

**PERTH AND KINROSS COUNCIL****Strategic Policy and Resources Committee****18 September 2013****CORPORATE OCCUPATIONAL HEALTH & SAFETY POLICY****Report by Executive Director (Environment)****PURPOSE OF REPORT**

This report reviews the Corporate Occupational Health & Safety Policy as required by the Health & Safety at Work etc Act 1974 and sets out proposals to enhance Health & Safety management arrangements 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 revised in 2011 to clarify arrangements following the formation of a centralised team of Health & Safety professionals. Since then, the team has been working to improve the support which can be provided by a centralised Health & Safety team.
- 1.3 The Council uses the Health & Safety Executive (HSE) management approach detailed in the HSE Guidance for Health & Safety Management (HSG65). This approach uses the POPMAR (Policy, Organising, Planning, Measuring performance, Auditing and Review) model however, HSG65 is moving to a 'Plan, Do, Check, Act' approach:
  - Plan – Determine your policy/plan for implementation
  - Do – Profile risks/organise for Health & Safety/implement plans
  - Check – Measure Performance (monitor before events, investigate after events)
  - Act – Review Performance/Act on lessons learned

- 1.4 The aim of this approach is to achieve a better balance between the systems and behavioural aspects of management. The behavioural aspects of management refers to the unpredictable element where teams and individuals have different ideas that influence what they do.

The plan, do, check act approach will ensure consistency and a better understanding of the process. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.

- 1.5 This update in approach by the HSE comes at the same time as the Corporate Health, Safety and Wellbeing Team are finalising proposals to update policies and service delivery to enhance health and safety management across the Council.

## 2. PROPOSALS

- 2.1 The following proposal for a revised delivery model follows the 'Plan, Do, Check, Act' management approach detailed in the updated version of HSG 65 and enables the Health, Safety and Wellbeing Team to provide a comprehensive and high quality occupational health and safety advisory and support service to managers.
- 2.2 **Plan** – The Corporate Health, Safety and Wellbeing Team will further develop and maintain one overarching Corporate Occupational Health & Safety Policy supplemented by topic specific management arrangement documents. These arrangements are aligned to specific procedures and guidance. There are currently 28 topic specific arrangements identified with the potential for more if the need arises. The overarching policy and supplementary topic specific arrangements will replace the existing corporate policy and any existing service policies. A list of the topic specific arrangements is included in the annex to this report.
- 2.3 It is proposed that all topic specific management arrangements are approved through the Corporate Health, Safety and Wellbeing Consultative Committee. This will ensure that Elected Members, Trade Union Representatives and Chief Officers have the opportunity to contribute to their development.
- 2.4 **Do** – Service Managers have a duty to implement policy requirements in their teams. These policy requirements will be stipulated in the topic specific management arrangements and presented in the form of a Health & Safety Performance Record. As a result, managers will be able to concentrate on identifying work activities and ensuring the development of risk assessments and safe systems of work specifically for their areas of responsibility. These will be recorded in the Health & Safety Performance Record for their teams.
- 2.5 **Check** – Supervisory and managerial monitoring requirements will be informed by the monitoring sections in the topic specific management arrangements and reinforced as a series of questions with responses in the Performance Record.

- 2.6 **Act** – Performance will be measured against the Performance Record and this will provide the basis for policy and performance review and audit. The results of these reviews and audits will be discussed at Service and Corporate Health, Safety & Wellbeing Consultative Committee meetings and lessons identified will be incorporated into future updates to policy and procedures.
- 2.7 The updated Corporate Occupational Health & Safety Policy is shown in Appendix 1 attached.

### 3. CONCLUSION AND RECOMMENDATIONS

- 3.1 The updated Corporate Occupational Health & Safety Policy which was approved on 5 December 2011 was the initial catalyst for changing how Health & Safety is managed and supported across the organisation following the formation of a Corporate Health, Safety and Wellbeing Team.
- 3.2 It is recommended that further work completed by the team to improve these arrangements in the form of the proposals herein and changes to HSE guidance provides an ideal opportunity to update policies and practices that reinforce our commitment to protecting employees and service users.
- 3.3 The Committee is asked to approve:
1. the updated Corporate Occupational Health & Safety Policy to replace the Occupational Health & Safety Policy previously approved in 2011 and all Service Health & Safety Policies (Appendix 1).
  2. the ongoing development, consultation and implementation of topic specific management arrangements are consulted, agreed and approved through the Corporate Health, Safety and Wellbeing Consultative Committee.
  3. the 'Performance Record' approach/delivery methodology as described in section 2 to ensure that the Corporate Occupational Health & Safety Policy is aligned with the management and support of health and safety consistently across the Council and is compliant with HSE guidance.

#### Author(s)

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#### Approved

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 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 Chief Executive, 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.

#### 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 and Health & Safety delivery methodology, we will ensure it is professionally supported and widely adopted by all services.

### **6. Background Papers**

- 6.1 The Corporate Occupational Health, Safety and Wellbeing Policy 2011 was used in the preparation of this report and all relevant Health & Safety legislation has been considered.

## **7. Topic Specific Arrangements**

Asbestos  
Control of Contractors  
Control of Substances Hazardous to Health  
Display Screen Equipment  
Electrical Safety  
Fire Safety  
First Aid  
Gas Safety  
Incident Reporting  
Infection Control  
Legionella  
Lifting Equipment  
Lone Working  
Manual Handling  
Noise  
Occupational Road Risk  
Occupational Stress  
Personal Protective Equipment  
Pregnant Workers  
Pressure Systems  
Skin Surveillance  
Slips, Trips and Falls  
Substance Misuse  
Vibration  
Violence & Aggression  
Working at Height  
Workplace Safety  
Young People

## Appendix 1

<b>Approved By</b>	
<b>Date Approved</b>	
<b>Groups Consulted</b>	
<b>Status</b>	Draft
<b>Policy Replaced</b>	Occupational Health & Safety Policy 2010 (and 2011 update)
<b>Previous Policies</b>	Occupational Health & Safety Policy (2005)

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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 2010.

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.

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
- To maintain healthy and safe working conditions including the provision of 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.

Chief Executive  
Perth & Kinross Council

Date

## 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.

During the revision and development of topic specific arrangements and procedures there will be due consideration 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.

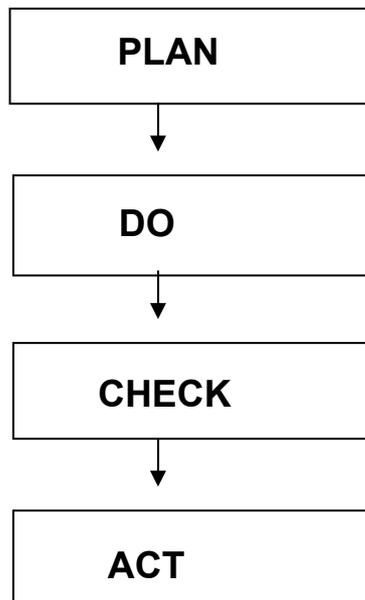


Fig 1- Elements of Successful Health & Safety Management (HSG 65)

- 1.2 The Health, Safety & Wellbeing Team will develop and maintain a health and safety document framework which relates to HSG65. This framework sets out the documentation that enables all managers and staff 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:

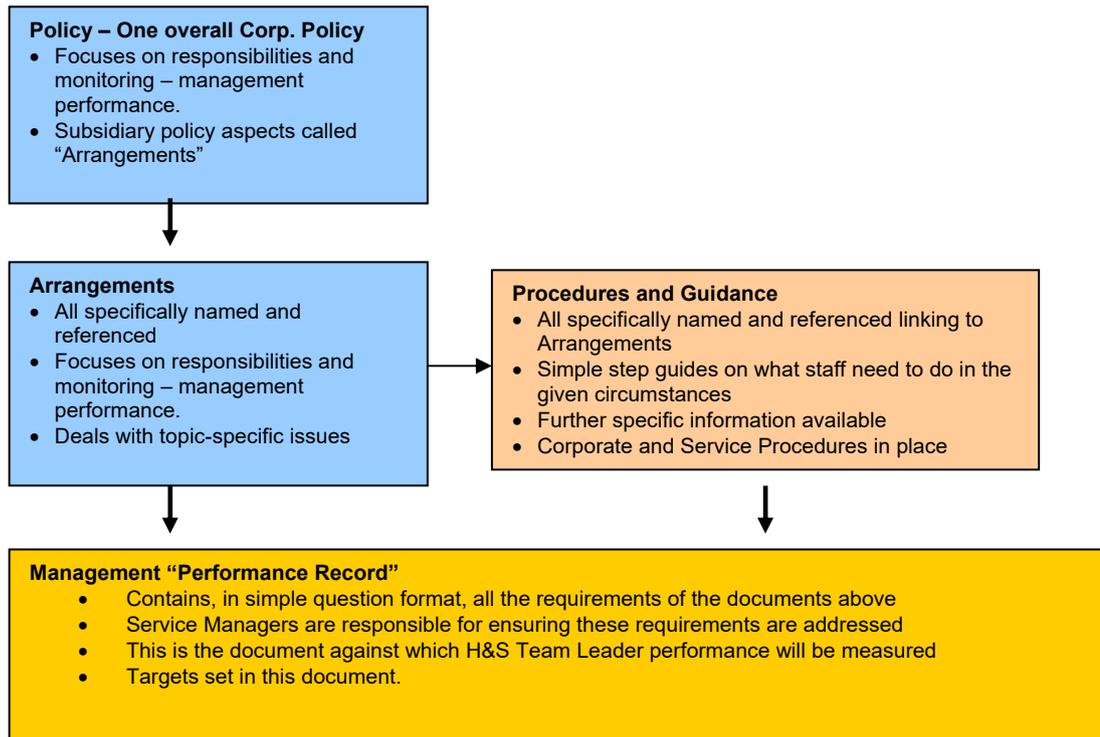


Figure 2 - Health & Safety Management Framework PKC

## 2. ORGANISING & 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 Services implement and maintain an effective Health & Safety Management System.

### **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 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 staff 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 3.15.2 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 Corporate Health, Safety & Wellbeing Team. This includes any Enforcement or Unsatisfactory Condition Notices/Letters received from the 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 fire, asbestos and legionella, as outlined in Appendix 2.

### **2.4 Head of Performance & Resources (The Environment Service)**

The Head of Performance & Resource (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

- Improves the organization'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
- Complies with and where possible exceeds the requirements of the relevant statutory duties imposed by health & safety and fire safety legislation.

## **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 Corporate 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 Corporate 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/Quality Improvement Officer/HeadTeacher)**

For the majority of policy and arrangement areas, Health & Safety Team Co-ordinators play a pivotal role in the management of health & safety. They are required to:

- Implement the Occupational Health & Safety Policy 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 the measures outlined in their Team's Health & Safety Performance 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.
- Report all accidents and dangerous occurrences using the 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 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 staff receive the necessary training to enable them to work safely. Training needs should be identified as a part of the risk assessment process.

## **2.8 Head of Establishment**

In some policy areas, responsibilities lie out with the control of the Health & Safety Team Co-ordinator and should be allocated to a Head of Establishment.

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 requirements of the 'Nominated Person' role as set out within the Fire Safety Management Arrangements
- Ensure employees and contractors are made aware of Asbestos Containing Materials (ACMs) within the workplace, by keeping the Asbestos Register up to date and available
- Ensure there is a person to take control of the workplace/establishment during an emergency
- Ensure that Water Management records are kept up to date
- Ensure that adequate first aid arrangements are in place in their building and that the names of first aiders are prominently displayed in the building.
- 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.
- The Head of Establishment will be provided with, and will make themselves available to attend, any necessary training to enable them competent to discharge their duties.
- The Head of Establishment must ensure that periodic safety inspections are undertaken, appropriate to the risks present.

- Heads of Establishment 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 Regulations
- 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 employee 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, must temporarily suspend the dangerous activity and report this to their immediate line manager.

## **Groups**

### **2.10 Strategic Policy & Resource Committee (SP&R)**

The Strategic Policy & Resource Committee has the role of formally approving Health & Safety Policy, as they do 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 have 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 improvement targets 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 has a strategic role to manage and improve health & safety performance. To achieve this CMG will:

- Monitor health & safety performance through quarterly reports prepared by the Health, Safety & Wellbeing Manager
- Act on areas of low performance, including audit 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 Manager
- 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/audit results.
- Taking action to reduce risks faced by the Service, on the basis of advice given by the Health, Safety & Wellbeing Manager.

## **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.

- 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 are completed as directed and in conjunction with the Health & Safety Team Co-ordinator.
- 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, procedures and guidance.

## **2.15 Property Division**

The Property Division, in The Environment Service, is responsible for providing Council premises with building fabric and services which are safe working environments.

The Property Division is responsible for ensuring that the fabric and services of Council premises remain safe through appropriate repair, maintenance, inspection, examination and testing regimes.

The Property Division will ensure 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
- 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 & Resource 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 matters
- Consider reports and make suggestions on any health & safety 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 Corporate 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 will be led by the Corporate Health, Safety & Wellbeing Manager.

The role of the Health, Safety & Wellbeing Team is primarily to advise and support the preparation, formulation, development, monitoring and auditing 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 a Health and Safety Document Framework.
- Provide advice on all health & safety matters, including fire prevention and precautions through the production of Health & Safety Policy, Arrangements, Procedures and Guidance.
- Co-ordinate health & safety training, and, where appropriate, arrange, prepare and deliver training courses in conjunction with Service staff.
- Maintain liaison with and act as a principal contact for external bodies regarding health & safety, including the Health & Safety Executive, 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, 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, 1995.
- Audit the application and implementation of Health & Safety policies across the organisation, providing a strategic perspective.
- Advise on matters concerning health & safety within all Services
- Assist in the interpretation of Health & Safety legislation and Corporate Policies relevant to the Services' activities and the setting of standards
- Monitor the application of Health & Safety Policies and Procedures and advise on their effectiveness
- 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 an immediate risk of injury to employees or others.

### **3. PLANNING AND 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 4.6 Specific Arrangements.

#### **3.2 Incident Reporting**

All incidents and near-misses must be reported to line managers. They in turn will ensure that an 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.

The Health, Safety & Wellbeing Team will evaluate incident report forms and where it is felt necessary, will 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 is included in the Specific Arrangements outline in Section 4.6.

#### **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 Corporate Health, Safety and Wellbeing Team will provide advice on occupational health hazards where appropriate. They will also provide information and guidance on other occupational health related subjects including, but not restricted to, stress, personal safety and smoking.

### **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.

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

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.

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 routine in case of fire
- Their role, if defined, in the emergency evacuation plan
- 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 employees will be regularly assessed using the employee review and development scheme and where appropriate information, instruction and training on health & safety matters will be provided. Ongoing consideration will be given to the requirements of new legislation and the outcomes of job related risk assessments.

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

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

### **3.6 Health & Safety Supplementary Policy Management Arrangements**

Separate policy 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:

Asbestos  
 Control of Contractors  
 Control of Substances Hazardous to Health  
 Display Screen Equipment  
 Electrical Safety  
 Fire Safety  
 First Aid  
 Gas Safety  
 Incident Reporting  
 Infection Control

Legionella  
Lifting Equipment  
Lone Working  
Manual Handling  
Noise  
Occupational Road Risk  
Occupational Stress  
Personal Protective Equipment  
Pregnant Workers  
Pressure Systems  
Skin Surveillance  
Slips, Trips and Falls  
Substance Misuse  
Vibration  
Violence & Aggression  
Working at Height  
Workplace Safety  
Young People

Accompanying these arrangements will be relevant procedures and monitoring information. These will be available through the Health and Safety pages on eric.

#### 4. MONITORING 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 audits

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. 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 business competitors and best practice

Performance is also recorded in the Corporate and Service level annual health & safety reports.

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 will be supported by a range of detailed, subject specific arrangements, risk assessments, safe systems of work, guidance, procedures and information notes.

*Produced by:*



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

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