 48hrs of occurrence.

1 Name of injured/affected person

2 Employee of MBC? YES NO

 YES NO

3 What is their home address & post code?

4 What is their telephone number?

5 Date of birth Male Female

 Male Female

6 Job title/Occupation

7 Was the injured person (*tick one box only*)

- One of your employees?
 On work experience
 Visitor
 Member of public

8 Date of accident/incident

9 Time of accident/incident

10 Where did the accident happen?

11 Where on the premises did the accident happen?

12 About the injury

- Major injury or condition
 In your opinion will the injured person be absent from work for more than 3 days
 None of the above

13 Did the injured person (*tick all that apply*)

- become unconscious?
 need resuscitation?
 detained in hospital for more than 24 hours?
 taken to hospital for treatment?
 None of the above

14 About the kind of accident (*tick one box*)

- Contact with moving machinery
 Hit by moving vehicle
 Injured while handling, lifting or carrying
 Fell from a height
 How high was the fallmetres
 Drowned or asphyxiated
 Exposed to fire
 Contact with electricity or an electrical discharge
 Physically assaulted by a person
 Hit by a moving, flying or falling object
 Hit by something fixed or stationary
 Slipped, tripped or fell on the same level
 Trapped by something collapsing
 Exposed to, or in contact with a substance
 Exposed to an explosion
 Injured by an animal
 Other kind of accident

15 Details of the main injury (*one box only*)

- Bruising Fracture
 Burn Laceration/cut
 Concussion Sprain
 Dislocation Torn Ligaments
 Other

16 Part of the body affected?

- Arm Leg
 Ankle Neck
 Back Shoulder
 Chest Toes
 Eyes Wrist
 Fingers Head
 Foot Knee
 Hand
 Other _____

ACCIDENT/INCIDENT INVESTIGATION

17 First Aid required? YES NO

18 Name of First Aider

19 Details of First Aid given:

20 Name and Address of all Witnesses
(continue on separate sheet if necessary)

21 What was the person doing at the time?
eg. Walking down the stairs

22 What happened to result in the accident
eg. Slipped on spilt water

23 How were the injuries caused?
eg. fell down 5 stairs landing on left arm

24 Management action to prevent recurrence?
eg. Raise awareness through signage

Form completed by:

Name

Job Title

Telephone No

Date

Signed

Accident reported to: H & S Advisor Head of Service

Line Manager HR

Appendix 2



SAFETY COMMITTEE MEETING

Wednesday 23rd November 2011 at 9:30am
Location: Parkside, Vale Room

AGENDA

- 1.0 Apologies and Absences
 - 1.1 Apologies
 - 1.2 Absences
- 2.0 Minutes from the previous meeting and matters arising to be discussed
- 3.0 Policies and Procedures
 - 3.1 Alcohol and Substance Abuse
 - 3.2 Gritting Policy
 - 3.3 Lone Working
 - 3.4 Office Environment Policy
 - 3.5 Work Equipment Policy
 - 3.6 Working At Height Policy
- 4.0 Accidents and Incidents (SJO, DB, HR, RS)
 - 4.1 Statistics
- 5.0 Future of Solo Protect (JW, SB)
- 6.0 Issues of Foreseeability and Causation, H&S Work Act 1974 (LA)
- 7.0 DSE – E learning (SJO)
De-escalation and PVP training – E-learning
- 8.0 Issues relating to Parkside (RK, RA)
- 9.0 Safety Training
- 13.0 Any Other Business
- 14.0 Dates of the next meetings

25th January 2012 Parkside – Vale Room
25th April 2012, Parkside – Vale Room