



Health and Safety Policy



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Health & Safety Policy Statement

Waverley Borough Council shall, as far as reasonably practicable, ensure the health, safety and welfare of its employees, residents and anyone affected by the Councils undertakings in accordance with the Health and Safety at Work Act 1974 and all other relevant legislation and guidance. The Council will work towards continual improvement and will strive to apply best health and safety practice in all of its activities.

It is the responsibility of all employees and contractors working on behalf of the Council to work in ways that promote a healthy and safe working environment. Successful health and safety management requires active support at all levels; the Council's Executive Director holds overall responsibility for the implementation of this policy.

Our successful health and safety management system will be achieved by:

- Involving Directors, Heads of Service, Managers, Employees, Contractors and Residents
- Making responsibilities clear to everyone
- Promoting safe behaviour, health and wellbeing
- Measuring performance and working towards improvement.

In particular the Council will provide the following:

- Assessments of significant and foreseeable risks and suitable measures to control those risks
- Safe systems of work where hazards have been identified.
- Arrangements for the safe storage, handling and use of articles and substances
- A commitment to the provision of relevant information, instruction and training in respect of health and safety matters.
- Appropriate personal protective equipment relevant to potential health and safety concerns
- Safe and appropriately maintained equipment, plant, vehicles and machinery.
- Facilities for employee consultation on all health and safety matters.
- Safe buildings and working environments.

In addition to these commitments the Council will ensure that adequate resources are available to implement this policy and that competent health and safety advice is available to all employees.

This statement forms part of the Councils full health and safety policy document and is available to all staff on the Health and Safety Page of the Waverley Intranet "Backstage".

Signed.....Executive Director

Date.....Next Review.....

ORGANISATION AND RESPONSIBILITIES

2.1 Elected Members' Obligations

Waverley Borough Council as the employer carries the ultimate responsibility for ensuring health and safety at work.

The Health and Safety at Work Act 1974 applies to Elected Members as a corporate body. Members may potentially be prosecuted for any offence committed under any of the relevant statutory provisions. Also an individual Councillor may be prosecuted where their action or omission results in someone (e.g. an employee) committing an offence under the Act.

Members will ensure, through means of the Executive and its recommendations that appropriate arrangements are made for:-

- (a) The implementation of the safety policy through all tiers of the Council and
- (b) Regular monitoring and review of health and safety practices, procedures and performance.

Members will ensure that the Council allocates sufficient resources to meet its obligations.

When requested relevant reports will be made available to full Council for monitoring and reviewing the effectiveness of the policy.

2.2 The Executive Director

Responsibility for delivering our health and safety policy lies with the Executive Director, who ensures that the policy is carried out through delegation of duties to Directors and Heads of Service as defined below.

The Executive Director ensures that:-

- (i) Staff are aware of their obligations and carry them out in accordance with Health and Safety Policy;
- (ii) Effective reporting and communication exists within and between service areas;
- (iii) Any unresolved issues relating to health and safety are brought to the attention of the Directors either directly or via the Health and Safety Working Group.

N.B. In the absence of the Executive Director, the lead Director as designated at any one time will be responsible for the implementation of this policy.

2.3 Senior Management Team

All members of the Senior Management Team (Corporate Management Team and Heads of Service Team) will ensure that the Health and Safety Policy is implemented within their areas of responsibility and will nominate a Safety Co-ordinator as appropriate to act as representative for their health and safety arrangements within that designated service area. They will ensure that their service areas are represented on the Council's Health and Safety Working Group by the appointed Service Area Safety Co-ordinators or by the agreed responsible Council Officer.

The Senior Management Team will:-

- (1) Ensure that a programme of risk assessments is undertaken for work activities in their service areas. Where significant risks are identified they are to satisfy themselves that safe systems of work or other control measures are put into place in order to reduce risks to the health, safety and welfare of others to an acceptable minimum. These shall be monitored and reviewed periodically;
- (2) Ensure employees are provided with health surveillance where necessary to control the risks they may be exposed to as a result of their work and be offered a regime of inoculations where this may be appropriate;
- (3) Advise when finance needs to be made available for any measures deemed necessary to comply with the Policy;
- (4) Ensure that, where a problem cannot be rectified immediately or easily, they bring it to the attention of the Executive and Council.
- (5) Ensure all work undertaken by Contractors on the Council's behalf is carried out in a safe manner. This should normally be achieved by:
 - (a) Undertaking suitable and sufficient risk assessment before work commences;
 - (b) Ensuring all work is co-ordinated and monitored by a competent person with the authority to act on the Council's behalf;
 - (c) Co-ordinating exchange of information between any contractors, and any others who may be affected by any Council contract;
 - (d) Providing contractors with the latest edition of [Waverley Safety Rules for Contractors](#) and ensuring compliance with those requirements;
- (6) Ensure that all those with health and safety duties have the necessary instruction, training and resources to comply with their obligations;

- (7) Keep themselves informed of accidents, dangerous occurrences or occupational diseases occurring on Council premises and within their service areas and ensure that all accidents and first aid incidents are reported to the Council's competent health and safety advisor, in accordance with agreed procedures and in particular be aware of the areas of greatest risk and any special precautions to be taken;
- (8) Ensure adequate communications within their service areas in order to keep the Executive Director informed of health and safety issues (e.g. via Corporate Management Team);
- (9) Demonstrate commitment to health and safety practices and consistently set a good personal example.

2.4 Designated Service Area Safety Co-ordinators

Service Area Safety Co-ordinators will be service area champions and representatives for their assigned Service Area and will be responsible for routine implementation of the Policy within their wider service area on behalf of Senior Management, this will include:

- (1) Identification of workplace hazards and reporting of the same to Senior Management.
- (2) Raising health and safety awareness and good practice amongst service staff.
- (3) Communicating staff concerns to Senior Management without prejudice or need to breach confidentiality.
- (4) Representing staff on health and safety matters, principally through the Health and Safety Working Group.
- (5) Providing a consultation conduit between Senior Management and staff.
- (6) Advise their service area Display Screen Equipment 'users' on how to adjust their workstations to suit their own requirements following issues raised through work station assessments.

2.5 Line Managers

Line managers shall:-

- (1) In conjunction with Safety Co-ordinators, be responsible for the routine implementation of the Policy within their sections and for informing the Safety Co-ordinators of any significant issues which may affect employees' health and safety or any other person as a result of any Council activities;
 - (2) Undertake suitable and sufficient programmed risk assessments for areas and work under their control and devise and supervise
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appropriate safe systems of work or other control measures to reduce identified risks to an acceptable minimum, where necessary, seeking advice from the Emergency Planning and Resilience Officer;

- (3) Provide information, instruction, and training for employees in order that work can be carried out in a safe and efficient manner;
- (4) Ensure that the work areas they control are maintained and effectively manage areas where there are risks to health and safety to employees and others.
- (5) Ensure that, following risk assessment, employees are issued with appropriate personal protective equipment, that this is kept in good order and replaced at appropriate periods.

2.6 Waverley Employees

All Waverley employees shall:

- (1) Take reasonable care for their own health and safety and that of colleagues, or anyone else who might be affected by what they do, or don't do at work;
- (2) Co-operate fully in all matters, rules, advice and instructions on health and safety, and comply with all relevant statutory provisions;
- (3) Attend as necessary health and safety training, use or follow the training and use any personal protective clothing or other safety equipment provided to them, as necessary;
- (4) Report any hazard or defect involving equipment, systems, procedures or buildings through the established reporting procedures, and also by informing their line manager.
- (5) Report any accident or aggressive incident in accordance with established procedures.

Specific Responsibilities of Individual Officers

The Officers below have identified areas of responsibility in addition to the agreed general Health and Safety responsibilities as prescribed above for Senior Management, Line Managers and Waverley Employees.

2.7 Emergency Planning and Resilience Officer

This role exists to help achieve a high standard of health, safety and preparedness within Waverley Borough Council. He/she shall:-

- (1) Advise all persons involved in the implementation of the health and safety policy on how to meet the requirements of the policy and all relevant safety legislation;

- (2) Consult and communicate with statutory enforcing authorities (e.g. Health and Safety Executive), voluntary safety advisory organisations and other responsible bodies with the aim of improving health, safety and welfare standards within the Council;
- (3) Report to the Executive Director, Corporate Management Team or to other managers as appropriate, where s/he is of the opinion that the health and safety policy is not being complied with and where s/he has become aware that a manager has failed to accept reasonable advice, information or training proposals;
- (4) Advise regarding new, relevant safety regulations affecting health and safety;
- (5) In consultation with the Strategic Health and Safety Group and Heads of Service, identify training needs and help to provide appropriate training, education or instruction at all levels of the organisation;
- (6) Receive reports of all accidents in accordance with recognised procedures, maintain proper records and assist with accident investigation and recommendations. Where required by law submit accident reports to the Health and Safety Executive;
- (7) Assist in the preparation of reports appraising the effectiveness of policy and practice including a summary of all reported accidents and dangerous occurrences on an annual basis;
- (8) Attend meetings of the various relevant Committees as necessary to receive reports on any events which may affect health, safety or welfare or constitute a danger to property or equipment.
- (9) Advise on the details and implications of any safety inspections carried out by the Health and Safety Executive;
- (10) Arrange, in consultation with service area managers, appropriate health surveillance and maintaining health surveillance records for individuals who may be at risk as a result of their work.

The Emergency Planning and Resilience Officer has the authority to stop any activity carried out by employees or Contractors where s/he considers that there is a risk of serious or imminent danger.

2.8 Head of Customer and Corporate Services

Specifically responsible for ensuring health and safety within all Waverley managed buildings and their designated work areas. This may be through highlighting day-to-day hazards and bringing safety matters to the attention of individual service areas to assist in resolving particular issues. This includes:-

- (1) Ensuring effective emergency and evacuation procedures are in operation;

- (2) Maintaining standards of fire safety within the Central Offices and Locality Offices and Waverley Training Services and ensuring that monitoring of fire safety standards is conducted in other areas;
- (3) Ensuring continued maintenance of the Central, Locality Office and Waverley Training Services buildings and related plant and equipment including defect reporting procedures;
- (4) Ensuring that contractors carry out their work in The Burys and Locality Offices with regard to their own safety and the safety of employees and members of the public in accordance with the Health and Safety Policy and Waverley Borough Council Safety Rules for Contractors;
- (5) Ensuring that the specific health and safety responsibilities for Facilities Management are adequately met as set out in relevant legislation, guidance and policies relating to:
 - Pressure systems
 - Lifting Operations & Lifting Equipment Regulations 1998 (LOLER)
 - Provision and Use of Work Equipment Regulations 1998 (PUWER)

2.8 Head of Finance (Employee Services)

- (1) Ensuring that in conjunction with the Emergency Planning & Resilience Officer, Heads of Service and Line Managers (particularly focusing on the appraisal process) training needs are identified and help to provide appropriate training, education or instruction at all levels of the organization;
- (2) Ensuring that sufficient First Aid support is available during the working day and in case of emergency;
- (3) Incorporating safety training within induction programmes for new and newly promoted employees;
- (4) Allowing for sufficient funding to be allocated for training in the event of new regulations, the introduction of new policies and awareness of health and safety;
- (5) Responsible for arranging, in conjunction with Line Managers appropriate health surveillance and maintaining health surveillance records for individuals who may be at risk as a result of their work.

2.10 Risk and Insurance Officer

Responsible for notifying the Executive Director, Corporate Management Team and the Emergency Planning and Resilience Officer with regard to insurance inspections and claims investigations.

2.11 Head of Community Services

- (1) Responsible for assisting tenants of Waverley Borough Council sports grounds on safety matters when they are brought to their attention, and the monitoring of health and safety standards controlled by managing contractors within Waverley Leisure Centres.
- (2) Responsible for health and safety in all Waverley Borough Council playgrounds, and for monitoring health and safety of grounds maintenance contractors.

2.12 Head of Housing Operations

Responsible for ensuring adequate arrangements for health and safety are met within all Waverley owned day centres and sheltered housing accommodation.

2.13 Head of Environmental Services

- (1) Responsible for safety considerations in Waverley Borough Council car parks and in tender process to let contracts for Waste Management
- (2) Responsible for health and safety in all council operated public conveniences.

2.14 Health and Safety Working Group

This Group is delegated from the Executive Director as the responsible party for determining and implementing policies on all health and safety matters as a result of statutory or other identified needs.

It will act as the safety committee and be the platform for health and safety concerns to be raised by employees:

The membership of the group will be:-

- Head of Customer and Corporate Services
- Property and Facilities Manager
- Employee Services Manager
- Emergency and Resilience Planning Officer
- Staffside/Unison Representative
- Service Area Safety Co-ordinators (see item 4 above)
- Shared Service Representatives (Surrey Police, Surrey County Council)

It is expected that the Working Group provide minutes and actions of any meetings and recorded decisions to the Strategic Health and Safety Group and Corporate Management Team for review and oversight.

Arrangements

Waverley Borough Council has a number of other policy and procedure documents that are complementary to the Council's Health and Safety Policy, defining subsidiary policies in specific areas of health and safety, or documenting procedures and good practice for all to follow.

Included as part of this corporate policy are the specific arrangements for corporate responsibility for first aid, fire safety, risk assessments and accident reporting

Additional important health and safety aspects are also contained within policy documents on Public Interest Disclosure at Work (Whistleblowing), Dignity & Respect at Work and Maternity, Paternity and Adoption.

3.1 Training

Waverley Borough Council shall, as far as reasonably practicable, provide sufficient training and instruction as is necessary to ensure the health and safety of its employees.

This will be achieved by conducting a training needs analysis of individual roles and responsibilities. Suitable training will be carried out relating to the foreseeable health and safety needs of the individuals performing those roles.

Additional training needs may also be assessed by line Managers and individual employees, in these circumstances additional health and safety training will be provided where appropriate.

An up to date training skills matrix is held by the Employee Services Department and is available for inspection by line managers when required.

3.2 Risk Assessments

Waverley Borough Council understands that the cornerstone of effective health and safety starts with providing suitable and sufficient risk assessments that, as far as reasonably practicable, identifies and assess foreseeable hazards to employees, contractors and anyone who may be affected by the Council's activities.

These assessments comply with the requirements of the Management of Health and Safety at Work Regulations 1999.

The Council adopts the Health and Safety Executives 'Five Steps to Risk Assessment' approach to achieving this.

Risks in the workplace are assessed through:

1. [Identifying the hazards](#)
2. [Deciding who might be harmed and how](#)
3. [Evaluating the risks and decide on precautions](#)
4. [Recording the significant findings](#)
5. [Reviewing the assessment and update if necessary](#)

It is the responsibility of line Managers to ensure that up to date risk assessments are in place for all foreseeable hazards.

Where a Council role has identified risks as part of its expected working arrangements these will be reviewed annually as part of the Council appraisal process.

The Council's risk assessment process can be found by following the hyperlink

And is available to view on Backstage

Risk Assessment guidance and templates

3.2.1 Control of Contractors

The Council will ensure, as far as reasonably practical, that all contractors working on the Council's behalf are competent to carry out their work in a safe manner. This will be met through validation of Health and Safety arrangements as part of the procurement process.

All contractors' works must be carried out to comply fully with all applicable statutory legislation and codes of practice ensuring the health and safety of their own employees as well as others on the site, the general public, tenants and the environment.

Contractors must provide, when necessary, detailed written method statements and risk assessments for work that must include provision for and arrangements relating to health, safety and environmental matters.

All plant, tools or equipment brought onto a site by a contractor must be safe and in good working condition. They must be fitted with any necessary guards and safety devices and have any necessary certificates available for checking, thus ensuring they are in full compliance with all applicable statutory legislation.

Contractors must be aware of and understand the emergency procedure in an event of a fire, accident or environmental incident.

Any injury sustained, damage or pollution caused by contractors employees whilst working for or on behalf of Waverley Borough Council must be reported immediately.

Contractors' employees must comply with any safety instruction given by a representative of Waverley Borough Council.

Contractors will be provided with the latest edition of [Waverley Safety Rules for Contractors](#) and ensuring compliance with these requirements.

3.2.2 First Aid requirements

The Council, as an employer, has a requirement to provide adequate and appropriate first aid equipment, facilities and trained personnel to ensure that employees can receive attention if they are taken ill at work.

The Council also recognises the need to extend First Aid treatment to others who may need it who may not be employees, such as visitors to Council buildings.

The Council's First Aid Policy and Procedures are found on Backstage via [First Aid Policy](#)

3.3 Welfare

The Council recognises the requirements of the Workplace Health, Safety and Welfare regulation 1992 and provides suitably compliant workplace environment for all employees. The Council will also carry out reasonable adaptations to facilitate those with specific needs within the workplace.

3.4 Consultation and Communication

The Council understands the value of effective communication and consultation with all employees and complies with the requirements of the Safety Representatives and safety committee's regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996.

This is achieved by regular meeting by the Health and Safety Working Group (Safety Committee). Outcomes of these meetings are communicated to the Corporate Management Team and actioned where necessary.

Health and Safety communication is also carried out through the organisation's intranet system (Backstage) and email bulletins to employees.

3.5 Accident and Incident Reporting and Investigation

Waverley Borough Council defines an accident as an unplanned event that causes injury, damage to property or both. A near miss is defined as an unplanned event that does not cause injury or damage but could do so.

It is the policy of the Council to report all accidents and near misses that occur to any employee, contractor or visitor to the Council's properties.

Accident Reporting is available to all employees through the SHAREPOINT Report IT! Portal and via a First Aider who may be called to attend to an accident or incident

Accident reports are carefully assessed and, where necessary and appropriate, action will be taken to prevent reoccurrence. Records of these events are evaluated in order to establish trends and assist in the Council's health and safety management.

Where appropriate incidents will be reported to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation (RIDDOR) 2013

The Council will fully comply with any investigations conducted by any external organisation such as the Health and Safety Executive or Police service.

Accident reporting and investigation procedures are available on Backstage via the [Accident Reporting Policy](#)

3.5.1 Staff Safety Register

This is a list of persons who have been aggressive in the past. It can be viewed within the REPORT IT! Database on Backstage. Staff must check this list to see whether or not the person they are about to visit is on the list. If so, they must adhere to the Safety Advice prescribed (e.g. require them to attend by appointment so that the meeting can be conducted within secure interview rooms on Council premises) or should seek advice from the relevant contact officer in regards to arrangements for the visit or appointment.

Staff are not permitted to amend the risk or act contrary to safety measures outlined in the Staff Safety Register without agreement from the initial reporter and the Emergency Planning and Resilience Officer

The information from the Staff Safety Register is flagged on individual business applications that staff access (e.g. Orchards, M3, Civica) updates to which are provided by the Emergency Planning & Resilience Officer to Service IT Administrators to ensure persons on the register are accurate as far as is reasonable.

3.6 Workplace Equipment

As an employer the Council has responsibility for the equipment it provides. As such it will ensure that the equipment is suitable for its intended use, it is safe to use and correctly maintained and those people who are expected to use the equipment are suitably trained in its safe use.

The Council will also ensure that any personal protective equipment required for the safe operation of work equipment, is supplied at no cost to the operator.

These measures ensure that the Council complies with the requirements of the Provision and Use of Work Equipment Regulations 1998.

All equipment used by council employees is assessed within task specific risk assessments and is required to be visually inspected by employees for safe use before commencement of any work.

Procedures for compliance with Provision and Use of Work Equipment Regulations 1998 are documented in Appendix X.

3.7 Specific Employee Needs and Arrangements

Waverley Borough Council is an equal opportunity employer and recognises the need to adjust working environments to suit individual needs.

This includes those whose circumstances change temporally such as during pregnancy. As such the Council will, as far as reasonably practicable, continually assess the risks to all employees with individual needs (for example pregnant women and new mothers, those returning to work following illness or injury, young employees and those with longer term individual requirements).

The Council will carry out individual risk assessments for those with special needs and make any reasonable adjustment needed for individuals to carry out their duties safely.

3.11 Emergency Preparedness

In so far as is reasonably practicable Waverley Borough Council seeks to meet its legal and statutory obligations by having effective emergency and evacuation procedures in operation and as a Category 1 responder the Council assess the risk of, plan, and exercise for foreseeable emergencies, and promote and communicate those emergency arrangements to staff, members and residents.

Under the Civil Contingencies Act the Council has the statutory responsibility to undertake Business Continuity Management and to ensure the provision of a dedicated liaison officer for increased co-operation and information sharing between Waverley Borough Council and emergency services and also to non-emergency services that might have a role in an emergency such as utilities.

Emergency Procedures for The Burys can be found on the Intranet via [Fire Safety Procedure](#)

Waverley's Emergency Response and Business Continuity arrangements can be found on SharePoint via [Emergency Planning](#)

3.12 Property Management (Lease Arrangements)

As a property owner and landlord the Council has responsibility to ensure that any duties for Health and Safety are met by either themselves as landlord or appropriately discharged to the lease holder.

It will be the responsibility of the Council to ensure that where a single occupier is given exclusive possession of the whole premises that any health and safety arrangements are discharged in such cases that the tenant is responsible for the full management and repair of the premises including articles under Health and Safety.

In the case of multi occupied buildings or sites where the Council has more than one tenant, that the Council as Landlord shall retain some management responsibilities in respect to Health and Safety within the property. The latter arrangements to include a clause within the lease to ensure tenants are made aware of their responsibilities for health and safety matters such as furniture equipment, equipment, etc. within their demised area.

3.13 Young Persons and Work Experience

Waverley Borough Council defines a "Young Worker" as those below eighteen years of age and above the minimum school leaving age. A "Young Person" as below minimum school leaving age i.e. they have not yet reached the official age at which they may leave school.

The Council realises that Young Persons and Young Workers both physically and mentally may not appreciate the dangers to their health or may not understand or follow instructions properly because of immaturity.

The Council will carry out individual risk assessments for Young Persons or Young Workers and ensure that adequate Safeguarding and Supervision measures are in place for their welfare and make any reasonable adjustment needed for the individuals to carry out their duties safely. The recommendations and considerations for undertaking such assessments are laid out in the *Young People at Work Guidance*.

Significant Foreseeable Health and Safety Risks

The Council looks to identify significant health and safety risks that can foreseeably be encountered by employees, contractors, visitors to Council premises and those people who are affected by the Council's activities.

Where a significant foreseeable risk has been identified, through continual assessments of employee work and the workplace, the Council has produced specific policies on its approach to addressing it.

Many significant risks require detailed procedures to control them, where this is the case, procedures have been drawn up and documented by the council. These procedures are available for all employees to view on SHAREPOINT and BACKSTAGE.

4.1 Asbestos

Waverley Borough Council understands the serious nature of asbestos and its potential effect on health. The Council has developed a comprehensive asbestos policy, asbestos management plan and associated procedures. These documents must be referred to regarding all matters relating to asbestos within Waverley properties and can be found on the intranet sites 'Backstage' and are available through SHAREPOINT.

The Asbestos policy and management plan are reviewed annually.

4.2 Fire Safety

Fire has been identified by the Council as high risk hazard and as such a specific Fire Safety policy and procedures have been developed for the management of this. The Waverley Fire Safety Policy and Procedures can be found on SHAREPOINT.

The Fire policy and procedure is reviewed annually.

4.3 Legionella

Legionella is a naturally occurring bacteria that in some circumstances can multiply to a point where it presents a health risk. The risk of legionella has been identified by Waverley Borough Council and a water hygiene policy and procedures have been drawn up. These are available on SHAREPOINT.

The Legionella policy is reviewed annually to ensure suitability.

4.4 Electrical Safety

Electrical equipment is in use in most Waverley Borough Council properties. The Council has identified electricity as a risk requiring a specific policy and management procedures. These are available on SHAREPOINT.

The Electrical Safety Policy is reviewed annually.

4.5 Gas Safety

The Council is aware of the risks associated with Gas supply and installations and as such have a detailed gas safety policy and management procedures. These are available on SHAREPOINT.

The Gas Safety Policy is reviewed annually.

4.6 Display Screen Equipment

Waverley Borough Council defines a Display Screen 'user' as anyone who habitually uses Display Screen Equipment as a significant part of their normal work, regardless of employment status.

A workstation shall be considered as an assembly comprising the Display Screen Equipment (including keyboard, mouse and ancillary equipment), the work surface, chair and other equipment, local lighting and the environment in the immediate vicinity.

Assessment

All users of Display Screen Equipment will receive adequate training in the use and adjustment of all equipment and furniture. Line Managers will then arrange for a Display Screen Equipment risk assessment to be carried initially by means of a self - assessment form issued to all users at induction into the Council. Where significant issues are identified, a competent person will carry out further investigations. The assessment will establish the suitability of both workstations and working practices.

An assessment will be carried out when:

- A new person is appointed (or returned to work in the case of new mothers);
- When new Display Screen Equipment is set up;
- When there is a major change in hardware or software;
- When there is a substantial increase in task requirements – time spent at the Display Screen Equipment etc.;
- When existing workstations are changed or re-located;
- Following an accident or incident.

Flexible Working Policy

Under the [Flexible Working Policy](#) anyone regularly working from home that is defined as a 'user' will be expected to carry out a work station assessment to ensure homeworking arrangements meet health and safety requirements and that rental/mortgage agreements and insurance policies do not prohibit such activity from taking place.

Unless there is an agreed permanent home working arrangement it is not necessary for the Council to visit an employees home to ensure adequate Health and Safety requirements are being met; however employees will be required to familiarise themselves with the potential hazards and further information is available through the [Home Working Guidelines](#)

Laptops

Laptops are increasingly used in the work environment and have the potential for creating specific problems, additional to those experienced with conventional Display Screen Equipment.

Where possible, the following will apply:

- Laptops should not be used for prolonged periods of time without regular breaks or change of activity. If the laptop is used in an office environment, it should where possible be docked into a full size screen, keyboard and mouse
- Laptop users will have guidance made available to them on how to minimise risks by correct posture, breaks and setting up the laptop to meet their own comfort needs. Laptops should always be placed on a hard surface at the correct height for keying
- Laptops, together with their ancillary equipment can present a significant weight when being carried. Training in manual handling techniques is provided by induction.

Eye tests

All recognised 'users' of Display Screen Equipment will be offered suitable eye tests upon request, at the service's expense, as required by the Regulations. Where the test indicates that spectacles are required specifically for Display Screen Equipment use, service/departments will meet the cost of the eyesight test, basic frames and single vision lenses up to a maximum as agreed with current service provider.

Eye tests specific to the use of display screen equipment must be carried out by an optician approved by the Council and will be offered at the Council's expense where required.

Retests

Retests will be provided and regions using clinical judgment as provided by the optician or doctor. Employees are responsible for requesting re-tests at the appropriate time.

Training

All Display Screen Equipment 'users' will receive appropriate training on how to adjust their workstations to suit their own requirements. Training will also be provided in respect of any software programmes they are expected to use.

The Display Screen Equipment Arrangements are checked for suitability annually and reviewed following a change in circumstances or legislation that may require it to be updated accordingly.

4.7 Working at Heights

WBC ensures that work at height is not carried out where there is a reasonably practicable way to carry out the work safely by other means.

In the event that working at heights are unavoidable the Council ensures that all work at height activities are planned and organised in accordance with the Working at Height Regulations and that all work at height activities are carried out by competent persons.

A specific Working at Heights risk assessment must be carried out before any works start.

4.8 Lone Working

Where it is identified that staff may be required to undertake lone working away from their normal place of work, (e.g. carrying out site visits and inspections), the Council will look to take all reasonable steps to increase the available support and protection of its staff whilst working alone, away from the office.

A specific Lone Working risk assessment must be carried out before any lone working begins.

The [Lone Working Policy and Procedures](#) is reviewed annually.

4.9 Handling Aggression at Work

While unfortunate Council staff due to the nature and public facing duties in their work may encounter instances of Verbal and/or Physical abuse. The Council has a zero tolerance policy for all acts of verbal or physical abuse against its employees and have drafted a dedicated policy and safety guidance for information to all Waverley Borough Council staff. This is available on SHAREPOINT and is reviewed annually to ensure suitability.

Current policy link: [Aggression at Work policy](#)

4.10 Control of Substances Hazardous to Health (COSHH)

Waverley Borough Council undertakes to control exposure to hazardous substances as far as reasonably practical, by avoiding the use of such substances wherever possible and substituting hazardous substances for non-hazardous materials where possible. Where substances cannot be substituted the Council will carry out Control of Substances Hazardous to Health assessments using manufacturer's chemical data information and implement adequate control measures that include adequate training, information, the issuing of suitable personal protective equipment and develop safe systems of work. Individual Control of Substances Hazardous to Health assessments are held by the Line Managers responsible for use of the substances within their individual service areas and are re-assessed annually for suitability.

Waverley Borough Council will identify and control exposure of its employees to substances hazardous to their health that are associated with its work activities.

Assessment of risk

No employee may carry out any activity likely to expose them to hazardous substances until a suitable risk assessment has been carried out.

Material Safety Data Sheets (MSDS) will be obtained for all substances purchased for use by the Council. These documents will be made available to those carrying out the assessment and to those involved with the activity for which the substance is being used. The completed assessment form will be placed in the Control of

Substances Hazardous to Health Register and will be brought to the attention of the employees and members concerned, together with any training requirement.

The assessments will routinely be re-assessed every two years or earlier if:

- An up-dated Material Safety Data Sheet is received;
- The process changes;
- Any safety issues are identified with the substance or process.

Control of Substances Hazardous to Health Risk Assessment Guidance can be located here on Backstage Risk Assessment and Guidance page.

Prevention of exposure

Suitable measures will be put in place to prevent or control exposure to hazardous substances as identified in the risk assessment. This may include:

- Substitution of the substance for something less hazardous;
- Reducing the quantities or exposure times for the substance;
- Provision of PPE.

Personal Protective Equipment (PPE)

Where the prevention of exposure is not reasonably practicable by other means, Personal Protective Equipment will be provided which is suitable for its intended purpose and conforms to the relevant UK or European Commission directive.

Where Personal Protective Equipment is provided, employees will be trained in its use. Sufficient stocks of Personal Protective Equipment will be maintained and made available at all reasonable times.

Health surveillance

Where the risk assessment identifies the need to provide medical surveillance, this will be provided and carried out by a nominated Health Care Professional. Where such health assessments are made, records will be kept as statutorily required.

Information training and instruction

All employees likely to be exposed to hazardous substances will be provided with suitable and sufficient information, training and supervision to enable them to use the substance safely. They will also be made aware of the precautions necessary for their protection. Contractors and members of the public who may come into contact with hazardous substances as part of their involvement with the Council will also be provided with sufficient information for their protection.

4.11 Driving at Work

Driving at Work where essential for particular roles has been identified as a risk and a dedicated policy, procedures and safety guidance have been drawn up for

information to all Waverley Borough Council staff. These are available on SHAREPOINT.

The Driving at Work Policy is reviewed annually to ensure suitability.

4.11 Stress Management

The Council recognises that, in delivering services to its residents, employees are subject to pressures and that, in the way it manages its human resources, the Council will take reasonable steps to ensure it does not cause or exacerbate work related stress to an unacceptable level to its employees.

The stress management policy is designed to guide both staff and managers in recognising potentially stressful situation and to look at ways to support staff who are suffering from stress.

The Stress Management Policy is reviewed periodically to ensure that it meets approved practices

References

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

Control of Substances Hazardous to Health Regulations 2002

Control of Asbestos Regulations 2012

Manual Handling Regulations 1992

Electrical Safety Regulations 2002

Working at Height Regulations 2005

Gas safety Regulations 1994

First Aid at Work Regulations 1981

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Display Screen Equipment Regulations 1992

Provision and Use of Workplace Equipment Regulations 1998

Personal Protective Equipment Regulations 2002

Regulatory Reform Fire Safety Order 2005