

PERTH AND KINROSS COUNCIL**Strategic Policy and Resources Committee****22 April 2015****Corporate Occupational Health and Safety Policy****Depute Director (Environment)**

This report reviews the Corporate Occupational Health & Safety Policy as required by the Health & Safety at Work etc. Act 1974. It also updates the committee on progress with the implementation of a new Health & Safety delivery model across the Council.

1. BACKGROUND

- 1.1 The management of Health & Safety in Perth and Kinross Council is the responsibility of managers and therefore forms an integral part of managing resources and providing services. The aim is to ensure the work of the Council is carried out in such a way that any risk to the health and safety of employees, or any other person who could be affected by that work, is avoided or reduced to the lowest level reasonably practicable.
- 1.2 The Corporate Occupational Health & Safety Policy provides details of the organisation's responsibilities for health and safety management and was approved by the Strategic Policy and Resources Committee in September 2013 (Report No. 13/450 refers). As the policy was the starting point for the introduction of a new health and safety delivery model, it was agreed that the policy would be reviewed after one year.
- 1.3 At that meeting, the Strategic Policy and Resources Committee approved the ongoing development, consultation and implementation of topic specific management arrangements and guidance to be consulted, agreed and approved through the Corporate Health, Safety and Wellbeing Consultative Committee which includes Trade Union representatives.
- 1.4 There followed an extensive consultation exercise with trade union colleagues, staff, senior managers and elected members which culminated in a joint workshop delivered by Trade Unions and Perth and Kinross Council on 30 October 2014. The aim of the workshop was to raise awareness of:
 - Council policy, responsibilities, guidance and health and safety performance and monitoring arrangements.
 - The role of the Health, Safety and Wellbeing Team.
 - The role of Trade Union Health and Safety Representatives.
 - The Health and Safety protocol agreed by Trade Unions and Perth and Kinross Council.

- 1.5 As a result, in December 2014, the Corporate Health, Safety and Wellbeing Consultative Committee including Trade Unions approved twenty-six management arrangement documents and guidance for incremental implementation, depending on the completion of relevant staff training, these are:
1. Asbestos
 2. Management of Contractors
 3. Gas Safety
 4. Legionella
 5. Lifting Operations and Lifting Equipment
 6. Control of Noise at Work
 7. Pressure Systems
 8. Control of Vibration at Work
 9. Working at Heights
 10. Control of Substances Hazardous to Health
 11. Display Screen Equipment
 12. Electrical Safety
 13. Fire Safety Management
 14. First Aid
 15. Incident Reporting
 16. Infection Control
 17. Lone Working
 18. Manual Handling
 19. Occupational Road Risk
 20. Occupational Skin Disease
 21. Personal Protective Equipment
 22. Pregnant Workers
 23. Slips, Trips and Falls
 24. Workplace Safety
 25. Young People
 26. Occupational Stress
- 1.6 In September 2013, the Strategic Policy and Resources Committee also approved a 'Performance Monitoring Record' approach/delivery methodology. This was to ensure that the Corporate Occupational Health & Safety Policy is aligned with the management and support of health and safety, implemented consistently across the Council and is compliant with HSE guidance. The Health Safety and Wellbeing Team are currently engaged in a risk profiling exercise with identified Health and Safety Team Co-ordinators (Service Managers and Head Teachers). The results of this work will determine the content of the Performance Monitoring Record.
- 1.7 Performance Monitoring Records will evidence the completion of risk assessments, safe systems of work and operational procedures covering all of the hazards identified by the service during risk profiling. They will also provide a tool to allow managers and the Health, Safety and Wellbeing Team to monitor and review performance, along with compliance against the standards set out in the Corporate Occupational Health and Safety Policy. This will be completed by December 2015.

2. PROPOSALS

- 2.1 As requested by the Strategic Policy and Resources Committee in September 2013, the Health, Safety and Wellbeing Team has reviewed the Corporate Occupational Health and Safety Policy. The review considers feedback from Chief Officers, Staff and trade union representatives through the Corporate and Service Health, Safety and Wellbeing Consultative Committees, the Council Management Group and the Executive Officer Team.
- 2.2 It is proposed that the Strategic Policy and Resources Committee approve the updated Corporate Occupational Health and Safety Policy shown at Appendix 1. The changes to the September 2013 document are shaded for ease of reference.

3. CONCLUSIONS AND RECOMMENDATIONS

- 3.1 The Corporate Occupational Health & Safety Policy, approved by the Strategic Policy and Resources Committee in September 2013, introduced a new health and safety delivery model that is bringing greater consistency to the approach across all services. As agreed, the Health Safety and Wellbeing Team, with support from the Corporate and Service Health, Safety and Wellbeing Consultative Committees, have kept the policy under review in its first year.
- 3.2 It is recommended that the updated Corporate Occupational Health & Safety Policy at Appendix 1 replaces the Occupational Health & Safety Policy previously approved in 2013.
- 3.3 It is recommended that the Corporate Occupational Health and Safety Policy at Appendix 1 be reviewed every 3 years, or if there are significant changes to legislation, and reported back to Committee.

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Approved

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
Resource Implications	
Financial	None
Workforce	None
Asset Management (land, property, IST)	None
Assessments	
Equality Impact Assessment	Yes
Strategic Environmental Assessment	Yes
Sustainability (community, economic, environmental)	Yes
Legal and Governance	Yes
Risk	Yes
Consultation	
Internal	Yes
External	None
Communication	
Communications Plan	Yes

1. Strategic Implications

Community Plan / Single Outcome Agreement

- 1.1 The Perth and Kinross Community Planning Partnership (CPP) brings together organisations to plan and deliver services for the people of Perth and Kinross. Together the CPP has developed the Perth and Kinross Community Plan which outlines the key things we think are important for Perth and Kinross:-

- (i) Giving every child the best start in life
- (ii) Developing educated, responsible and informed citizens
- (iii) Promoting a prosperous, inclusive and sustainable economy
- (iv) Supporting people to lead independent, healthy and active lives
- (v) Creating a safe and sustainable place for the future

- 1.2 It is considered that the proposals contained within this report contribute to all five objectives.

Corporate Plan

- 1.3 The Council's Corporate Plan 2013-2018 outlines the same five Objectives as those detailed above in the Community Plan. These objectives provide a clear strategic direction, inform decisions at a corporate and service level and shape resource allocation. It is considered that the proposals contained in the report contribute to all five objectives outlined in paragraph 1.1 above.

2. Resource Implications

Financial

- 2.1 There are no financial implications arising from the contents of this report.

Workforce

- 2.2 There are no direct workforce implications arising from the proposals contained within this report.

Asset Management (land, property, IT)

- 2.3 There are no land and property, or information technology implications arising from the contents of this report.

3. Assessments

Equality Impact Assessment

- 3.1 An Equality Impact Assessment needs to be carried out for functions, policies, procedures or strategies in relation to race, gender and disability and other relevant protected characteristics. This supports the Council's legal requirement to comply with the duty to assess and consult on relevant new and existing policies.
- 3.2 The function, policy, procedure or strategy presented in this report was considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- i) For the purpose of EqIA, the policy is assessed as equally applicable to all.

Strategic Environmental Assessment

- 3.3 Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all qualifying plans, programmes and strategies, including policies (PPS). The proposals have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

Sustainability

- 3.4 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.

- 3.5 The proposals contained within the report are assessed to have no sustainability related impacts.

Legal and Governance

- 3.6 Health & Safety is a statutory obligation and this report strengthens the Council's duty in relation to this.

Risk

- 3.7 There are no specific risks associated with the proposals outlined within the report.

4. Consultation

Internal

- 4.1 The Executive Officer Team, the Corporate Management Group, the Head of Legal, the Corporate Health, Safety & Wellbeing Consultative Committee and Service Health & Safety Committees have been consulted. Both committees include Trade Union representatives.

External

- 4.2 No external agencies have been consulted although revised HSE guidelines have been used to inform this report.

5. Communication

- 5.1 If approval is given for the updated Corporate Occupational Health, Safety and Wellbeing Policy, we will ensure it is professionally supported and widely adopted by all services.

2. BACKGROUND PAPERS

The Corporate Occupational Health, Safety and Wellbeing Policy 2013 and subsequent topic specific management arrangements and guidance were used in the preparation of this report and all relevant Health & Safety legislation has been considered.

3. APPENDICES

Appendix 1 - Corporate Occupational Health & Safety Policy



PERTH &
KINROSS
COUNCIL

HEALTH, SAFETY & WELLBEING

OCCUPATIONAL HEALTH & SAFETY POLICY

Approved By	Strategic Policy and Resources Committee		
Date Approved	18 September 2013		
Groups Consulted	Corporate Health, Safety & Wellbeing Consultative Committee Service Health & Safety Consultative Committees Executive Officer Team Corporate Management Group The Environment Service Senior Management Team		
Version	2		
Status	Review 2014 / 15		
Policy Replaced	Occupational Health & Safety Policy 2013		
Previous Policies	Occupational Health & Safety Policy (2011)		
Review Date	January 2015		
Revision	Date	Version	Details
Review	Jan 2015	2	General review requested by the Strategic Policy & Resources Committee in September 2013 to ensure that the policy is developed in line with management arrangements and guidance

For further advice, guidance or support please contact the Health, Safety & Wellbeing Team through the generic email account handsenquiries@pkc.gov.uk or by telephoning the central telephone number 01738 475877 (Internal 75877).

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GENERAL POLICY STATEMENT

This policy “Perth & Kinross Council’s Occupational Health & Safety Policy” is designed to build on the success of the Occupational Health & Safety Policy which was updated and approved in 2013.

This policy document sets out how Perth & Kinross Council manages the health, safety and wellbeing of its employees and those who are affected by the organisation’s work.

Perth and Kinross Council recognises its responsibilities and obligations to ensure, so far as reasonably practicable, the health, safety and wellbeing of all employees and other persons who might be affected by the Council’s undertakings in accordance with the Health & Safety at Work etc Act 1974 and associated legislation.

The Executive Officer Team, comprising the Chief Executive and Executive Directors, has the core responsibility for providing leadership on health & safety issues and this is discharged by setting a policy, ensuring that business plans are in place, that regular consultation takes place with employees and trade unions, and that the Council’s overall approach is rigorously monitored and reviewed.

Within this framework, all managers are responsible for ensuring they understand fully the Council’s commitment to protecting the health & safety of employees and others, that they are aware of any risks which may arise in their own areas, and that these, together with identified control measures, are communicated to and understood by their teams.

Aims and objectives

The main aims of this policy and any documents created under its authority are:

- To identify hazards to employees and third parties affected by the work of Perth & Kinross Council and control the significant risks arising from them.
- To maintain healthy and safe working conditions including the provision of risk assessment, safe systems of work, safe plant and safe equipment.
- To work, through continuous improvement, to prevent accidents and work-related ill health.
- To develop employee occupational health services by promoting health screening, health surveillance and preventative medical services, and to advise on and provide management systems to ensure this occurs.
- To develop proactive health promotion and education initiatives as appropriate as part of the Council's health promotion programme.
- To ensure that employees are competent to do their work and provide them with appropriate and comprehensible information, instruction and training.

- To ensure the safe transport, storage, handling and use of hazardous substances.
- To consult with employees on health & safety issues affecting their well-being, providing the necessary information, instruction & supervision as appropriate.

Perth & Kinross Council is committed to encouraging all employees to play an active role in securing their own health & safety and that of others.

Insert Signature

Chief Executive
Perth & Kinross Council

Date Insert Date 2015

1. SCOPE OF POLICY

This policy applies to all Elected Members and employees of Perth & Kinross Council. The policy sets out the Council's arrangements for the successful management of health & safety and is supported by detailed, topic specific arrangements and guidance.

During the revision and development of topic specific arrangements and guidance due consideration was given to the impact on the equality protected characteristic groups with appropriate levels of consultation conducted.

- 1.1 The Health & Safety Management Framework used is based on the model described in the Health & Safety Executive's Guidance Document HSG65: Successful Health & Safety Management. The key elements of HSG65 centre around the action points as detailed in Figure 1.

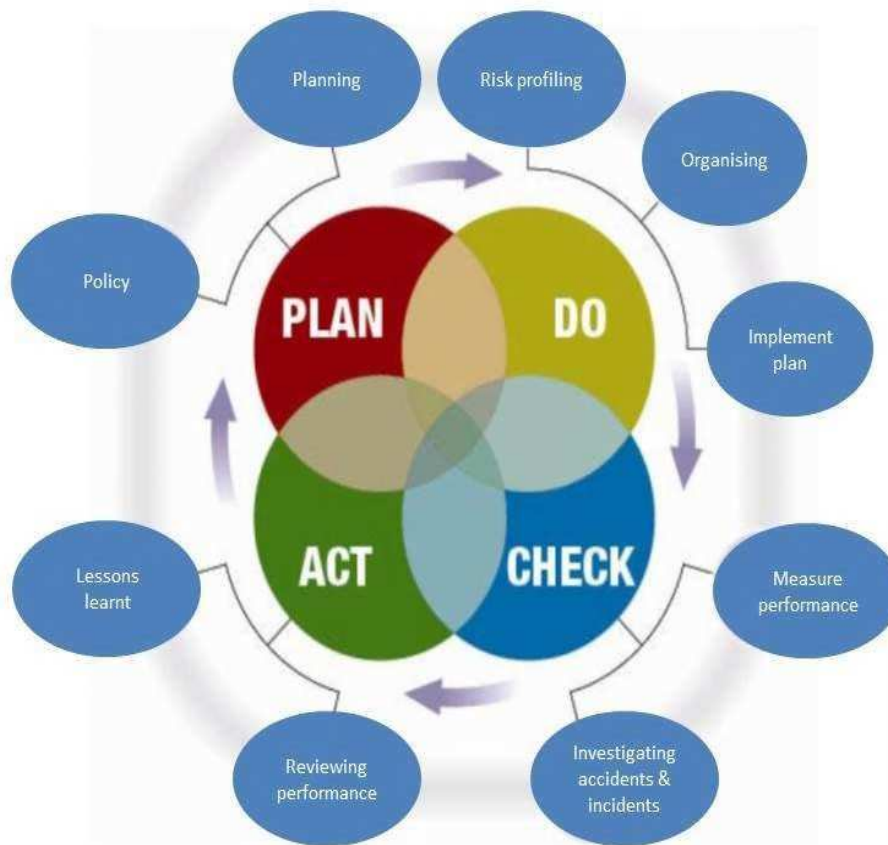


Figure 1 - Elements of Successful Health & Safety Management (HSG 65)

- 1.2 The Health, Safety & Wellbeing Team **has developed and will maintain** Perth & Kinross Council's (PKC's) health and safety document framework which relates to HSG65. The framework sets out the documentation that enables all managers and employees to have access to advice and guidance and to be aware of their specific responsibilities. The framework was developed to support the organisational arrangements in this Policy and following the framework will ensure compliance with all relevant legislation.

An outline of the framework is illustrated in Figure 2 below.

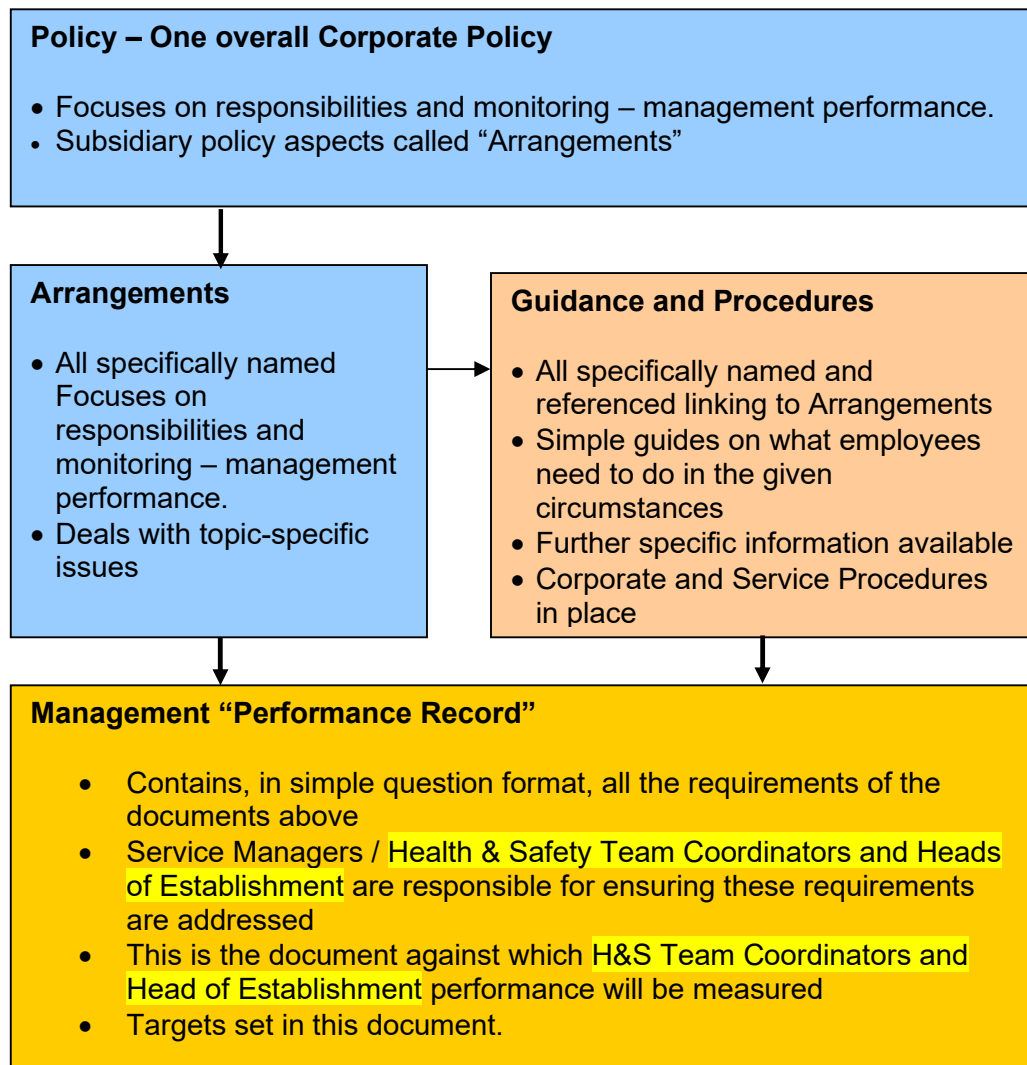


Figure 2 - Health & Safety Management Framework PKC

2. **PLAN & DO**

RESPONSIBILITIES

The organisational structure for the implementation and management of the Council's statutory health & safety duties is the same as that for managing Council Services. The structure outlining the interaction between individuals, management, meetings and committees for the purpose of managing health & safety is shown at [Appendix 1](#).

Key areas of responsibility are allocated to individuals and groups and these are described as follows:

Individuals

2.1 Elected Members

Elected Members have a general duty to take reasonable care of their own health & safety and anyone else who could be affected by their actions. Elected Members will also take account of the health & safety implications of their decisions.

2.2 Chief Executive

The Chief Executive has overall responsibility for the administration and implementation of the Council's Occupational Health & Safety Policy. The Chief Executive will ensure the implementation of this policy by delegating responsibility for its implementation in Services to Executive Directors.

The Chief Executive will ensure that Executive Directors implement and maintain the council Health & Safety Management System as applicable to their service.

2.3 Executive Directors/Depute Directors

Executive Directors/Depute Directors must satisfy themselves that arrangements within their Service for implementing this Corporate Health & Safety Policy are in place and are effective.

Executive Directors/Depute Directors must ensure that employees within their Service designated as having responsibilities for health & safety matters are trained and competent and are provided with the resources necessary to ensure the implementation of this Policy.

Executive Directors/Depute Directors will maintain a forum for employees and management representatives to oversee the management of health & safety within the Service and take steps to address areas for improvement. This will be achieved through Service Health & Safety Committees or Joint Consultative Committees which incorporate a health & safety element. The suggested remit for these Committees is outlined in **section 2.16** below.

Executive Directors/Depute Directors will, within 48 hours of their receipt, submit copies of any prosecutions, Prohibition Notices, Notifications of Contravention or Improvement Notices to the Chief Executive & the Health, Safety & Wellbeing Team. This includes **any notices served by the Scottish Fire & Rescue Service.**

Executive Directors/Depute Directors will ensure that those undertaking a Health & Safety Team Co-ordinator role understand their responsibilities.

Executive Directors/Depute Directors should also ensure that an appropriate person for each workplace is identified to undertake the role of Head of Establishment for specific duties relating to their premise.

2.4 Head of Performance & Resources (The Environment Service)

The Head of Performance & Resources (The Environment Service) has particular responsibility for keeping the Executive Officer Team sufficiently informed of developments internal and external to the organisation to allow them to develop, implement and direct an effective health & safety management system which:

- Maximises the well-being and productivity of all people working for Perth & Kinross Council.
- Prevents people getting injured, ill or killed through work activities and service provision.
- Complies with and where possible exceeds the requirements of the relevant statutory duties imposed by health & safety and fire safety legislation.
- Improves the organisation's reputation in the eyes of service users, suppliers, other stakeholders and the wider community.
- Avoids damaging effects on service budgets.
- Encourages effective relationships with contractors and partner organisations that promote the highest standards of health & safety.
- Minimises the likelihood of prosecution and consequent penalties.
- Reduces the likelihood of civil litigation.

2.5 Heads of Service

In the areas under their control, Heads of Service will ensure that conditions are consistent with the objectives of the Occupational Health & Safety Policy. This will be achieved by ensuring:

- Standards are set for all services provided and functions carried out, which comply with legislation and reflect good practice.
- Regular checks are carried out to ensure that adequate standards are being maintained, through health & safety monitoring arrangements.
- Incidents are investigated in Services in line with Council Policy and that any lessons learned are applied across Service arrangements.
- Deficiencies highlighted by these checks are corrected timeously.

- Reports are made to their Executive Director of significant problems in relation to securing the health & safety of employees or others affected by the Division's work activities.
- The Occupational Health & Safety Policy is monitored to ensure its effectiveness.
- Compliance with all relevant legal statutory provisions.

2.6 Health, Safety & Wellbeing Manager

The Health, Safety and Wellbeing Manager will:

- Ensure the provision of a Health, Safety and Wellbeing Team that will provide competent, specialist health & safety advice to the Council in accordance with the Council's duties under the Management of Health and Safety at Work Regulations 1999.
- Provide a strategic lead to the Health, Safety and Wellbeing Team.
- Keep the Chief Executive and Executive Directors informed of developments in health & safety highlighting good practice and areas for improvement.
- Provide health & safety monitoring information at a Strategic level for Executive Officer Team, Corporate Management Group and the Corporate Health, Safety & Wellbeing Consultative Committee.

2.7 Health & Safety Team Co-ordinators (Service Manager / Head Teacher)

For the majority of policy and arrangement areas, Health & Safety Team Co-ordinators play a pivotal role in the management of health & safety. (Topic specific roles are detailed within the supporting arrangement documents).

They are required to:

- Implement the Occupational Health & Safety Policy and topic specific Arrangements in relation to their area of responsibility.
- Ensure that all employees are made aware of the Occupational Health & Safety Policy, arrangements and procedures relevant to their area of work.
- Ensure that any actions of individuals which introduce risks to health and safety, are brought to the attention of those individuals (and if necessary to those individual's line management) to stop any unsafe actions.
- Attend training as identified through risk profiling to enable them to be competent to discharge their duties.
- Ensure that periodic safety inspections are undertaken, appropriate to the risks present.

- Ensure that the measures outlined in their Team's Health & Safety Performance Monitoring Record are achieved and that all relevant documentation is kept up to date.
- Consult the Health, Safety & Wellbeing Team when professional health & safety advice is required.
- Ensure, so far as is reasonably practicable, that conditions within their work area are safe and without risk to health, by ensuring that risk assessments are conducted and completed by a competent person trained in risk assessment and that safe systems of work are completed and followed. **Employees and safety representatives should be involved in the development of risk assessments and the controls that are in place or will be put in place for tasks specific to their work.**
- Report all accidents and dangerous occurrences using the council incident reporting form as soon as possible after the incident, regardless of whether an employee, client, volunteer, contractor's worker or visitor has been affected.
- Investigate, or ensure investigation of, the causes of accidents, incidents and dangerous occurrences and advise all persons who may be at risk of the steps necessary to remove or control the identified hazard to prevent a recurrence.
- In the event of an accident resulting in a fatality or major injury, advise the Head of Service immediately and the Health, Safety & Wellbeing Team by telephone. The location of the accident must be secured to prevent access and to allow for an immediate investigation by the appropriate authority e.g. Police, Health & Safety Executive.
- Respond promptly to employee concerns.
- Ensure employees receive the necessary training to enable them to work safely. Training needs should be identified as part of the risk assessment process.

2.8 Head of Establishment

In some policy areas, responsibilities lie outwith the control of the Health & Safety Team Co-ordinator and should be allocated to a Head of Establishment. **In some cases, the Head of Establishment may also be the Health & Safety Team Coordinator.**

Executive Directors should arrange for each workplace to have an identified 'Head of Establishment' at an appropriate senior level to co-ordinate these specific health & safety matters within that workplace. Where there is only one service operating within a building then this will normally be the most senior person from that service.

Where there is more than one service represented within an establishment/building then the most senior person present will normally undertake the role of Head of Establishment. The role of the other represented services' most senior people will be to co-operate and interface with the Head of Establishment.

Where the workplace is not permanently staffed, the person undertaking the nominated Head of Establishment role will depend on the use of the building. Where there is only one service managing the building, for example sports pavilions or public toilets, then the Head of Establishment will be someone from the service managing the facility. In some circumstances, therefore, one person may perform the Head of Establishment role for a number of workplaces or establishments.

The Head of Establishment must prominently display a Health & Safety Law poster in their building which includes their contact details. This will make it clear to whom health and safety issues relating to the building should be reported.

They are required to:

- Fulfil the Head of Establishment requirements as set out within the Fire Safety Management Arrangements.
- Fulfil the Head of Establishment requirements as set out in the Asbestos Management Arrangement.
- Ensure there are adequate personnel to control the workplace / establishment during an emergency.
- Fulfil the Head of Establishment requirements as set out within the Legionella Arrangements.
- Fulfil the Head of Establishment requirements as set out within the First Aid Arrangements.
- Ensure that any actions of individuals which introduce risks to health and safety are brought to the attention of those individuals (and, if necessary, to those individual's line management) to stop any unsafe actions.
- Attend any necessary training to enable them to be competent to discharge their duties.
- Ensure that periodic safety inspections are undertaken, appropriate to the risks present.
- Fulfil an essential role in managing health and safety within Council premises. However, this does not replace the health and safety responsibilities of the Chief Executive, Executive Directors, Heads of Service and Health & Safety Team Co-ordinators described in this Policy.

2.9 Employees

All employees must take reasonable care of themselves and of any other persons who may be affected by their actions, or what they fail to do at work.

All employees must:

- Co-operate with the Council in its efforts to comply with the Health and Safety at Work, etc. Act, 1974 and related legislation and regulations. **This includes attending health and safety training and fulfilling health and safety roles as required by the service.**
- Use correctly and safely all work items/equipment provided by the Council in accordance with the information, instructions, and training given.
- Inform their immediate line manager of any work situation where they believe they or any other person is at risk of serious or immediate danger.
- Inform their immediate line manager of any work situation where they consider there to be the potential for harm to employees or others as a result of work activities.
- Familiarise themselves with Health & Safety policies, risk assessments, safe systems of work and arrangements as detailed in this and other Health & Safety Arrangements relevant to their work activities.
- Where an employee believes they or another person's health or safety is in imminent danger they, must temporarily suspend the dangerous activity and report this to their immediate line manager.

Groups

2.10 Strategic Policy & Resources Committee (SP&R)

The Strategic Policy & Resources Committee has the role of formally approving Health & Safety Policy, as with other organisation level policies. Policies will be submitted to SP&R for their approval once the formal consultation with trade unions has been completed and the Corporate Management Group & Executive Officer Team recommended a policy for approval.

2.11 Executive Officer Team (EOT)

The Executive Officer Team's principal role in managing health & safety within the organisation is to **set organisational goals** and monitor Health & Safety Performance through quarterly performance reports.

The EOT will also recommend Health & Safety Policies for approval once employee consultation has been undertaken and the Corporate Management Group have considered the implications of implementing new policy.

2.12 The Corporate Management Group (CMG)

The CMG have a strategic role to manage and improve health & safety performance. To achieve this the CMG will:

- Monitor Health & Safety Performance through quarterly reports prepared by the Health, Safety & Wellbeing Manager.
- Act on areas of low performance, including review results.
- Receive quarterly updates on health & safety matters both internal and external to the organisation, which have the potential to impact on the organisation's operations.
- Instruct the development of key policy and procedural documents.
- Consider Health & Safety Policies presented by the Health, Safety & Wellbeing Manager following consultation with Employee and Service representatives.
- Take action to reduce risks faced by the organisation, on the basis of advice given by the **Health, Safety & Wellbeing Team**.
- Forward Health & Safety Performance management reports to Service and Divisional Management Teams for their action as required.

2.13 Service Senior Management Teams (SMT)

Service Senior Management Teams are responsible for taking forward actions highlighted as a result of reports to CMG and ensuring Services are taking suitable measures to control the risks faced by the respective Service. This will be achieved by SMTs:

- Monitoring Health & Safety Performance through the quarterly reports prepared by the Health, Safety & Wellbeing Manager for CMG.
- Acting on areas of low performance, including support review results.
- Taking action to reduce risks faced by the Service, on the basis of advice given by the **Health, Safety & Wellbeing Team**.

2.14 Service Managers' Teams / School Senior Management Teams

These management teams are responsible for taking forward actions highlighted as a result of reports to CMG and ensuring Service Managers and School Senior Managers are taking suitable measures to control the risks faced in the respective Division/School, by:

- Monitoring Health & Safety Performance through the quarterly reports prepared by the Health, Safety & Wellbeing Manager for CMG.
- Ensuring the actions in the Team Performance Record is completed as directed and in conjunction with Health & Safety Team Co-ordinators.
- Acting on areas of low performance, including audit results.
- Taking action to reduce risks faced by the Division/School, on the basis of council policy, arrangements, procedures and guidance and advice given by the Health, Safety & Wellbeing Team.

2.15 Property Divisions (both the Environment Service and Housing & Community Care)

The Property Divisions are responsible for:

- Providing Council premises with building fabric and services which are safe working environments.
- Ensuring that the fabric and services of Council premises remain safe through appropriate repair, maintenance, inspection, examination and testing regimes.
- Ensuring that risks relating to the building design, building fabric and building services in Council premises are managed. These include (but are not limited to):
 - Fire.
 - Asbestos.
 - Legionella.
 - Statutory inspection, testing and maintenance of plant and equipment where relevant. (The insurance team within the Chief Executive's Service also carry out duties relating to statutory inspections).
 - Control of contractors.

2.16 Consultative Committees

Under the Safety Representatives and Safety Committees Regulations, 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, employers are required to consult with employees on matters that affect their health & safety.

The Council will co-operate fully in the appointment of Safety Representatives and will provide such facilities and assistance as they may reasonably require to carry out their functions.

The Council actively encourages employee and Trade Union participation in the development of health & safety policy, procedures and arrangements by facilitating Health & Safety Committees at Council and Service levels.

2.16.1 Perth & Kinross Council Corporate Health, Safety & Wellbeing Consultative Committee

The role of the Corporate Health, Safety & Wellbeing Consultative Committee shall be to:

- Provide a means of regular consultation between Perth & Kinross Council and employees, providing a forum for the discussion of corporate health & safety matters.
- Consider reports and make suggestions on any health & safety matter which may be referred to the Committee by Perth & Kinross Council or by any of the employee organisations.
- Consider minutes/notes of meetings from Service, Division or Section Health & Safety Committees where the issue or issues raised are considered to have corporate health & safety implications.
- Recommend the approval of Corporate Health & Safety Policies by the Strategic Policy & Resources Committee.

2.16.2 Service Health & Safety Committees

As mentioned above, Executive Directors are responsible for establishing Service Health & Safety Committees or Joint Consultative Committees, which incorporate a health & safety element. The remit of these groups shall be to:

- Provide a means of regular consultation between Service Management representatives and employees, providing a forum for the discussion of Service health & safety related matters.
- Consider reports and make suggestions on any health & safety related matter which may be referred to the Committee by the Service Senior Management Team or any of the Service's employee representatives.
- Consider minutes/notes of meetings from Service or Divisional Health & Safety Committees where the issue or issues raised may have Service level health & safety implications.

2.17 Health & Safety Advice and Support

The Health, Safety & Wellbeing Team are the competent persons for health and safety appointed by the Council to comply with Regulation 7 of the Management of Health and Safety at Work Regulations 1999. This team is led by the Health, Safety & Wellbeing Manager.

The role of the Health, Safety & Wellbeing Team is primarily to advise and support the preparation, formulation, development, monitoring and reviewing of health & safety arrangements throughout the Council.

This does not absolve Executive Directors, Depute Directors, Heads of Service, Heads of Establishments or line managers from their responsibility to manage health and safety under the Health & Safety at Work etc. Act 1974.

The Health, Safety & Wellbeing Team (HSWT) will:

- Develop and maintain the Health and Safety document framework which includes a Corporate Health & Safety Policy supported by topic specific Management Arrangements and Guidance to support managers and employees to fulfil their statutory health and safety duties.
- As part of the Health and Safety document framework, support the development of Team Performance Monitoring Records which evidence the completion of risk assessments, safe systems of work and operational procedures, and provide a tool to monitor and review progress in this regard.
- Provide a comprehensive Direct Health and Safety Advice and Support Service to managers and employees in all services on all health & safety related matters.
- Co-ordinate Health and Safety training and, where appropriate, arrange, prepare and deliver training courses in conjunction with Service employees to support managers and employees.
- Report on, monitor and review the application of the Occupational Health & Safety Policy and Management Arrangements and provide advice on their effectiveness.
- Maintain liaison with and act as a principal contact for external bodies regarding health & safety, including the Health & Safety Executive, Scottish Fire & Rescue Service and the National Health Service.
- Support managers to investigate accidents/incidents and dangerous occurrences as appropriate; advising on follow up action as necessary.
- Without obviating the need for Services to investigate accidents / incidents, investigate serious accidents/incidents and dangerous occurrences where considered appropriate, advising and taking action as necessary.

- Fulfil the organisation's statutory duty to report specifically defined incidents to the Health & Safety Executive in pursuance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations, 2013.
- Assist in the interpretation of Health & Safety legislation and the Council's Occupational Health & Safety Policy and Arrangements relevant to the Services' activities and the setting of standards.
- Act as an ex-officio member of Service Health & Safety Committees / Joint Consultative Groups.
- Advise on safety aspects of specialised plant and equipment, substances, or processes being considered for incorporation into new and existing establishments.
- Temporarily suspend work activities being undertaken by the Council where there is considered to be an immediate risk of injury to employees or others.
- Promote employee Wellbeing at a Council level as part of the communication strategy for Health, Safety and Wellbeing.

3. DO

IMPLEMENTATION

3.1 Emergency Procedures

The Management of Health & Safety at Work Regulations 1999 requires procedures to be established where there is a possibility of serious or imminent danger to employees or other persons.

Specific emergency arrangements, particularly for fire and first aid, are referenced in Section 3.7. (Topic Specific Arrangements documents).

3.2 Incident Reporting

All incidents and near-misses must be reported to line managers. They in turn will ensure that a council accident/incident report form is completed and submitted to the Health, Safety & Wellbeing Team without delay and always within 7 working days.

Any incident resulting in a fatality or a major injury must be reported immediately. Relevant appointed safety representatives must also be informed immediately.

The Health, Safety & Wellbeing Team will evaluate incident report forms and where it is felt necessary, report the incident to the Health & Safety Executive.

It is important that all incidents and near-misses are reported for the following reasons:

- To prevent reoccurrence of similar incidents;
- To fulfil legal obligations to report certain incidents;
- To reduce the costs incurred by the council as a result of incidents.

It is important that even minor incidents, including near misses, are reported as this knowledge could be used to prevent a more serious incident in the future.

Further information on Perth & Kinross Council's incident reporting procedure is included in the Specific Arrangements outline in Section 3.7.

3.3 Occupational Health Arrangements

The aim of the Council's Occupational Health Policy is not only to prevent ill health but to promote good health at work. The broad aims are to:

- Develop employee health services by promoting health screening and surveillance and preventative medical services.
- Develop health promotion and education initiatives as appropriate.

All Service areas have access to Occupational Health Services, which will normally be co-ordinated through Human Resources. The Health, Safety and Wellbeing Team will provide advice on occupational health hazards where appropriate.

3.4 Risk Assessments and Safe Systems of Work

Health & Safety Team Co-ordinators have been identified as being responsible for ensuring activities and workplaces are assessed to identify risks and determine the suitability of preventative measures put in place and to develop Safe Systems of Work.

It is widely accepted that the most effective method of achieving high standards of health & safety is to consider the effect of work activities and service delivery on people and premises prior to their commencement.

It is also widely accepted that input from employees and safety representatives in the risk assessment process can have a noticeable influence on their effectiveness, both in terms of the recognition of potential hazards, and also in promoting and implementing the controls. Employees and safety representatives should be involved in the development of risk assessments and the controls that are in place or will be put in place for tasks specific to their work.

There is a legal requirement for risk assessments to be conducted and it is the responsibility of each manager to ensure these assessments are carried out prior to work activities being undertaken. Such assessments will identify significant hazards, specify any existing control measures and stipulate any further action necessary to control risks adequately. Safe systems of work can be developed from the risk assessment. The risk assessment must be made in writing.

In addition to general risk assessment, there are particular regulations which require more in-depth and specific assessments to be made. Examples of work activities that may require more in-depth assessment include:

- Exposure to hazardous substances.
- Manual handling.
- The use of display screen equipment.
- The use of personal protective equipment.
- Exposure to noise.
- General fire safety.
- The selection and use of lifting equipment.
- Exposure to hand / arm or whole body vibration.
- Working at height.

The law requires that risk assessments are suitable and sufficient, therefore they require to be conducted by a person who is considered to be competent, normally someone from within the workplace, who is aware of the hazards involved in the tasks or workplaces and can call upon specialist advice when faced with unfamiliar risks. Nominated risk assessors are to undergo risk assessment training provided by the Health, Safety and Wellbeing Team.

Risk assessments will be reviewed and, where necessary, revised at regular intervals, the frequency of these reviews depend on the nature of the hazards and risks encountered. The assessments will also be reviewed and modified at other times, including:

- Changes in legislation
- Where significant changes are made to the activity or workplace
- Following an incident or near miss

3.5 Information, Instruction and Training

The Council recognises the importance of having well informed and competent employees if it is to achieve a safe working environment. On commencement of employment all employees will receive health & safety training as part of an induction programme. This will include, but is not limited to:

- The action to take in the event of serious and imminent danger from fire.
- Their role, if defined, in the emergency evacuation procedures.
- Any specific skills/knowledge necessary to work safely, such as safe lifting and handling and use of display screen equipment, as identified in risk assessments for activities undertaken by the employee.

The training needs of all managers and employees will be regularly assessed using risk profiling and the employee review and development scheme and, where appropriate, information, instruction and training on health & safety matters will be provided. It is essential that managers and employees attend and/or complete appropriate training. Ongoing consideration will be given to the requirements of new legislation and the outcomes of job related risk assessments and/or risk profiling.

The effective communication, by managers, of policies, procedures and safe working practice will assist in achieving high standards of health & safety performance.

Information, instruction and training will be provided in a way that is easily understood and takes into account the intended audience.

3.6 Raising Health and Safety Concerns

Where anyone has health and safety concerns they must: -

- Raise them with the immediate line manager in charge.
If the matter is not resolved then:
 - The safety representative and section manager should be contacted regarding the concern.
 - Consultation should then take place to resolve the matter between employees concerned and their line manager/s.
- If the matter remains unresolved then the Health, Safety and Wellbeing Team should be contacted for advice.
- If there remains a concern the Head of Service should be contacted for a decision.

- If it reaches this stage and the situation cannot be resolved then the Executive Director for the Service should be contacted.

The above and more detail can be found in the joint PKC and trade Union Health & Safety Protocol which can be found [here](#).

3.7 Health & Safety Topic Specific Management Arrangements

Separate management arrangements are in place for specific areas and these should be read in conjunction with this policy.

These arrangements cover the following subject areas:

Alcohol & Drugs Use
Asbestos
Control of Substances Hazardous to Health (CoSHH)
Display Screen Equipment (DSE)
Electrical Safety
Fire Safety
First Aid
Gas Safety
Incident Reporting
Infection Control
Legionella
Lifting Operations & Equipment
Lone Working
Management of Contractors
Manual Handling
Noise at Work
Occupational Road Risk
Occupational Skin Disease
Occupational Stress
Personal Protective Equipment (PPE)
Pregnant Worker
Pressure Systems
Slips, Trips and Falls
Vibration
Violence & Aggression
Working at Height
Workplace Safety
Young People

Accompanying these arrangements is relevant guidance. These are available through the Health and Safety pages on [ERIC](#).

4. **CHECK**

MEASURING PERFORMANCE

Perth & Kinross Council recognises the benefits of conducting active monitoring as a means to measure Health & Safety Performance and to prevent accidents, incidents or cases of ill health before they occur. This includes monitoring the achievement of health & safety improvement plans and compliance with the standards set out in this and supporting arrangements, procedural and guidance documents.

The performance monitoring record for each Health & Safety Team Co-ordinator sets out the targets for measuring performance for the relevant hazard area.

Active monitoring methods used include:

- Inspection of premises, plant and equipment.
- Environmental monitoring.
- Health surveillance.
- Observation of work behaviour by line managers.
- Health & safety management reviews.

This type of monitoring measures success and reinforces positive achievement by recognising good work, rather than penalising failure after an event.

While active monitoring provides feedback before an accident/incident or case of ill health, reactive monitoring is necessary to enable the organisation to learn from accidents/incidents, ill health cases or other deficiencies in health & safety performance.

The reactive arrangements are therefore triggered by an event and include identifying and reporting of:

- Injuries and cases of ill health, including monitoring of sickness absence.
- Damage to property.
- Near miss incidents.
- Hazards.
- Weaknesses in performance standards.

5. **ACT**

REVIEWING PERFORMANCE

Perth & Kinross Council places an emphasis on continual improvement; this is demonstrated in the arrangements developed to improve the health, safety and wellbeing of our employees and those who can be affected by our activities.

The Council aims to learn from all relevant experiences and apply the lessons learnt. This is achieved through the systematic review of performance based on data gathered from monitoring as outlined above.

Performance is assessed by:

- Measurement of compliance with the Performance Monitoring Record.
- Internal reference to key performance indicators.
- External comparison with the performance of **other local authorities** and best practice.

Performance is also recorded in the **Corporate Annual Health & Safety Report**.

This policy will be kept under review by Perth & Kinross Council's Corporate Health, Safety & Wellbeing Consultative Committee and Corporate Management Team on an ongoing basis. This Policy is supported by a range of detailed, topic specific **management** arrangements, risk assessments, safe systems of work, guidance, procedures and information notes.

Appendix 1 – Perth & Kinross Council's Organisational Structure for Managing Health & Safety

