

POLICY, FINANCE AND ADMINISTRATION COMMITTEE

7 DECEMBER 2011

REPORT OF HEAD OF REGULATORY SERVICES

HEALTH & SAFETY POLICIES

1.0 PURPOSE OF REPORT

1.1 The purpose of the report is to seek approval for the following policies:

- Alcohol and Substance Abuse
- Lone Working
- Office Environment
- Work Equipment
- Working at Height

The content of the policies is summarised below.

2.0 RECOMMENDATIONS

2.1 **It is recommended that the policies be approved with immediate effect.**

2.2 **That the Head of Regulatory Services has delegated authority to amend the policies in line with Health & Safety legislation and best practice guidance.**

3.0 KEY ISSUES

3.1 Alcohol and Substance Abuse

The Council is committed to ensuring the health, safety and welfare of its employees and those affected by its activities. It will take all reasonable steps to reduce, if not eliminate, the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol or substance abuse. This policy applies to all employees and all persons coming onto the Council's premises.

3.2 Lone Working

The Council will avoid the need for employees to work alone where reasonably practicable. Where lone working is necessary, the Council will take all reasonable steps to ensure the health and safety of employees working alone.

3.3 Office Environment

The Council will ensure that significant risks to the environment associated with office-based activities are assessed and minimised. Furthermore, the Council will attempt to minimise its overall impact on the environment.

3.4 Work Equipment

The Council will ensure that suitable, safe work equipment is provided and that it is maintained, tested and inspected. Adequate information, instruction, training and supervision will be provided to ensure that work equipment is used in a safe manner and

without risks to health. Employees will make proper use of any equipment and systems of work provided for their safety.

3.5 Working at Height

It is the responsibility of the Duty holder (the person responsible for organising or planning the work) to carry out an assessment of the risks to those working at height and identify alternative methods of controlling the actual need to work at height.

It is the ultimate responsibility of the nominated person responsible for health and safety to ensure that the Duty holders are not only carrying out their responsibilities, but are also competent to do this.

4.0 POLICY AND CORPORATE IMPLICATIONS

4.1 The policies will apply to all staff across the Council

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

5.1 Any financial implications will be met from existing budgets

6.0 LEGAL IMPLICATIONS/POWERS

6.1 No direct implications although the policies reflect good practice and comply with current health and safety legislation.

7.0 COMMUNITY SAFETY

7.1 There are no direct community safety implications.

8.0 EQUALITIES

8.1 Each of the policies have been the subject of an Equalities Impact Assessment (attached). These have informed the content of the policies and various adjustments have been made as a result, for example

- In the Work Equipment Policy: Reasonable adjustments required to be made to equipment to safeguard pregnant women and people with medical conditions
- In the Lone Working Policy: ensuring that enhanced levels of security are provided for the most vulnerable employees, e.g. pregnant women.

9.0 RISKS

9.1 Breaches of Health and safety law gives the courts considerable scope for punishing offenders and deterring others. For example, a failure to comply with an improvement or prohibition notice, or a court remedy order, carries a fine of up to £20 000, or six months' imprisonment, or both. Unlimited fines and in some cases imprisonment may be imposed by higher courts.

10.0 CLIMATE CHANGE

10.1 There are no climate change implications.

11.0 CONSULTATION

11.1 The Safety Committee has been consulted and contributed to the content of the policies prior to their completion. The policies will be presented to the Joint Staff Working Group and any comments will be reported verbally to the Committee.

12.0 **WARDS AFFECTED**

12.1 All Wards are affected, as the Policies relate to all Council staff and the work they carry out.

Contact Officer: Sarah Burton
Date: 19th September 2011
Appendices : Appendix 1: Alcohol and Substance Abuse
Appendix 2: Lone Working
Appendix 3: Office Environment
Appendix 4: Work Equipment
Appendix 5: Working at Height

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