



people policies

Corporate
Health, Safety
and
Welfare policy





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BRISTOL CITY COUNCIL

Statement of Health, Safety and Welfare Policy

- 1** Bristol City Council attributes the utmost importance to the health, safety and welfare of its employees and those for whom it provides a service. It also fully accepts its responsibilities not to endanger the employees of other employers or members of the public and is totally committed to the creation and maintenance of a positive health and safety culture throughout the organisation.
- 2** The City Council will endeavour to ensure that so far as is reasonably practicable, its operations and services are conducted in such a manner as to prevent harm, injury or damage to people, plant, materials, property and the environment, and to promote continuous improvement in health safety and welfare standards.
- 3** The City Council will take every reasonable measure, including the provision of adequate resources, to discharge its responsibilities by:
 - Aiming to provide a safe and healthy place of work and working environment, including access and egress, across the whole range of staff occupations;
 - Protecting the safety of members of the public when they are on City Council premises or are affected by its activities;
 - Undertaking risk assessments and implementing their findings;
 - Providing and maintaining safe working systems, plant and equipment;
 - Providing information, instruction, training and supervision to enable employees and others to work safely, to recognise and minimise hazards and to contribute positively to health and safety at work;
 - Co-operating with employees in the appointment of safety representatives;
 - Establishing and maintaining an effective health and safety committee structure; and
 - Providing suitable and sufficient welfare facilities.
- 4** Health and safety is the direct concern of employees at all levels, and they are charged under the Health and Safety at Work etc Act 1974 with a duty of care for their own safety, the safety of fellow workers, and of any other person affected by the City Council's work activities. Employees also have the duty to co-operate with the City Council to enable it to carry out its responsibilities. Therefore, the City Council looks to every employee to maintain continuous safety awareness, be alert to existing and potential hazards and the need to

minimise and report them.

- 5 The City Council recognises that the management of health and safety is an integral part of modern management practice at all levels. Without detracting from the primary responsibility of managers and supervisors for ensuring safe working practices and conditions, the City Council provides competent technical health and Corporate Safety Advisers to assist line managers and supervisors in their task.
- 6 The City Council will provide information and guidance to all employees on its health and safety duties and responsibilities and the organisational arrangements necessary to discharge them. This information and guidance will be brought to the attention of all employees and others to whom it may apply.
- 7 This statement will be regularly reviewed, and any revision brought to the notice of employees and others.

Alison Comley

Safety Director,
Strategic Director for Neighbourhoods

November 2014.

Purpose of the Policy

This policy has been developed in line with the City Council's commitment, laid out in the 'Statement of Policy' to providing a positive safety culture by reflecting Best Practice in all policies, arrangements and safe systems of work adopted within the organisation.

This policy lays out the responsibilities of elected members, strategic directors, service directors, managers and staff, together with the corporate arrangements by which the City Council intends to drive down accidents and ill health rates in compliance with health and safety laws.

The policy applies to all City Council employees and workplaces including County, Community and Controlled schools where the Local Education Authority (LEA) is the employer. Under the School Standards and Framework Act 1998 the LEA has sufficient powers to ensure schools comply with health and safety legislation.

Council will ensure that sufficient resources are available to achieve and maintain these high standards of safety proficiency, including the provision of any health and safety training and information for employees, safety equipment or clothing and welfare facilities and also to monitor and review the health and safety standards of the Council by both internal and external audit.

Role of Elected Members

The Council consists of 70 members.

The Executive takes key decisions and have varying portfolio responsibilities, they agree the budget and policy framework.

Backbenchers can engage in the scrutiny of decisions.

Members work with officers on the Corporate Safety Consultative Committee, to enable detailed consultations, challenge and communications with officers and unions.

Responsibilities

Health and Safety as a Management Function

Health and safety must be treated as an integral part of the management function within the council and as such must be managed like any other process. To ensure this, there must be adequate organisation, arrangements and resources to implement this policy, and to plan, monitor and review the health and safety activities of the Council.

Bristol City Council and its Elected Members

Bristol City Council, as an employer, is responsible for ensuring that health, safety and welfare standards are set and maintained and will continuously seek to reduce accidents and incidents of ill health in the workplace. The

Managers' Responsibilities : Our responsibility to you

City Director and Strategic Leadership Team

The City Director has responsibility for the staffing arrangements of the Council and for the overall strategic management of the Council.

- Manages the functions via, and with the Strategic Leadership Team of the Council;
- The Strategic Leadership Team meet on a weekly basis and agree corporate matters including the adoption, review and monitoring of health and safety. (NB the actual monitoring is done under delegation by relevant directorate officers).

Health and Safety Enforcement Notices

If an Enforcement Notice (or any other legal notice) is served on the Council then this must be served on either the City Director or the Service Director of Legal Services. If any officer or member receives any such Notice then the Service Director of Legal Services and the Corporate Safety Manager must receive a copy immediately.

Strategic Directors (1st Tier)

The nominated Safety Director has been transferred from the City Director to the Strategic Director of Neighbourhoods, with effect from the 1st April 2014.

- Strategic Directors are responsible to the City Director for the health and safety performance of their directorate:
- the provision of adequate welfare arrangements and the implementation of this policy through each of their Service Directors;
- each Strategic Director will produce and implement a Directorate Health, Safety and Welfare Policy;
- must appoint a Directorate Health and Safety Co-ordinator at second tier level to lead on the day to day co-ordination of the health and safety organisation and arrangements;
- ensure monitoring through the Corporate Health and Safety Management System

(CHaSMS) quarterly of all health and safety issues raised, action recommended and action taken.

- Strategic Directors will ensure that managers operate at all times with safety in mind and provide the necessary leadership and resources to encourage a positive health and safety culture.

Service Director Human Resources

In order to achieve the organisational aims and ensure continuous improvement in health, safety and welfare standards, the Service Director of Human Resources will lead the development, application and review of Corporate Health and Safety and Occupational Health and Counselling standards, policies, strategies and arrangements in conjunction with the Corporate Management Team and Directorate.

Service Directors (2nd Tier Officers)

Service Directors are responsible to their Strategic Directors for the implementation of this policy and the Directorate Health, Safety and Welfare Policy. Specifically they or their nominated representative will:

- implement the Directorate Health and Safety Action Plan within the Service;
- ensure the safety competence of managers within the service, making appropriate use of the corporate management safety training programme;
- arrange for audits and inspections within the service and ensure appropriate action;
- monitor the application of CHaSMS and provide quarterly updates to the Directorate H&S Coordinator;
- identify service / section / team managers responsible for CHaSMS in service area;
- consult with, and be advised by the Safety Adviser allocated to the directorate;
- attend meetings of the Directorate Health and Safety Committee as part of Trade Union Consultation;
- respond to HSE investigation requests and Enforcement Notices;

- agree and implement remedial action required by Enforcement Notices, on behalf of the Director ensure that adequate up to date information is passed to the Directorate Health and Safety Co-ordinator for effective monitoring of safety performance and progress toward corporate safety objectives within the directorate.

Directorate Health and Safety Co-ordinators (Second tier)

The Directorate Health and Safety Co-ordinator is to co-ordinate safety, health and welfare matters across the directorate. They will be advised by the Safety Adviser and supported by the Corporate Safety Section. Specifically they (or their nominated representative) will:

- chair Directorate Health and Safety Committees;
- arrange for CHaSMS audits within Service and ensure appropriate action is taken;
- produce an annual Directorate Safety Report for the Corporate Safety Consultation Committee in July each year;
- ensure a Directorate Health and Safety Action Plan is developed and regularly reviewed;
- attend meetings of the Corporate Safety Consultative Committee;
- respond to HSE investigation requests and Enforcement Notices;
- agree and implement remedial action required by Enforcement Notices on behalf of the Chief officer;
- ensure that all staff have access to a Workplace Consultative Safety Committee/Group;
- maintain and monitor the Corporate Health and Safety Management System (CHaSMS) relating to the monitoring of health and safety compliance for the Directorate. Including the application of supplementary safety policies and arrangements. Exercise management control in relation to these work programmes and act as an internal client link where difficulties arise;

- ensure that all managers and staff are provided with the information, training and support required for them to carry out their health and safety responsibilities effectively;
- ensure safety matters associated with the disabled, apprentices, pregnant women and nursing mothers are not overlooked;
- ensure that accidents/incidents are reported and investigated in sufficient detail to indicate appropriate preventative measures;
- ensure that (where appropriate) and in accordance with other Human Resources Policies, and any others that are relevant, employees have access to specialist welfare advice/counselling;
- ensure that equalities issues relating to health and safety concerning ethnic minorities, are reported and dealt with speedily and sensitively;
- ensure adequate protection of the public.

People Business Partners

All People Business Partners have no direct managerial responsibility within service Directorates.

All People Business Partners must ensure that (where appropriate) and in accordance with Human Resources Policies, and any others that are relevant, employees have access to specialist welfare advice/counselling.

They also responsible for dealing with employee relation issues which arise from Health and Safety matters.

Managers and Supervisors (Tier 3-5) (See The Bristol Manager's Health and Safety Competencies)

Within each workplace managers and supervisors are responsible for the implementation of Corporate and Directorate Health, Safety and Welfare Policies and the general health and safety performance, including the identification of hazards and the assessment and control of risks. In particular they must:

- stop the work where an emergency or other condition arises which presents an immediate risk of serious harm;
- ensure all employees are aware of emergency procedures, the location of fire fighting equipment and how and under what conditions it can be used;
- enforce safe working methods and procedures including the wearing and use of personal protective equipment, where required;
- ensure the protection of the public;
- complete the CHaSMS monitoring schedule for their premise / staff;
- carry out their own inspection and monitoring programme (together with Trade Union Safety Representatives if possible) to keep workplace conditions under review, thus enabling early identification of hazards so that they can be eliminated or controlled;
- formally review in consultation with Safety Representatives, the CHaSMS action plan and send copy to H&S Coordinator;
- ensure that all equipment is safe, well maintained and that accurate records are kept of all inspections and tests implement Occupational Health's recommendations for reasonable adjustments;
- maintain close liaison with safety representatives to promote co-operation on safety issues. This will include an understanding of hazards, risks and safe systems of work;
- keep their line manager informed of health and safety issues (via section 5 of CHaSMS) and report training requirements, dangerous practices, accidents and 'near miss' incidents, completing and forwarding written reports as necessary;
- investigate all but the most minor incidents and complete the incident/violence investigation form (form 2-green).

Premises Managers (Facilities Management / Directorate Appointed Persons)

Designated premises managers shall have the additional duty of overseeing safety issues relating to the premises.

Some examples of those issues include:

- completing CHaSMS section 2 and / or for shared premises areas;
- on site first aid provision;
- access/egress control;
- security including violence & aggression;
- emergency procedure drills and safety checks of plant;
- structures, fences and boundaries;
- Especially where the responsibility for / or ownership of the facilities is not clearly defined;
- The first point of contact for any building or office accommodation alterations will be the premises manager;
- Local arrangements may apply.

Employees' Responsibilities : What we would like in return

All employees are required to be continuously aware of their own safety and the safety of other employees and others who may be affected by what they do or fail to do. In particular, they must;

- follow the correct working procedures as instructed, including the wearing of personal protective equipment/clothing and their identification badge;
- co-operate with management to ensure their own, their colleagues and the public's safety. They must not misuse or interfere with equipment or items supplied for safety reasons;
- carry out and document user checks and inspections of plant and equipment, report defects and ensure proper use;
- report accidents, 'near miss' incidents and new or developing hazards immediately to their line manager and highlight any flaws in the arrangements made for health and safety. Assist in the prompt completion of incident/violence report forms.

Corporate Safety Section

Is managed by the Corporate Safety Manager who is the nominated lead officer for the functions carried out by the Corporate Safety function.

The City Council will provide competent technical and advisory assistance to all managers and staff, to promote and maintain effective safety, health and welfare services. The Corporate Safety Section will provide health and safety advisory services to all Directorates through dedicated safety professionals.

The Section's main responsibilities are to:

- provide competent advice and assistance to the City Council and Directorates;
- provide Corporate Health, Safety and Welfare Policies, Arrangements, and Guidance;
- be consulted on the production of Directorate health, safety and welfare policy and codes of practice;

- advise and support line management in the development of risk assessments and implementing resulting actions/safe systems of work;
- foster and promote a culture whereby health and safety is viewed as inclusive to the normal management functions;
- provide advice to the Corporate, Directorate and Workplace Health and Safety Consultative Committees;
- maintain a health and safety library giving access to a wide range of professional information and including the utilisation of electronic media;
- provide regular health and safety information to Directorate on legislation, legal developments and topics of general health and safety interest;
- receive directorate CHaSMS results and ensure appropriate action;
- receive, record and analyse incidents and violence reports to reveal incident trends;
- fulfil the City Council's statutory accident reporting responsibility under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations;
- investigate or assist in the investigation of accidents or instances of ill health at work;
- carry out investigations of the workplace, equipment and working procedures;
- carry out health and safety audits of Directorate and their operations;
- assist in the design, planning and delivery of effective safety training programmes;
- provide training and give lectures and presentations on safety, health and welfare at work and related topics;
- maintain effective liaison with Trade Union Safety Representatives;
- liaise with the enforcement authorities, ie Health and Safety Executive (HSE), Avon Fire and Rescue Service and other relevant bodies including National Health Trusts, other Local Authorities and the Police in relation to the health and safety of staff, clients and visitors.

The Corporate Safety Manager and Corporate Safety Advisers have authority to :-

- A. stop any unsafe system of work or poor working practice; and
- B. serve internal and Improvement and Prohibition Notices.

To this end they will be afforded the same powers within the Council as though they were HSE Inspectors under the Health and Safety at Work Act eg;

- the powers of inspectors that are relevant to the City Council and specified under Section 20 of the Health and Safety at Work etc. Act 1974;
- powers to issue dated Improvement Notice and to extend the compliance period at the discretion of the Corporate Safety Adviser; and
- powers to issue a Prohibition or Deferred Prohibition Notice.

Any notices issued will be served on the manager in charge of a particular work area/process and a copy of the notice forwarded to the Directorate's Strategic Director. Copies of Prohibition Notices will also be sent to the Safety Director and Chair and Vice Chair of the Corporate Employee Safety Consultative Committee.

To protect against unreasonable requirements there is a right of appeal to the Safety Director, who will arbitrate.

Trade Union Safety Representatives

These are nominated and trained by the trade unions to inspect the workplace, investigate accidents and represent employees at safety meetings and committees. By agreement Trade Union Safety Representatives will voluntarily represent all staff members in a workplace whether or not individuals are trade union members. Where there is no trade union member or, non trade union staff wish to be represented by a non trade union representative, then management must hold a ballot to elect a staff member who will be known as the 'Representative of Employee Safety'. 'Representatives of Employee Safety' will have full consultation rights with management but will not carry out the wide range of functions of Trade Union Safety Representatives listed in the Joint Agreement on Health and Safety Consultation. The Corporate Safety Section will advise on this issue.

Committees

Joint Consultation

The City Council recognises that joint consultation on health, safety and welfare matters is a legal obligation and of prime importance. A structure of consultation committees has been established consisting of corporate, directorate and workplace safety committees. Directorates are to ensure that sufficient workplace committees are established to provide access for all staff via their safety representatives.

Corporate Safety Consultative Committee

The Corporate Safety Consultative Committee is a consultative body incorporating officers, trade union safety representatives and elected members. It is a forum for safety representatives to consult with the employer on matters of corporate safety policies, procedures and practices.

Reports are presented to the committee by either the employers or employees side secretary and the committee's views are submitted to the Director of Business Change (or deputy) in conjunction with the appropriate Executive Member and/or Strategic Director (where appropriate).

Quarterly visits are made by members of the corporate committee to sites across the city. This provides an 'on the spot' opportunity for elected members to familiarise themselves with council owned or managed sites and the health and safety issues that exist.

The full Terms of Reference for the Committee are contained in Additional guidance and support.

Directorate Health and Safety Committees

The function of Directorate Health and Safety Committees is to provide a forum for staff safety representatives to submit their views to management as part of the Directorate formal consultative process in relation to current/proposed health and safety matters.

The committee will be chaired by the Directorate Health and Safety Co-ordinator.

Full (Model) Terms of Reference and standard agenda items for Directorate Health and Safety Committee's are contained in Additional Guidance and Support.

Workplace Safety Committees

The workplace is where the majority of safety issues can be satisfactorily and speedily resolved. All staff are to have access via their Trade Union Safety Representatives to a workplace safety consultative committee/group.

General Arrangements

The general arrangements give practical effect to the Policy and the Policy Statement. They are not exhaustive and Directorates may issue particular arrangements covering operations peculiar to their function. **Constant observance of the Policy, adherence to rules and maintenance of good practice and procedure, will minimise personal suffering, injury and hardship by reducing accident rates. The consequential savings in costs will be very significant.**

Corporate Health and Safety Management System (CHaSMS)

The starting point of CHaSMS is the Service Health and Safety Action Plan and monitoring schedule, this can be down loaded from the Source, available via the Additional guidance and support.

The monitoring schedule sets out a list of actions in order to complying with the Corporate HS&W policy / health and safety legislation.

In its simplest form it is a generic self-audit document covering all aspects of health and safety management you (may) have a legal responsibility to perform as a Bristol Manager.

Each question is read, if you are unsure of the content / how to answer, a hyper link is available with additional guidance.

As a working document it provides an action plan and diary of reviews.

The completed Monitoring Schedules will be collected and collated to view Health and Safety Compliance across the whole authority.

Supplementary Safety Policy Arrangements

Where there is need for Council wide health and safety guidance on a specific topic, supplementary arrangements / guidance will be produced by the Corporate Safety Section for consultation and approval. These can be found in the Additional guidance and support section.

Directorate Health, Safety and Welfare Policy / Arrangements

Each Directorate must produce their own Directorate Health, Safety and Welfare Policy and regularly review, update and communicate to employees as necessary.

Directorates will be expected to produce their own Directorate arrangements /guidance and safe systems of work based on risk assessment to supplement their own Directorate Health, Safety and Welfare Policy.

Managers and staff must read, make themselves familiar with, and work to, these arrangements / guidance notes.

A-Z Arrangements

Contractors and Sub Contractors

This issue is particularly important since the Council, and in some cases even individual officers, can themselves be answerable for health and safety breaches committed by third parties doing work for the Council.

Before employing a contractor, individual officers of the council who are in any way involved in the letting, drawing up, supervising and monitoring of contracts for work to be done for or on behalf of the Council, must satisfy themselves that the contractor is competent to do the work safely.

All contracts with external contractors must make clear to managers/supervisors those areas of Health and Safety that are the responsibility of the contractor and those that are the responsibility of the manager/supervisor, when any service is being undertaken on Council Premises

Where a pre-tender questionnaire is used, this should include questions to ensure both that the applicant has appropriate mechanisms in place AND is also capable of working safely (these are not the same thing). These issues should also be covered in short-listing.

Every contract must contain a provision that the contractor, and any subcontractors, will adopt safe methods of work, and will comply with the Health and Safety at Work Act 1974 and all other legislation on the subject including where appropriate the Management of Health and Safety at Work Regulations and the Construction (Design and Management) Regulations (CDM Regulations). They should also be required to comply with any relevant Council policy on the subject. It is the responsibility of the contract initiator to make sure the contractor is provided with all relevant council policies and to ensure that any appropriate restrictions on sub-contracting are made clear.

Where a contractor or subcontractor fails to meet the required health and safety standards, the contract supervising officer must raise this immediately with the contractor and ask them to take immediate remedial action. If the breach involves danger or actual injury, or if the contractor continually fails to ensure the safe conduct of the work, it is appropriate to consider whether to exclude the contractor from future work for the Council and whether to terminate the contract prematurely. Neither of these actions should be taken without seeking legal advice.

It is good practice to identify the specific roles to be fulfilled in regard to each contract and to prepare a pre-contract safety plan. Where the Construction (Design and Maintenance) Regulations apply, these steps are required by those (CDM) regulations. CDM applies to most large works contracts.

Pre-contract safety plans should cover all the significant safety issues that are likely to arise in the course of the contract and the means of resolving them.

Control of Substances Hazardous to Health (COSHH)

A COSHH assessment is a risk assessment of the dangers of working with hazardous solids, liquids, dusts, fumes, vapours, gases or micro-organisms.

All hazardous substances used by staff must be the subject of a COSHH assessment prior to use.

To effectively manage hazardous substances managers will adopt the following hierarchy whenever possible:

- Avoid using a hazardous substance altogether or use a safer process e.g. use water-based rather than solvent, apply by brush rather than spray
- Substitute for something safer, e.g. irritating cleaning product for something milder

- Use a Safer form, e.g. solid rather than liquid to avoid splashes
- Adopt controls to the process, e.g. enclosing the work process
- Effective working practices to reduce exposure, e.g. supervision, training, testing working practices
- Issuing personal protective equipment, this must be regarded as the last option if all others are not appropriate.

Directorates must provide adequate information, instruction and training for all staff who store, handle or use such substances or who supervise their use.

Where health surveillance is required, this can be obtained from the Occupational Health and Counselling Service.

The COSHH assessments will be completed using the SYPOL CMS management system, where assessments can be generated, reviewed and stored.

For further information and to use the SYPOL CMS system contact your Safety Advisor.

Fire and Emergency Procedures

All employees are responsible for ensuring that they are fully aware of the Fire and Emergency Procedures, including those for Bomb Alert.

Facilities officers in central buildings or premises managers elsewhere will ensure that such procedures exist, are rehearsed and that all staff are aware of their content.

Managers must ensure that :-

- 1 fire risk assessments are undertaken (with assistance where necessary);
- 2 they co-operate with other building users in establishing an effective emergency plan, particularly where the other users are not part of the City Council;
- 3 the fire evacuation plan is exercised at six monthly intervals and that those using the building/site out of normal working hours are also included in drills;

- 4 Responsible Persons' (RR(FS)O) must ensure 'Personal Evacuation Plans' are carried out and implemented in consultation with any employee(s) who needs assistance;
- 5 the alarms are tested weekly from different call points and that emergency lighting is tested monthly;
- 6 that a 'Fire Log Book' is held on site and is fully completed for all testing and training events and false alarms and a report is made on the success of each evacuation to the safety committee;
- 7 where a system of fire wardens is in use, adequate arrangements are in place to cover absences;
- 8 Staff
 - are sufficiently trained in fire prevention and emergency procedures;
 - do not misuse or abuse fire safety devices, signs, notices or fire fighting equipment and that all such items are clearly visible; and
 - (when determined by the fire risk assessment) are trained in the use of portable fire extinguishers and know how and when to use them whilst not putting themselves at risk.
- 9 All unplanned alarm initiations must be investigated by the premises manager. Corporate Safety Advisers must be informed via an incident/violence reporting form.

More details are available in Additional guidance and support.

First Aid

There is a general duty on the City Council to ensure that there are sufficient numbers of trained first aiders, suitable equipment and facilities available to enable adequate first aid to be carried out.

Qualified first aiders will receive remuneration in recognition of their qualification the amount of which will be determined by the Safety Director. This payment will cease if the first aider's accreditation lapses.

Where Council main building services are provided by Facilities Management the Facilities Officer will co-ordinate the distribution of first aiders and the provision of first aid rooms and equipment. Directorate Managers remain responsible for the appointment and training of first aid personnel and for the provision of portable first aid kits.

Dedicated first aid rooms must be provided in all Council buildings where fifty or more staff work at any one time. Smaller workplaces need not have a dedicated facility but an area must be identified where staff (or members of the public) may rest if they are unwell or require first aid.

Advice on first aid training is available from Learning and Development.

More details are available in Additional guidance and support.

Health and Safety Information

A comprehensive library of occupational health, safety and welfare information will be maintained by the Corporate Safety Section and will be available to all Directorate's managers, employees and safety representatives. Health and safety information, including Corporate Policies and Arrangements will be circulated to Directorates by use of the CHaSMS monitoring schedule and the Corporate Safety Section Intranet site.

Incident and Violence Reporting and Recording

All incidents (including damage to articles or property), dangerous occurrences, near misses and acts of violence towards staff must be reported to the Corporate Safety Adviser, using the white Incident / Violence Reporting form (Form 1).

In all but the most simple incidents an investigation must be carried out by the manager/supervisor and reported on the green Incident / Violence Investigation Form (Form 2).

Managers/supervisors must forward the completed Form 1 to their Corporate Safety Advisor within forty eight hours. The form should not be delayed to await missing information of a minor

nature. This can be sent later, if necessary, with Form 2.

Yellow copies of the Incident/Violence Reporting and Investigation Form must be kept on site by the manager.

The Corporate Safety Section will fulfill the City Council's statutory accident reporting responsibilities to the HSE.

Inspections and Auditing

Inspections : Health and safety inspections are normally carried out in topic specific areas by Corporate Safety Advisers, on request, routinely or after an incident. A management report will be produced.

Audits : Audits are the principle proactive method by which overall health and safety management standards are monitored. Whilst they do include an element of inspection, the effectiveness of the management system and how it is put into practice by staff are its prime concerns. CHaSMS result audits may also be carried out.

To secure an independent view of health and safety standards, Corporate Safety Advisers will conduct cross Directorate audits in addition to those carried out internally.

Directorates must also consider using external agencies providing they meet minimum standards and provide Registered Safety Practitioners to conduct full Directorate audits.

Inspections - Management and Trade Unions

Regular building/site safety inspections must be undertaken by management. Trade Union Safety Representatives also have the right to carry out health and safety inspections and it is considered appropriate to carry out joint inspections if possible. The Corporate Safety Adviser will attend if requested. Where a safety representative does carry out an inspection of the workplace, this does not absolve the need for management to conduct their own inspection. All defects/ deficiencies found must be recorded and passed

to the relevant manager for a response within four weeks.

A checklist is available in Additional guidance and support.

Occupational Health and Counselling Service

This Service exists to:

- Promote and maintain the health of council employees;
- Help Departments sustain a healthier and more productive working environment;
- Promote policies which seek to prevent work-related ill-health;
- Provide definitive, impartial employment-focussed advice; It achieves this by providing a number of services including;
- Pre-employment health related assessment for proposed tasks, including relevant legislation and equal opportunities;
- Health surveillance;
- Sickness absence management covering medical redeployment, ill health retirement and fitness for work;
- Rehabilitation to aid recovery;
- confidential counselling via the Employee Assistance Programme, including stress and debriefing after serious accident, to seek solutions to work-related ill-health and to facilitate an early return to work;
- Workplace assessments, including ergonomic assessments of display screen workstations;
- An advice service, covering health related employment law, containment of infectious diseases, immunisation relevant to work and substance and alcohol abuse;

Staff may be referred to the Occupational Health and Counselling Service through their line manager. In exceptional circumstances, referrals may be made via a HR advisor or TU Safety Representative.

Personal Protective Equipment (PPE) and Clothing

This will be provided by the City Council for use on appropriate occasions or circumstances as detailed by risk assessment. It is provided at **no** cost to employees but personal items provided may be charged for in the event of loss by neglect or abuse. All employees are to wear safety equipment provided for their work. All work equipment/clothing must be assessed for suitability both for the task and the individual for whom it is provided.

Adequate storage facilities must be provided which are clean and properly protect the equipment.

Purchase / Hire of Machinery (including second hand)

Managers considering the purchase of new or second hand machinery or its hire, must carry out a hazard analysis of the equipment's intended use, training and maintenance requirements before purchase/hire. Where new machinery/equipment or its hire is likely to have any significant effect on health and safety, Trade Union Safety Representatives must be included in the assessment process and training provided. Advice is available from Corporate Safety Advisers.

If bought within the EU the machinery should carry a CE mark to denote that it complies with European Safety Standards, however this should be treated as a guide and does not guarantee that all safety requirements will be met. If obtained from outside the EU then particular care must be taken that operational and maintenance safety standards are acceptable.

Risk Assessments

The Management of Health and Safety at Work Regulations 1999 require the City Council to assess the risks to staff and all others affected by its activity.

Risk assessments must identify the hazards associated with work, who may be harmed and include an evaluation of the level of risk in terms of likelihood and severity. Action must then be taken to eliminate the hazard or reduce it to such an extent, by the use of risk control measures and/or the development of safe systems of work, that will ensure the level of risk is as low as is reasonably practicable, ie in view of the cost in terms of time, trouble or money relative to the risk involved.

The Council is committed to ensuring that such risk assessments are carried out within the relevant sections and are reviewed every two years or when they are no longer valid or when there has been a material change affecting the level of risk whichever is the sooner.

All new activities / changes, including new work locations, must be assessed for risk **before** commencement of the activity or relocation.

Specific (special/individual) risk assessments must be carried out for staff who are young and inexperienced, disabled, pregnant or nursing mothers. It will also apply where risks are encountered by staff from individual service users. Such assessments must address any increased risk that may exist and instigate safety precautions appropriate to the people affected.

Copies of risk assessments for activities and individuals must be held within the relevant section.

There is a corporate risk assessment format / specific generic risk assessments recommended for use. These can be located in Additional guidance and support.

Training

The City Council recognises its responsibilities for training in health and safety for all employees. Staff and managers must co-operate in undergoing such training as is required. The following training must be provided by Directorates:

Induction: all new and transferred managers (3rd tier and below) and staff must undertake induction safety training, as a minimum, within the following timescales:

- **Workplace** – within one week of arrival,
- **Directorate** – within eight weeks of arrival,

The syllabus is contained in Additional guidance and support.

Strategic Directors and Service Directors must also undergo safety induction training, to be carried out by the Corporate Safety Manager and Corporate Safety Advisers.

Management: all those with management/ supervisory responsibilities at third tier and below must complete the Managers Health and Safety Training, before (or as soon as possible after) appointment and attend refreshers every five years.

Regular health and safety seminars will be held to bring Strategic Directors, Service Directors, Elected Members and Safety Representatives up-to-date with legislation, the latest thinking by the Health and Safety Executive, trends and employment issues affecting health, safety and welfare. Usually delivered via the Corporate Safety Consultative Committee.

Work related: Managers and staff must be competent to carry out their work safely, therefore they must undertake the training necessary to achieve this, including refresher training where necessary. Directorates must ensure that all training provided is documented and signed for by recipients and evaluated. Health and safety training will normally be provided by Corporate Safety Advisers. Where the expertise is not available another source of competent training must be identified.

Welfare Provisions

The provision of suitable and sufficient staff welfare arrangements and environmental conditions are important factors under health and safety legislation and have a significant impact on staff morale and productivity. All Directorates are to regularly review their staff welfare provision, particularly in small and outlying sites, to ensure that sufficient rest, toilet, working, changing and drying facilities are in place.

Welfare facilities must comply with the Workplace Health, Safety and Welfare regulations 1992 (as amended) and any applicable Bristol City Council Policy, Arrangement and/or procedure.

Working Environment

The maintenance of a safe and healthy working environment for employees of the council is fundamental to this policy. Current best practice will be applied, so far as reasonably practicable, in all council workplaces.

Appropriate means will be used to control temperature, ventilation, humidity, dust, fumes, noise, vibration, and chemical & physical agents.

Additional guidance and support

This policy provides you with an overview of the purpose of the policy and the roles and responsibilities of those for whom it is intended. It also provides guidance in the Arrangements section on the application of the policy. There are other documents which provide more detail and helpful guidance that should be read in conjunction with the policy and these are listed below.

Additional guidance

Corporate Safety Section

Telephone number: 0117 35 21400

HR Advice Centre

Occupational Health and Counselling Service

Telephone number: 0117 35 21400

HR Advice Centre

Employee Assistance Programme

Telephone number: 0800 8406844

Bristol Trade Unions

Telephone number: 0117 92 24039

Learning and Development

Telephone number: 0117 35 74500

Directorate Health & Safety Co-ordinators

Directorates induction syllabus

Internal enforcement notices

Managers training syllabus

Terms of reference for Corporate Committee

Model terms of reference for Directorate Committee

Guide to incident investigations

Associated policies

BCC Health & Safety Policies / Arrangements

BCC Health & Safety related HR Policies

Directorate Safety Pages

Letters and forms

CHaSMS

Risk Assessments

Premise Checklist



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The audience of this document is made aware that a physical copy may not be the latest available version. The latest version, which supersedes all previous versions, is available on The Source at:

Those to whom this policy applies are responsible for familiarising themselves periodically with the latest version and for complying with policy requirements at all times.

History of most recent policy changes – must be completed

| Version | Date | Change |
|----------------|-------------------|---|
| V1.0 | Date 11 July 1996 | |
| V6.01 | 03 November 2014 | New HR format New Safety Director: Alison Comley Directorates not Departments Strategic Directors not Chief Officers Service Directors not Heads of Service CHaSMS introduced People Business Partners not HR Managers COSHH assessments completed with SYPOL CMS OH referrals can be (exceptionally) via TU Safety Representative Employee Assistance Programme added |