



Health and Safety Policy

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1.1	22/7/2020	T. Crowther	Updated H&S Statement
1.2	11/6/2021	T. Crowther	Updated H&S Statement

Approvals

Name	Title	Date of Approval	Version No
T. Crowther	Corporate H&S Officer	22/7/2020	1.1
T. Crowther	Corporate H&S Officer	11/6/2021	1.2

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and 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
Director for Corporate Services	7
Health and Safety Officer	8
Directors and Assistant Director	8
Managers with responsibility for staff	9
Employees	10
Safety Committee	11
Safety Committee Structure	12
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

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

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
Stress	25
6.0 Performance Measurement and Review	26
Active monitoring	26
Reactive monitoring	26
Auditing and reviewing performance	26
Auditing	26
Reviewing Performance	27

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

Health and Safety Statement 2021 - 22

Harborough District Council acknowledges and fully accepts its responsibilities under the provisions of the Health and Safety at Work Act (1974) and other relevant legislation. We are committed to protecting the health, safety and welfare of all our employees and others who may be affected by the Council's activities, so far as is reasonably practicable.

We recognise that each and every one of us at Harborough District Council has a personal responsibility for our own health and safety and that of other people who could be affected by our work. Therefore we must all adhere to safe working practices and co-operate fully on all matters relating to health and safety.

Our Corporate Management Team are committed to providing effective and visible leadership in health and safety and ensuring it is given the same prominence as the Council's other management functions. The Corporate Management Team will ensure the provision of adequate resources and competent advice and ensure that employees receive the instruction, information, training and supervision they need to work safely.

As a Council, we are committed to the continuous improvement of our health and safety performance. We will continually review and develop our health and safety management systems, ensuring we keep up to date with legislation and best practice in relation to health and safety and ensure effective risk control measures and safe systems of work are in place.

In 2021-22, our key commitments will be to:-

1. While continuing to follow and adapt to the Government guidelines under CODIV-19. We remain focused on ensuring all our employees are safely protected and supported in order to meet the challenges ahead. To safely

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

- allow us to continue to provide our services to the public while not putting themselves or others at risk of any further outbreak of the Corona virus.
2. Provide, manage, and maintain our workplaces, grounds and properties so that they are, so far as reasonably practicable, safe and that risks to health are controlled.
 3. Promote a positive health and safety culture across our workforce and provide a supportive working environment, in order to prevent occupational diseases and promote the health and well-being of all our employees.
 4. Ensure that all service areas have suitable and sufficient risk assessments for their operations and activities, ensuring effective risk control measures are in place and risk assessments are stored centrally, in line with the Corporate Risk Management Framework.
 5. Ensure that sufficient contractor monitoring arrangements are in place to ensure requirements are met and assure compliance for all large Council contracts.
 6. Ensure the competence of our employees through the provision and monitoring of adequate health and safety instructions and mandatory health and safety training.
 7. Consult and communicate with our employees on matters that may affect their health, safety and wellbeing, both directly and through the Health and Safety Committee.
 8. Conduct a regular programme of inspections and audits to measure compliance, assess risk, identify and eliminate unsafe conditions/practices and to control any hazards found in the working environment.
 9. Ensure that accidents, incidents, occupational health issues and near misses are adequately investigated to determine their cause and prevent re-occurrence.

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

We are committed to this Policy and expect every member of Harborough District Council to share this commitment and to work together to achieve it. We expect all partners, suppliers and contractors to meet as a minimum the standards laid out in this policy.

This policy statement will be reviewed annually or revised as necessary in the light of operational changes or policy developments.

Signed:

Date: 18/05/21

1.0 Health and Safety Objectives

These are the Councils objectives to be achieved by the next policy review in 2021. Individual sections may set their own objectives for this period, which will expand upon, and support, the Councils objectives.

1. While continuing to follow and adapt to the Government guidelines under CODIV-19. We remain focused on ensuring all our employees are safely protected and supported in order to meet the challenges ahead. To safely allow us to continue to provide our services to the public while not putting themselves or others at risk of any further outbreak of the Corona virus.
2. Provide, manage and maintain our workplaces, grounds and properties so that they are, so far as reasonably practicable, safe and that risks to health are controlled.

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

3. Promote a positive health and safety culture across our workforce and provide a supportive working environment, in order to prevent occupational diseases and promote the health and well-being of all our employees.
4. Ensure that all service areas have suitable and sufficient risk assessments for their operations and activities, ensuring effective risk control measures are in place and risk assessments are stored centrally, in line with the Corporate Risk Management Framework.
5. Ensure that sufficient contractor monitoring arrangements are in place to ensure requirements are met and assure compliance for all large Council contracts.
6. Ensure the competence of our employees through the provision and monitoring of adequate health and safety instructions and mandatory health and safety training.
7. Consult and communicate with our employees on matters that may affect their health, safety and wellbeing, both directly and through the Health and Safety Committee.
8. Conduct a regular programme of inspections and audits to measure compliance, assess risk, identify and eliminate unsafe conditions/practices and to control any hazards found in the working environment.
9. Ensure that accidents, incidents, occupational health issues and near misses are adequately investigated to determine their cause and prevent re-occurrence.

Safety Responsibilities

2.1 Joint Chief Executives – Harborough District 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.

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

- Lead and promote the safety culture within the Harborough District Council
- Review safety performance every six months

2.2 Corporate Management Team

- 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 Officer's services in an advisory capacity.
- To implement Harborough District Council current policy and objectives on safety.

2.3 Corporate Health and Safety Officer

- The function of the Officer will be to support Harborough District 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 Corporate Health and Safety Officer reports to the Environmental Services Manager
- The Corporate Health and Safety Officer will brief the Corporate Management Team and Joint Chief Executives on a quarterly basis or as appropriate.

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

- The Officer will escalate any Health and Safety issues as required.
- Will provide support to all HDC employees at any level.
- 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 supported by the Health and Safety Officer, who is responsible for setting dates for meetings and recommending agenda items
- External consultants/experts will be used when needed for work such as water testing for legionella, noise assessments or COSHH (Control of Substances Hazardous to Health) monitoring.

2.4 Group Managers

- 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.

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

- 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 practiced.
- Set health & safety objectives for Managers and Team Leaders and measure their performance against these objectives annually.

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

2.5 Managers with responsibility for employees

- Each of these Managers is required, subject to any directions given by their respective Group Manager, 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 workplace, machinery, plant and equipment are maintained in safe condition and that all defects are promptly rectified.
- To ensure (where applicable) 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.

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

- 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 Corporate Health & Safety Officer in all matters affecting the health and safety of persons at work.
- To arrange for the Corporate Health & Safety Officer 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 Harborough District 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 Corporate Health & Safety Officer.
- Report accidents and near miss incidents immediately to their Line Managers

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

- 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 & Safety Officer

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

The Joint Chief Executive will act as Chairman of the Safety Committee.

The Safety Committee will meet on a quarterly basis or occasionally more frequently should the need arise.

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 Objective of the Safety Committee is: -

- The Health and Safety Committee is the focal point for health, safety, welfare and fire safety compliance.

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

- It aims to support managers and ensure that there is a coordinated approach across the Council.
- The principal objectives of the Health and Safety Committee are to act as a means of consultation and communication and to promote the health, safety and welfare of all
- Council employees, as well as others that may be affected by our activities such as visitors and contractors.

The Terms of Reference of the Safety Committee are; -

To monitor the delivery of the annual Health and Safety Action Plan, which seeks to enhance the effectiveness of the existing health and safety management systems and advise on the content of future Health and Safety Action plans.

To support the development, implementation and monitoring of HDC policies, procedures and other safe systems of work, relating to health, safety and welfare, both statutory or otherwise and monitor and review their effectiveness.

To review forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules governing any hazardous work activity or class of operations.

To promote health and safety training across the Council at all levels, and to identify requirements for and monitor the effectiveness of such training

To ensure that appropriate emergency procedures are in place and monitor the effectiveness and adequacy of these procedures.

To receive detailed reports of investigations into all RIDDOR reportable incidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents.

To monitor and evaluate trends in work-related injuries and cases of occupation ill-health and to consider the effectiveness of any remedial action taken to prevent future similar incidents.

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

To report to management on unsafe or unhealthy conditions and practices, along with recommendations for remedial action where appropriate.

To consider reports of formal audits and workplace inspections of Council work places and activities and such other reports as may be submitted.

To request formal inspections of workplaces as the Committee think appropriate and to receive reports of such inspections.

To consider and keep under review building work which may be needed to conform to good health, safety and welfare practice.

To keep under review communications and publicity relating to health, safety and welfare in the Council and where necessary to recommend any improvements or changes.

To consider reports, notices and information provided by HSE inspectors, under the Health and Safety at Work Act 1974, or any other relevant enforcement authority and make recommendations for remedial action.

Consider relevant health, safety and welfare matters raised by members of the Committee and the Council workforce.

Consider issues arising out of risk assessments undertaken within the Council and matters relating to risk management associated with the health and safety and welfare of employees and others affected by the Council's undertaking.

To communicate a positive approach towards Health & Management throughout the Council.

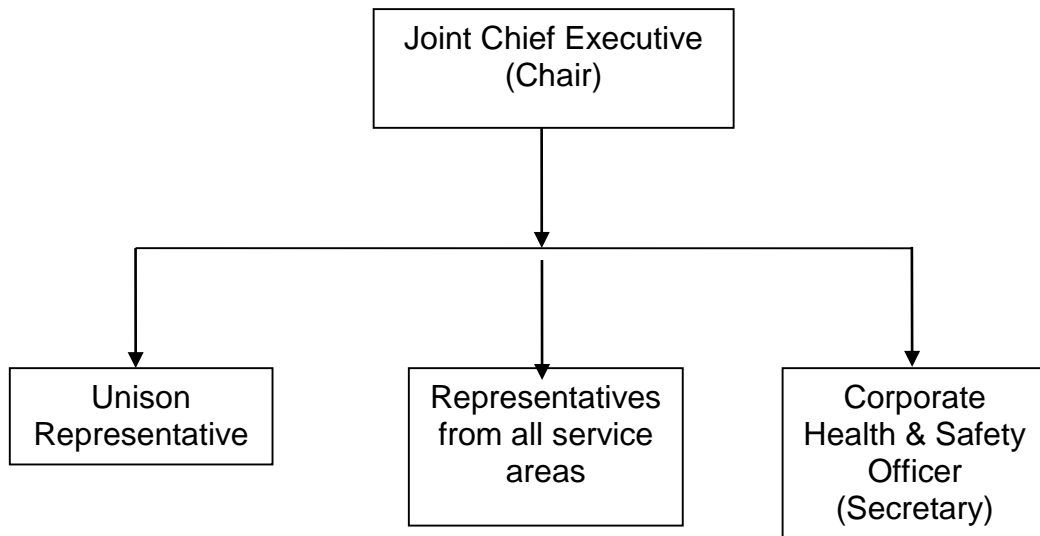
To ensure that similar levels of Health & Safety requirements are in place for any Contractors or third parties undertaking work on behalf of the Council.

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

2.8 The Safety Committee Structure



Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

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 and time frames by the Corporate Management Team.
- 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 Corporate Health and Safety Officer 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 Corporate Health and Safety Officer 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

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

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 fulfill the Councils commitment to providing a safe and healthy working environment and comply with the regulations the Council will provide risk assessment training and guidance.
- Whilst some generic assessments have been actioned by the Corporate Health and Safety Officer, specific risk assessments will be actioned by Line Managers / Team Leaders, whilst Group Managers ensure the resources are provided for completion. All Group Managers will nominate line Managers / 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.
- Risk assessments will be reviewed in accordance with the management procedure detailed within the policy located on the Intranet
- Risk assessments must be carried out on significant hazards throughout the authority. The responsibility for ensuring assessments are carried out lies with the Group Managers in their particular area of

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

the council. The Group Managers 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 located on the Intranet.

The Health and Safety Officer assists in the process by:

- Providing policies and proformas
- Providing 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 three years or earlier if required.
- Monitoring progress against the policy and reporting accordingly.

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

4.0 SAFETY SYSTEMS AND PROCEDURES

4.1 General Arrangements

4.1.1 Consultation and working parties

Harborough District Council consults with its employees through elected representatives for safety, union representatives and non-union representatives. Safety meetings are held quarterly during which safety matters are discussed.

4.1.2 Accidents

All accidents will be investigated by a Line Manager. 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 Corporate Health and Safety Officer (Accident form Appendix 1).

4.1.3 Fire Prevention Procedures

The four main duties of the Harborough District Council staff are:

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

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

4.1.4 Emergency Procedures – Fire and Evacuation

- Appropriate fire controls are identified through a fire risk assessment and implemented by the FM Officer.
- Escape routes are checked by the Caretaker 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.

4.1.5 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 Harborough District Council will be organised jointly between the Line Manager, HR taking advice from the Corporate Health and Safety Officer. Individuals training records must be kept for all health and safety training and this must be auditable.

Basic health and safety training for all Harborough District 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.

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

4.1.6 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.

4.1.7 Visitors

All visitors (including temporary staff on council properties) must sign in to any Harborough District 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.

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

4.1.8 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

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

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 2015.

4.1.9 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). All works must be arranged with Line Managers beforehand and suitable arrangements need to be in place. FM are to be notified so in plenty of time so that key arrangements can be reviewed. Where required, the Lone Working policy should be adhered to and LifeLine notified.

4.1.10 Waste

The majority of waste produced by Harborough District 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 Corporate Health and Safety Officer/Waste department.

4.1.11 Partners

Partners that lease rooms / use facilities of Harborough District 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, Harborough District Council will endeavor to ensure a cohesive agreement of the partners expectations. Always ensuring the objective is meeting Health and Safety Legal obligations.

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

5.0 Hazards

5.1 Sources of Information

The following people will hold information on hazards:

Corporate Health and Safety Officer	Authority wide information by site and general hazard information.
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 Directors and Line Management.

5.3 Electrical Equipment

As part of the M&E Contract which is managed by the Corporate Asset Management, all sites have access to competent electricians who will carry out all electrical and related work.

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.

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

This is managed by the Corporate Asset Management through FM and M&E contracts. Records of equipment tests and repairs will be kept by the FM department.

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 is managed by the Corporate Asset Management through FM and M&E contracts. Records of equipment tests and repairs will be kept by the FM department.

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 month as part of Monthly Compliance checks 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. This is managed by the Corporate Asset Management through FM and M&E contracts. Records of equipment tests and repairs will be kept by the FM department.

5.5 Dangerous Substances

Within Harborough District Council it will be each Line Managers responsibility to undertake and/or oversee that an assessment of all

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

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 Harborough District 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 Corporate Health and Safety Officer. 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 Corporate Health and Safety Officer. 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.

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

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 Harborough District 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. Standard furniture will be provided by the Corporate Asset Management. Any individual equipment is purchased through Corporate Asset Management but paid for by the individual 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 relevant Group Manager. However, some generic assessments are carried out centrally.

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

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 Facilities Officer and M&E Engineer.

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 Corporate Health and Safety Officer when requested.

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

5.13 Legionella

Harborough District 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 Responsible Person (RP).

5.14 Asbestos

Harborough District 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 systems on request. Full details of training and systems are available.

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

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 panic alarm.

5.17 Stress Policy

The Council will take all reasonable steps to reduce health and safety risks from stress in the workplace to as low a level as reasonably practicable.

Causes of stress (stressors) will be identified and managed. A suitable and sufficient assessment of the risk of these stressors will be undertaken. Identified risks will be reduced to as low as is reasonably practicable through safe systems of work, suitable equipment and information and training. Employees will make proper use of any equipment and systems of work provided for their safety.

Any reports of stress at work will be investigated and individuals will be provided with appropriate support.

The Council will ensure that adequate consultation takes place with all staff, including managers, supervisors, human resources, employee representatives and trade union safety representatives, on the content, implementation, monitoring and review of this policy.

5.18 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.

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

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 the Corporate Health and Safety Officer.
- 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 Corporate Management Team / Line Managers / Human Resources and the Corporate Health and Safety Officer as appropriate.
- Accident reporting to Line Managers, Human Resources and the Corporate Health and Safety Officer.

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

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022



Health and Safety Policy

be carried out annually on each site and will be organised by the Corporate Health and Safety Officer.

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 Corporate Management Team.

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 an annual 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 Corporate Health and Safety Officer.
- Corporate Health and Safety Officer unannounced site inspections.

6.5 Strategic Review

- An annual and quarterly statement of health and safety will be produced by the Corporate Health and Safety Officer. It will include work completed, issues and recommendations and will be reported to the Corporate Management Team. The Corporate Management Team will take away agreed individual actions. Appropriate aspects of the health and safety statement will be incorporated into the Annual Governance Statement by the relevant Chief Executive.

Procedure Name:			Health and Safety Policy		
Procedure No:			HDC HS P002	Author:	Tony Crowther Corporate Health and Safety Officer
Name of Reviewer:	T. Crowther	Date of Review:	11/6/2021	Next Review Due:	11/6/2022