

Runnymede Borough Council

Health and Safety Policy

June 2023



Contents

Section1 - Statement	4
Introduction	4
Health and Safety Statement of Intent.....	4
Delegation of responsibility to managers and all employees.....	5
Section 2 – Organisation	7
Responsibilities and Accountability.....	7
The Council	7
Chief Executive and Senior Leadership Team (SLT)	8
Workforce Health and Safety Lead	9
Heads of Service/Senior Managers	9
Service Health and Safety Leads.....	9
Line Managers/Team Leaders/Supervisors	10
Fire Marshalls.....	12
First Aiders	12
All Employees.....	12
Contractors.....	13
Visitors	13
Corporate Landlord Model.....	13
Union.....	14
The Safety Committee.....	14
The Safety Advisory Group.....	14
Drivers.....	15
Section 3 – Arrangements	15
Introduction	15
Underpinning policies	15
Consultation	16
Information	16
Training	16
Risk Assessment.....	16
Safe systems of work	19
Safety management	19
Accident reporting and investigation	20
Safeguarding Provisions.....	20
Aggression in the workplace.....	21
Audit.....	21

Environment 21
Fire safety 22
First aid at work 22
Good Housekeeping..... 22
Managing the safety of contractors 23
Manual handling 23
Occupational health..... 23
Personal Protective Equipment (PPE) 24
Purchasing items/substances for work use 24
Record keeping 25
Review of policy 25

Section1 - Statement

Introduction

Runnymede Borough Council regard the health, safety and welfare of its employees as being of prime importance, as well as the health, safety and welfare of its contractors, partners and members of the public who might be affected by its activities.

This Health and Safety Policy Statement sets out the Council's aims and objectives for the management of health and safety. It comprises a general Policy statement and details of the organisation and arrangements for implementing and monitoring the policy.

The Council recognises that successful implementation of the policy requires total commitment from Members, Management and all employees at every location.

All employees have a legal obligation under s.7 of the Health and Safety at Work etc. Act 1974 to take reasonable care for the health and safety of themselves and of other persons who might be affected by their acts or omissions at work.

Underpinning the authority of this policy are a series of specific policies aimed at identifying health and safety issues. These policies set the Council's standards for the control of risk and are further supported by guidance to assist those responsible to meet these standards.

Health and Safety Statement of Intent

Runnymede Borough Council, as a caring employer, is committed to providing and maintaining a healthy and safe working environment for all its employees and any other people who may be affected by its activities.

The overall responsibility for ensuring the implementation of this policy lies with the Chief Executive. However, we rely on all of our employees and sub-contractors to play their part in implementing our health and safety policy and drawing to our attention areas in which we can improve.

The Council is committed to a Zero Harm philosophy for our People, our Community, and our Environment. We will actively engage in positive and proactive safety management and expect the same from all our employees, contractors, and suppliers across our organisation.

The Council is committed to provide and maintain places and systems of work which are, so far as is reasonably practicable, safe and without risk to health. As the employer, the Council will meet its responsibilities by ensuring adequate resources, including finance, equipment, human resources, expertise and training are provided and made available for the maintenance of a safe working environment.

To achieve this aim and to prevent accidents and cases of work-related ill health, the Council will:

- Ensure the health and safety at work of its employees, so far as is reasonably practicable
- Ensure that no person is exposed to risks to their health and safety by how which the Council's business is conducted

- Ensure that all places of work under the Council's control and all equipment and substances in use are at all times safe and without risk to health including access and egress
- Identify hazards (the potential harm), assess risks (the likelihood and severity of harm occurring) and provide adequate control of the health and safety risks arising from our work activity
- Ensure that systems of work are safe and without risks to health
- Ensure that all employees are adequately informed of the identified risks and where appropriate receive instruction, training and supervision
- Ensure that all employees are provided with the necessary training so that they are competent to do their work
- Consult with employee representatives on health and safety matters
- Make arrangements for co-operation and co-ordination with other employees where:
 - Employees share premises, facilities or activities with people working in other organisations
 - People from other organisations are working on Council-controlled activities
- Safeguard the environment from the effects of the Council's activities
- Monitor and review the effectiveness of the Council's arrangements and, where appropriate, implement improvements.

The Chief Executive has management accountability as the head of the organisation. Along with the Council's Corporate Leadership Team, they comprise the CLT and have overall responsibility for the Council's health and safety. The Chief Executive will chair the CLT. It will be this group's responsibility to promote, support and give consent for health and safety policies and practices to be endorsed by the various means within the Council's reporting structure.

They will ensure effective management of health and safety by:

- ensuring health and safety arrangements are adequately resourced
- ensuring that competent health and safety advice is always sought, and that Managers with health and safety responsibilities receive suitable and sufficient training, instruction and supervision which will enable them to carry out their duties to manage Health and Safety effectively. Day to day arrangements are delegated to the Senior Leadership Team comprising mainly of the Corporate Heads of the business centres.

Delegation of responsibility to managers and all employees

Although the duties under health and safety law are placed on the Council as the employer, the responsibility for meeting several of those duties has been devolved to Corporate Heads and key employees.

This policy statement forms the basis from which the services will develop their own health and safety management systems and safe working procedures. Those systems and

procedures must be appropriate for the risks in their areas of operation. The Workforce Health and Safety Lead can help where necessary.

The Council will agree with its employees' adequate arrangements for joint consultation on measures for promoting safety, health and welfare at work, and will make and maintain satisfactory arrangements for the participation of their employees in the development and supervision of such measures.

Whilst the Council accepts the main responsibility for the implementation of this policy, individual employees (along with visiting contractors and members of the public) also have important roles in co-operating with those responsible for ensuring a healthy and safe working environment.

Individuals are required to abide by the requirements made under the authority of this policy.

This statement applies to all premises and activities within the control of the Council.

Paul Turrell

Chief Executive

June 2023

Section 2 – Organisation

Responsibilities and Accountability

Under the Management of Health and Safety at Work Regulations 1999, all organisations have a legal duty to put in place suitable arrangements to manage health and safety in the workplace. A systematic and practical approach is required, relying on effective leadership and management, a trained/skilled workforce and an environment where people are trusted and involved.

A written health and safety policy is required by an employer with five or more employees.
Assessments must be undertaken of all risks to employees, contractors, volunteers, customers, partners and any other people who are affected by the Council's activities. Each assessment must be carried out by a competent person and any significant findings must be recorded in writing.
Arrangements must be made to plan, organise, control, monitor and review all preventative and protective measures that arise from the risk assessments.
The Council must ensure that employees have access to competent health and safety advice, including registered occupational health consultants.
The Council must provide employees with information about the risks they face in the workplace and how they are protected.
Employees must be provided with instruction and training on how to deal with the risks.
Adequate and appropriate supervision must be provided.
Employees must be consulted about their risks at work and the current preventative and protective measures.

The Council

The Council is the employer and is ultimately responsible for ensuring Health and Safety at work. The Health and Safety at Work Act (HASAWA) relates to the Council as a "Corporate Body", and they are liable for offences as defined in Section 37 of the HASAWA.

Responsibilities for provisions under the Act are delegated to the Chief Executive, Assistant Chief Executives, and Corporate Heads of Service, with adequate authority for them to carry out their duties.

The Council will ensure that it allocates sufficient financial and employee resources to enable the Chief Executive, Assistant Chief Executives, and Corporate Heads of Service to fulfil their obligations.

It is the responsibility of Members to have oversight of Health and Safety.

The Council

- has a collective responsibility for ensuring the health and safety of Council employees and others who might be affected by the Council's activities
- Endorses the Health and Safety Policy Statement which commits the organisation to the principles of good health and safety management
- Ensures that suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities.

Chief Executive and Strategic Leadership Team (SLT)

The Chief Executive will provide strong and active leadership to ensure the implementation of the organisational arrangements described within. The Chief Executive will deliver an effective management system working alongside the CLT who are the most senior level of staff and meet weekly to discuss current issues or set direction for organisational change. Its members also sit on the Strategic Leadership Team.

SLT will ensure that:

- They have an understanding of health and safety legislation and its application to the Council's services and activities
- They include and discuss health and safety as an agenda topic item regularly at management meetings
- They are regularly briefed by Service Managers and team leaders/supervisors on health and safety matters within their areas of responsibility
- They actively promote a positive health and safety culture throughout the Council
- All levels of management set an effective example to others through positive action and compliance with the agreed procedures
- They appoint a health and safety committee member to be the Service Health and Safety Lead to oversee health and safety on behalf of CLT
- Risk assessments are undertaken for all work activities undertaken by SLT, Members and the Mayor
- Adequate resources are available to meet legal requirements
- Ensures an appointed person attends the Safety Committee as representative for the Service area.

The Strategic Leadership Team receives minutes of the Safety Committee. The Corporate Heads are responsible for recommending any agreed changes to the Safety Policy. The Strategic Leadership Team take day to day responsibility for risk-based decision making within their own service area and should seek professional guidance from the Workforce Health and Safety Lead, external consultant or the Council legal adviser where appropriate on matters such as local policy and procedures for health and safety.

Workforce Health and Safety Lead

To act as the Council's Health and Safety adviser concerning workforce matters, commissioning external support from a Health and Safety consultant as needed. To identify and implement Health and Safety training and to interpret and advise the Council on safety legislation and review and update the Council's Health and Safety Policies. To instigate investigations and report on accidents or dangerous occurrences and complete statutory notifications to the HSE where required and monitor accident and absence trends relating to the health and safety of employees. As well as:

- Report regularly to SLT on health and safety matters
- Liaise with the Service Health and Safety Leads for complying with standards relevant to Council services, changes in legislation plus recommendations and reports produced both internally and externally.

Heads of Service/Senior Managers

All Heads of Service/Senior Managers/Service Health and Safety Leads are responsible to SLT and accountable for all matters they control directly, including ensuring that:

- All employees under their control are competent to perform their duties and that they are provided with as much information, instruction, training and supervision as needed to carry out their roles safely
- Managers and employees are properly informed of the Health and Safety policy
- Responsibilities for health and safety are properly defined, understood and carried out at all levels
- This policy and arrangements are implemented in their areas of control
- The Council complies with all relevant health and safety legislation
- Health and safety is included in all relevant meetings
- Suitable and sufficient risk assessments of work activities are carried out, effective control measures are put in place and any actions resulting from such risk assessments are undertaken as necessary
- Managers and employees fully understand their responsibilities and adhere to the safe systems of work and procedures put in place as a result of a risk assessment
- The Council's procedures for the reporting and recording of all accidents, dangerous occurrences and near misses that may occur from time to time are followed
- They include and discuss health and safety as an agenda topic item at all management meetings
- They report to the Safety Committee concerns that they are not able to resolve
- They actively promote a positive health and safety culture
- They support the application of this policy and set an effective example to others through positive action and compliance with the agreed procedures.

Service Health and Safety Leads

The purpose of the Service Health and Safety Leads is an appointed person to advise the Corporate Head, Heads of Service/ Senior Manager and line managers/supervisors/team leaders regarding the implications of this policy together with the requirements of current legislation on the activities undertaken by the Council. They will undertake suitable training.

The Service Health and Safety Lead in conjunction with if necessary a fellow competent colleague has the authority to stop any work activity being carried out by or for the Council where it is considered that it poses a risk of serious injury. In such circumstances, they should report it to the line manager or Head of Service/Senior Manager without delay once the work has been stopped, so that corrective measures can be initiated.

It is the responsibility of the Service Health and Safety Leads to ensure:

- That employees in the service area have read this policy
- That they consult and communicate with specific statutory enforcing bodies, safety organisations and other relevant bodies to ensure a high level of health, safety and welfare with their service area of the Council
- They provide advice regarding health, safety and welfare matters to all employees, managers, Heads of Service/Senior Managers and the Health and Safety Committee
- To seek guidance from a competent qualified Health & Safety colleague within the Council, if they require assistance and advice
- Ensure employee concerns and complaints regarding health, safety and welfare matters are investigated
- They liaise with the Workforce Health and Safety Lead regarding health, safety and welfare policy matters, accidents/near misses, reports and information to the Council
- They liaise with Heads of Service/Senior Managers and line managers/team leaders/supervisors over the range of their responsibilities concerning inspections, reports, recommendation, changes in legislation and advice received from other parties
- They support the application of this policy and set an effective example to others through positive action and compliance with the agreed procedure.
- To assist, in the absence of the Workforce Health and Safety Lead, in complying with the HSE with the prompt reporting of accidents or dangerous occurrences and complete statutory notifications.

Line Managers/Team Leaders/Supervisors

Managers and Supervisors are responsible to their Senior Managers to ensure, in so far as is reasonably practicable, the health and safety of their employees, and the public, in their areas of work. They are expected to set an example in safe behaviour and maintain a constant and continuing interest in employee safety, by:

Acquiring the knowledge of health and safety regulations and codes of practice necessary to ensure the safety of their employees' workplaces.

Acquainting employees with these regulations and the codes of practice and giving guidance on safety matters and ensuring that employees act on the instructions and advice given.

All line managers, team leaders and supervisors have a responsibility for managing the health and safety of those areas under their control.

Line managers, team leaders and supervisors have the responsibility to ensure:

- That this policy is understood and fully and properly implemented within their area of responsibility
- They understand health and safety legislation relevant to the Council's activities, and, in particular, how it applies to their area of responsibility

- All new employees undertake an induction on their first day, and as a minimum are instructed in the fire evacuation procedure (including the location of the closest fire alarm call point, what the fire alarm sounds like, the location of the nearest fire exit and how to reach the assembly point), accident reporting procedure and how to summon first aid assistance
- Employees and volunteers receive adequate information, instruction, training and supervision to carry out their roles safely
- Work areas under their control are maintained in a safe condition
- Suitable and sufficient risk assessments of work activities are carried out and recorded for all tasks and activities in their teams, including any out of hours services and tasks that occur infrequently
- New services or activities are risk assessed prior to the work commencing
- The risks identified are eliminated where practicable or reduced as low as is reasonably practicable by putting effective control measures in place and any actions resulting from risk assessments are undertaken as necessary
- Additional risk assessments are undertaken for particularly vulnerable persons, such as children or young persons (whether employed or on work experience), trainees, lone workers and new and expectant mothers
- The findings of the risk assessments are shared with employees, so that employees understand the control measures that have been put in place to protect them
- Safe systems of work are established for work activities under their control and that employees abide by them at all times
- Equipment used by employees is maintained in a safe condition
- Where identified by a risk assessment is being required, suitable personal protective equipment is provided to employees as necessary, without charge, that they know why it is required, how to put it on, take it off, and store it correctly and that it is used properly
- Any substances which require a COSHH (Control of Substances Hazardous to Health Regulations 2002) assessment are identified and that a COSHH assessment has been undertaken before the substance is used
- Health and safety is a standing agenda items for all team meetings and use this as an opportunity to remind employees of their responsibilities, explain the findings of risk assessments and discuss safe systems of work and other related issues
- All employees, particularly when new and/or inexperienced, are supervised appropriately
- The Council's procedures for the reporting and recording of all accidents, dangerous occurrences and near misses that may occur from time to time are followed
- They do not unreasonably withhold permission for their employees to train and act as a Fire Warden and/or Fire Aider
- They take appropriate disciplinary action against any employee who fails to heed a safety warning and who jeopardises the health and safety of themselves and/or other people
- They suspend any activity which is considered to constitute an immediate danger, investigate the circumstances and only allow work to recommence once the appropriate remedial actions have been taken
- They report to their Head of Service/Senior Manager any health and safety concerns that they are not able to resolve
- They support the application of this policy and set an effective example to others by positive action and compliance with the agreed procedures
- They actively promote a positive health and safety culture throughout their area of responsibility

Fire Marshalls

Fire Marshalls must ensure that, in the event of a fire alarm, everyone in their area of responsibility has left the building to a place of safety.

This may involve assisting those who require assistance, up to and including using an evacuation chair if trained to do so. If, for whatever reason, they are unable to ensure everyone can evacuate they must inform the emergency services on their arrival.

First Aiders

First Aiders must provide first aid to students, employees, visitors, contractors, or members of the public if they require or request assistance.

First aiders are not required to treat people if they do not feel they are competent to do so. In these instances, they would be expected to inform either another first aider, or the emergency services.

All Employees

All employees must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. They must comply with their employers' reasonable health and safety measures in accordance with the training and instruction given.

Employees are required to inform their manager immediately if they have reason to believe that there is any serious or imminent danger to any person or any inadequacy in the safety arrangements which might affect them.

Employees must inform managers immediately of any work-associated ill-health, accident, incident, near miss or assault. The appropriate reporting form or statement should be completed as soon as possible and returned to the Workforce Health and Safety Lead in accordance with the instructions given to the employee.

If employees have concerns, they have the right to express those concerns and, if necessary, refuse to work in an area where they believe they are placing themselves at risk, until a suitable and sufficient risk assessment is carried out, and if necessary, corrective action is taken to either remove the hazard, or reduce it to an acceptable level.

In particular, employees are required to:

- Take reasonable care for themselves and of other persons who may be affected by their acts or omissions at work
- Cooperate with the Council on matters of health and safety so that the Council complies with its legal duties
- Know the evacuation procedure for the location at which they are working
- Cooperate with management to ensure that safe and healthy working practices and workplace are maintained
- Report any unsafe working practices, workplace hazards, defects or any other health and safety concerns to their line manager immediately
- Stop work and liaise with their manager if a procedure appears unsafe to continue
- Use vehicles, equipment, materials and substances in accordance with information, instruction and training provided

- Use all Personal Protective Equipment (PPE) or clothing in a proper manner and for the purpose intended, store it to avoid damage, keep it clean, keep it maintained and report any loss or damage
- Not interfere with or misuse anything provided to safeguard health and safety, nor to remove it or destroy it without good reason
- Work in accordance with any health and safety instruction or training that has been given and never undertake any task for which they have not been authorised and for which they are not trained
- Attend and cooperate with health and safety training when it is being provided
- Report all accidents, near misses, Dangerous Occurrences and instances of work-related ill health to their line manager immediately
- Cooperate with Runnymede Borough Council in the implementation and observation of all statutory requirements placed upon the Council
- Familiarise themselves with this policy, the risk assessments applicable to their work and comply with the requirements set out.

Any employee who intentionally or recklessly disregards any aspect of this Policy, or misuses anything supplied in the interest of health and safety may be subject to formal investigation and disciplinary action.

No employee of the Council may carry out or authorise practices which place employees or other persons in danger or which are in direct breach of legal requirements.

Contractors

Contractors are responsible for following guidance, policies, processes or procedures as provided by the Council to ensure their own health and safety and that of others who may be affected by their actions or omissions.

Contractors are those paid to complete work on behalf of the Council, including agency staff and consultants. All contractors must treat the Council's arrangements and procedures as minimum standards to adhere to and follow appropriate industry guidance and best practice at all times. Failure to comply could influence the awarding of future contracts by the Council.

Visitors

Visitors must follow any instructions provided to safeguard their own and others health and safety.

Visitors are people invited onto to Council property for a purpose other than completing paid work on behalf of the Council.

Corporate Landlord Model

Runnymede have created a Corporate Landlord model for all our buildings and sites used by employees, the public and within the private property division. This is managed by the Corporate Head of Assets and Regeneration who ultimately has responsibility for fire safety, building maintenance, compliance issues and everyday health and safety aspects of the premises.

The Corporate Landlord model centralises all estate related budgets, decision making and activities within a central team – the Asset and Regeneration team. The Service departments become tenants of the Corporate Landlord.

Union

Safety Representatives (as defined by the Safety Committees and Safety Representatives Regulations) are appointed by the Trade Unions and the Unison safety representatives are recognised as a valuable resource for employee representation and are represented at all Runnymede safety committees and training events. The safety representatives can assist with or observe health and safety investigations, site audits, risk assessments, site safety meetings or disciplinary actions.

Unison will be consulted in good time on the introduction of new equipment or changes in working practice which may have implications for health and safety or employee welfare and wellbeing.

Unison may make representations to the Council on general matters affecting the health, safety, or welfare of employees at work. They may also investigate any direct complaints or whistle-blower information from union members or non-members.

The Safety Committee

The Corporate Head of Human Resources/OD will chair the Safety Committee and arrange for meeting minutes to be taken and distributed. The Committee enables the management and employee representatives to discuss matters of Health and Safety policy, employee welfare and wellbeing initiatives and to raise any issues of concern, and review the actions taken/required following any reported accidents and incidents.

The Safety Committee aims to meet at least quarterly and reflect on the needs of all business units within the Council.

Occasionally, additional meetings will be required, or subgroups formed to discuss any urgent or serious issues that may arise. The safety committee will review and report on and investigate any suggested safety improvements or changes in operational procedures or guidance.

At each Safety Committee meeting the employees will be represented by Unison, their peers and management representatives from each business unit. Each Corporate Head must ensure proper representation for their employees with an allocated member or deputy.

The Safety Advisory Group

The Safety Advisory Group will:

Consider and scrutinise the safety aspects of large public events in Runnymede to promote the health, safety, and welfare of all those involved. Runnymede Council will Chair the SAG, except when there could potentially be a conflict of interests, at which time another member will act as chair.

The SAG group is a separate entity for authorising, advising on and evaluating the potential risk from public and private events that operate within the Runnymede locality. The group have an operational Terms of Reference statement and are comprised of representatives from the

Borough Council, Surrey Police, Fire, Health Services and County Council. The group is co-ordinated by Runnymede Environmental Services unit.

Drivers

It is the responsibility of all drivers to adhere to the Council safety policies and specific drivers' handbooks.

The Health and Safety at Work Act 1974 requires employers to take appropriate steps to ensure the health and safety of their employees and others who may be affected by their activities when at work. This includes the time when they are driving whether this is in a leased, company or hired vehicle, or in the employee's own vehicle.

Section 3 – Arrangements

Introduction

This policy forms the foundation of the Council's approach to health and safety (as so far as it is reasonably practicable) by aiming to employ common sense solutions when applying policies, procedures and controls designed to protect health and safety across all Council premises and in connection with all activities under Council control.

The following section deals with the various arrangements of how the aims of the policy will be implemented and thus comply with the requirements of all relevant legislation. This will be achieved by:

- Identifying and managing all identifiable risks
- Informing employees (and others) of the identified risks
- Undertaking appropriate instruction, training and supervision
- Consulting with employees on health and safety matters
- Safeguarding the environment from the effects of Council activities
- Monitoring the effectiveness of the Council's arrangements and, where appropriate, implementing improvements

Underpinning policies

The Health and Safety Policy is underpinned by other related policies covering specific issues, including:

- Alcohol at Work policy
- Safeguarding Policy for Children and Adults at Risk
- Sickness Management policy
- Aggression at Work
- Whistleblowing policy
- Bullying and Harassment policy
- Agile working policy
- Non-smoking policy
- Drivers policy
- Lone Working policy
- This list is not exhaustive

Consultation

The Council will consult with employees regarding matters of health and safety by means of a standing item on the agenda of the Safety Committee.

Information

The dissemination of timely and targeted information relating to health and safety is a crucial aspect of Runnymede Borough Council's health and safety management system. Government legislation, regulations, Approved Codes of Practice (ACOP) and industry guidelines are regularly reviewed, updated, or even removed, so it is any must be communicated to the people that need to know.

The Council's Workforce and Service Health and Safety Leads will work together to identify, review and interpret all relevant changes to statutory requirements, guidance and best practice and ensure that any necessary amendments to Council policy, procedures and working practice are communicated to the Safety Committee, and cascade through to Service areas and SLT/CLT.

General and/or specific information relating to matters affecting the health, safety and welfare of employees will be provided in the following formats (as appropriate):

- This policy
- Other polices
- Procedures and guidelines
- Statutory notices
- Safety signs
- Safety posters

... and communicated through the following outlets:

- Team meetings
- Group e-mail
- Presentations
- Training sessions (including e-learning)
- Service Health and Safety Leads.

Training

The Council is committed to the provision of such information, instruction and training as may be necessary to enable all employees to carry out their duties, as far as is reasonably practicable, without risk to either their own health and safety, or that of others that may be affected by their activities.

Risk Assessment

Under the Management of Health and Safety at Work Regulations 1999, the employer must ensure that risk assessments are undertaken for all tasks and activities under their control, including any out of hours services and tasks that occur infrequently. The significant findings of the risk assessment shall be recorded.

Each assessment must be 'suitable and sufficient', i.e. it should show that:

- A proper check was made
- All those who might be affected were considered
- All the obvious significant risks have been dealt with
- The precautions are reasonable, and the remaining risks is low
- The workers (or their representatives) were involved in the process

The level of detail in a risk assessment should be proportionate to the risk and appropriate to the nature of the work. The person undertaking the assessment is not expected to anticipate unforeseeable risks.

Line managers, team leaders and supervisors must undertake suitable sufficient risk assessments of work activities undertaken by their teams.

Heads of Service/Senior Managers are responsible for ensuring that all the risks in their particular area of work are assessed and formally recorded with, if available, the assistance of the Service Health and Safety Lead. The most appropriate person to undertake risk assessments is the Manager of the team as they are best placed to know what activities their employees undertake, what they do, how they do it, where they do it, what equipment they use etc. New services or activities shall be risk assessed prior to the work commencing. There is a risk assessment template on the Council employee pages.

Whilst it is the responsibility of the relevant manager to carry out the risk assessments relating to their area of control, the Service Health and Safety Leads are available for advice and support at any point throughout the risk assessment process.

Managers and others with responsibility for producing risk assessments are to ensure that all the required control measures, including information, instruction, training, inspection and recording, are undertaken and adequate records maintained.

Each assessment must be reviewed regularly. Council policy is that they should be reviewed annually, however, risk assessments must also be reviewed under the following circumstances:

- following an accident or near miss
- when the work takes place in a new location
- when the work task in question has been significantly altered
- following physical changes to the environment, e.g. building layout
- when the type, or use, of work equipment is changed
- following specific changes in legislation, or considered best practice, in the field to which the assessment applies.

The risks identified in the risk assessment shall be eliminated where practicable or reduced as low as is reasonably practicable by putting effective control measures in place. Consider the following in the order shown, as this is the safest and most effective:

Elimination - Redesign the job or substitute a substance so that the hazard is removed or eliminated.

Substitution - Replace the material or process with a less hazardous one.

Engineering controls - Use work equipment or other measures to prevent falls where you cannot avoid working at height.

Install or use additional machinery to control risks from dust or fumes.

Separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.

Administrative controls - Identify and implement the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (e.g. by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage.

Personal Protective Equipment (PPE) - Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must Personal Protective Equipment (PPE) be used.

Workers must be trained in how to put on, wear, take off, clean and store each item of PPE. PPE must be provided at no charge to the employee. Employees must be informed how to obtain replacements for damaged or worn-out pieces of PPE.

PPE is the last resort as it fails to danger and only protects the person wearing it (if they are wearing it correctly) and not others in the vicinity.

Work activities to be risk assessed include:

- driving at work
- general work activities
- lone working
- manual handling
- noise
- public events
- slip, trips and falls
- use of Display Screen Equipment (DSE)
- use of electrical equipment
- use of machinery and plant
- use of substances hazardous to health (in the format of a COSHH assessment)
- work at height
- workplace transport
- volunteering projects
- working with children/vulnerable adults.

This list is not exhaustive and is merely a suggestion of activities to consider.

Additional risk assessments shall be undertaken for persons who are particularly vulnerable, such as children or young persons (whether employed or on work experience), trainees, lone workers and new or expectant mothers.

The findings of the risk assessments must be shared with employees, so that employees understand the risks of their work and the control measures that have been put in place to protect them.

Risk assessments should be reviewed when there are changes to legislation and whenever there are changes to the "4 P's":

- people
- plant/equipment
- place
- process/procedure

Safe systems of work

Safe systems of work shall be formulated following the identification of hazardous work activity (including the introduction of new equipment, processes, or substances), to ensure, as far as is reasonably practicable, the health, safety and welfare of all employees and any other persons who may be affected. Wherever possible, managers should endeavour to adopt best practice solutions for hazard control, including major hazards and training/instruction in emergency procedures.

Managers at all levels shall ensure, as far as is reasonably practicable, that places of work are maintained in a condition that is safe and without risks to the health of employees.

Heads of Service/Senior Managers must commit sufficient resources to facilitate the implementation of adequate control measures identified in their risk assessments. If sufficient resource is not available at service level, then a case must be escalated up to the Safety committee so that authority is obtained to:

- a) take short-term remedial actions and/or
- b) initiate longer-term corrective actions to reduce or eliminate the problem or hazard.

Particular attention shall be given to the definition and control of Council services provided by partner organisations and Council works carried out by, or with, outside contractors.

Safety management

The Council will ensure that it meets all obligations imposed by current legislation including, but not exhaustively:

- by means of risk assessment
- safety tours/inspections
- the provision of suitable information and training
- accident/incident reporting.

The health and safety performance of Runnymede Borough Council will be monitored to ensure a system for continuous improvement.

Monitoring will be through a mixture of proactive means and reactive methods (analysis of accident reports).

We will actively monitor health and safety performance by:

- a) Regular workplace inspections/risk assessments developed and carried out at a local level within Service areas, with central monitoring of performance.
- b) DSE self-assessments for new employees and regular re-assessment for all DSE users.

We will reactively monitor health and safety performance by the recording of all accidents, incidents, near misses, Dangerous Occurrences and cases of work-related ill health with analysis of all accidents and investigation into the most serious.

Accident reporting and investigation

An 'incident' is defined as an event, happening, or occurrence which may, or may not, be accidental.

A 'near miss' is defined as an unplanned event, or series of events, that could, under slightly different circumstances, have resulted in harm to people, damage to property', or interruption to services provided by the Council.

The term 'Dangerous Occurrence', when stated in this policy, relates exclusively to the definition of a Dangerous Occurrence contained in RIDDOR.

Occasionally more serious accidents/incidents occur. The Council has a responsibility to ensure that certain accidents are reported to the Health & Safety Executive in accordance with the reporting requirements of the RIDDOR.

All accidents, incidents, injuries, diseases, Dangerous Occurrences and cases of ill health arising from work activities must be reported in accordance with statutory requirements.

In relation to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR), the Health and Safety Executive define an "accident" as a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work.

The responsibility to report these accidents to the Health & Safety Executive lies with the Workforce Health and Safety Lead. The responsibility to report these accidents to them lies with the Service Health and Safety Lead/Head of Service/Senior Manager responsible for the work in connection with the accident/incident.

Further information on reporting procedures is given on the Council's Employee page 'Reporting an accident or incident' where there is an accident report form, guidance and template for investigating an accident.

If an investigation is undertaken, the delegated officer must submit a report into the circumstances of the accident, incident, injury, disease, dangerous occupational occurrence, or case of occupational ill health, with the objective of determining any immediate and/or underlying causes. Measures designed to prevent recurrence must be included in the report for consideration.

Safeguarding Provisions

The Safeguarding Policy for Children and Adults set out the Councils approach and legal duty to identify, and eliminate, the risk of those at harm of abuse.

The Council commits to working with other statutory and voluntary agencies to safeguard and promote the welfare of children and adults.

In its role as an employer the Council incorporates safeguarding measures in its recruitment procedure and provides mandatory safeguarding training for all employees as well as enhanced training dependant on the role. The Council also has a safeguarding responsibility as a licensing authority and for the services it commissions.

Runnymede Borough Council is committed to safer recruitment. New employees who are taking up a position which involves working closely with children or adults at risk (in a voluntary or paid capacity) will be required to acquire an Enhanced DBS Disclosure. Enhanced DBS Disclosures provide additional detail about unspent and spent convictions, cautions, reprimands, final warnings plus any additional information held by the police.

Aggression in the workplace

The Council recognises that exposure to violence is not an acceptable part of an employee's job. Therefore, the Council will not tolerate the behaviour of those few individuals who may become abusive or violent. Appropriate action will be taken to protect and ensure the safety of employees.

We define aggression as "any incident in which an employee/volunteer is abused, threatened, or assaulted by another person in circumstances relating to their work". This definition includes verbal as well as physical violence, aggression, verbal or written abuse, sexual or racial abuse and intentional damage to personal property.

In giving this commitment, the Council is aware that this requires proper monitoring and training in the management of aggression and counselling for those who are at risk from violence. To provide a framework for preventing violence towards employee whilst at work, the Council has adopted a "Violence at Work" Policy.

Heads of Service/Senior Managers are responsible for undertaking risk assessments of all the activities within their area of responsibility. This includes an assessment of the risk of violence. Where a risk is identified, existing safeguards must be evaluated. Where required, further measures must be introduced to eliminate the risk or reduce it (so far as is reasonably practicable).

Risk Assessments should also identify the training needs of individual members of employees. Recognition is given to the need for training and support for employees and so training on conflict management and personal safety are provided within the Continuous Development Programme of training. Further support/training may be given on a service-specific basis.

An employee must report any aggressive incident to their line manager and report it through the accident/incident form on the employee page. A decision will then be made whether, or not, it is necessary to carry out a local investigation.

Audit

Runnymede Borough Council will undertake periodic reviews of its Health and Safety performance based on its compliance with statutory requirements, best practice and its own health and safety policies and procedures.

Audit outcomes will be reported for discussion to the CLT or Senior Leadership Team and to the Safety Committee.

Environment

<p>Workplace Environment:</p> <p>The Council will ensure that adequate facilities for employees are provided in every workplace. This will include provision of a reasonable temperature, suitable lighting, adequate ventilation, sufficient welfare facilities and adequate workspace. An appropriate standard of cleanliness will also be maintained.</p>	<p>Environmental Protection:</p> <p>The Council will ensure, as far as is reasonably practicable, that no banned substances are released into air, water or land to pollute or damage the surrounding environment, at any site for which the Council owes a duty of care and responsibility.</p>
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Fire safety

Proper systems to ensure fire safety and establish fire precautions are provided for all Council-owned and managed property. The requirements of current legislation will be satisfied, with all property subject to regular, risk assessment.

All occupied premises will be subject to regular planned emergency evacuations.

Information, instruction and training in fire precautions will be provided for all Runnymede employees, beginning with induction training for all newly appointed employees.

All work activities and processes that have the potential to cause fire will be fire risk-assessed and the necessary control measures implemented.

First aid at work

The Council will fully meet the obligations of current legislation regarding the provision of First Aid at Work (Health and Safety at Work (First Aid) Regulations 1981).

The Workforce and Service Health and Safety Leads will be responsible for ensuring that there are sufficient trained and authorised First Aiders available at all times when employees are at work, including flexible working patterns.

First Aid training courses for employees nominated as First Aiders for the Civic Centre will be procured corporately through the Health and Safety municipal budget by the Workforce Health and Safety Lead.

Managers and Team Leaders will be responsible for organising first aid training for their employees who require a suitable qualification to carry out their normal duties.

Good Housekeeping

Heads of Service/Senior Manager will ensure that adequate housekeeping arrangements are in place to maintain a safe and healthy workplace.

The maintenance of good housekeeping policies and procedures is a prerequisite in the prevention of workplace accidents and occupational ill health. Main hazards can be eliminated by attention to detail, including environmental hygiene, tidiness of work sections, desks, benches and storage.

Good housekeeping is especially important in catering operations such as kitchens and food preparation areas where cleanliness and hygiene are essential. Wet and slippery floors and work surfaces pose a particular hazard to catering employees.

In general office accommodation, good housekeeping can reduce trips and falls and accidents. It can also considerably reduce risks by ensuring correct storage of paper and other stationery items.

The Corporate Landlord model ensures that good housekeeping is maintained in Council owned and run buildings.

Managing the safety of contractors

It is Council policy to maintain a high standard of safety in all the work it undertakes, including control of third-party contractors carrying out work on the Council's behalf.

The term 'contractor' includes consultants, sub-contractors and any other service providers carrying out internal or external works.

Contractors must conduct their activities so that conditions and methods of work are safe for their employees, sub-contractors, Runnymede Borough Council employees and any other persons who may be affected by the work, for example other contractors and members of the public.

The Council must take steps to ensure that the contractor observes all appropriate safety precautions. The works must comply with current health and safety legislation.

The Council's Procurement Toolkit offers step-by-step guidance on the process of obtaining and evaluating this information and establishing the Contractors' competence in the area of health and safety.

Manual handling

The Council aims to reduce injuries in connection with manual handling to the lowest level possible and to provide a safe working environment. This will be achieved by a programme to reduce the need for employees to undertake manual handling operations especially as and when new technology and information are introduced. Where manual handling cannot be eliminated Service Health and Safety Leads/Heads or Service/Senior Manager will ensure that the manual handling is subject to risk assessment.

Where manual handling exists, all employees concerned will receive the appropriate information, instruction and training on safe handling techniques.

This policy can only work with the co-operation of employees. It is therefore a requirement that employees must cooperate with safe working practices, to know their lifting limitations and to keep themselves physically fit for manual handling operations when it is unavoidable.

Employees must report immediately any health problem or change in health status which could give rise to an increased risk of injury when manual handling.

Managers are responsible for reporting training needs to the Workforce Health and Safety lead.

Occupational health

The Council offers occupational health support with services including health surveillance in identified services and assessment, pre-placement screening, routine referrals and workplace assessments.

To support employees with their wellbeing the Council offers a confidential counselling service. Full details are on the 'Wellbeing Advice' page of the Employee pages.

Aspects of working practices that might be detrimental to the safety and health of employees might not always be identified directly by the employer. An essential requirement in the support of maintaining safety, therefore, is the cooperation of employees in reporting any concerns they may have regarding safety and health. In the first instance, the relevant line manager should be informed. If this is not possible, then a more senior manager or the Service Health and Safety Lead should be notified.

Personal Protective Equipment (PPE)

Personal Protective Equipment, including Respiratory Protective Equipment (RPE) and Safety Appliances/Equipment, will be issued to, and worn by, employees involved in activities where a known hazard exists and the level of risk cannot be controlled in any other way, or where there is a statutory requirement to do so. Such PPE/RPE will be provided with no charge to the employee.

Managers/Supervisors responsible for the undertaking of such activities will write a risk assessment of each work process, specifying PPE/RPE and Safety Equipment requirements.

Where the risk assessment has indicated a need for PPE/RPE or Safety Equipment, the specification for that equipment must be kept under regular review so that an appropriate level of protection is always maintained.

Managers/Supervisors must ensure that employees are given suitable and adequate information, instruction and training in the correct use of PPE/RPE and safety equipment, including in the care and maintenance of such equipment, how to store it correctly and how to obtain replacements.

Records of training and the issue and maintenance of PPE/RPE and Safety Equipment must be held on site by the Manager/Supervisor responsible for the undertaking, where it may easily be produced for inspection or safety audit.

The Council expects its employees to wear the PPE/RPE provided for them for their own protection. Failure to do so may constitute a disciplinary offence. Employees are expected to maintain their PPE/RPE such that it is kept in a serviceable condition and stored correctly. Employees must report any damaged or worn-out items and request replacements where necessary.

Managers must set a good example to employees by not only ensuring that all employees under their control comply with PPE/RPE requirements, but that they themselves also conform to good, safe working practices.

Purchasing items/substances for work use

All employees responsible for purchasing any articles for use in Council work must ensure, as far as is reasonably practicable, that the article is designed and constructed in such a way that it is suitable for the work that it is intended for and that it will be safe and without risks to health at all times, whether it is being used, cleaned, maintained, or stored.

All employees responsible for the purchase of any substance for use in Council work must ensure, so far as is reasonably practicable, that the substance is appropriate for its intended use and entirely safe when being used, handled, processed, stored or transported by a person at work. To this end, all employees involved in the procurement or purchase of known hazardous substances for use at work, must ensure that the requirements of the **Control of Substances Hazardous to Health (COSHH) Regulations 2002** are satisfied. This includes the provision of the Product Safety Data Sheets (SDS) and the undertaking of COSHH risk assessments.

Record keeping

Adequate record keeping plays an essential part in maintaining a robust approach to standards of health and safety in the workplace. Accident records, inspection/audit records, health records and training records can provide vital information to management when seeking to measure successful performance, identify areas of concern, or aid in cases where an investigation is required.

Records of all risk assessments, safe systems of work, specific procedures and instructions relating to their service should be kept by each team, be accessible and stored electronically, with the appropriate review dates attached to them. Risk Assessment specific to individuals a copy should be placed with HR on their personnel file.

All risk assessments should identify any significant hazards, the persons who may be affected and the steps taken to control the risks present.

Current legislation requires records of all accidents, incidents, dangerous occurrences and cases of occupational ill health to be kept for a minimum of three years (records of accidents involving children must be kept until the date of their 21st birthday), and also, to make extracts of such records available to the enforcing authority if required.

The maintenance of employee training records is necessary to establish competency, authorisation and certification of employees to carry out specified duties, tasks and functions within the organisation.

Review of policy

The Council will, in consultation with the Runnymede Safety Committee, monitor the effectiveness of this Policy and will review its provisions as circumstances require and at least once every two years or earlier if appropriate.

The Policy Statement of Intent, contained on the first page, shall be signed and dated by the Chief Executive, thereby indicating top level commitment to the programme for the management of safety and health within Runnymede Borough Council.