



**EAST RIDING**  
OF YORKSHIRE COUNCIL

## East Riding of Yorkshire Council Corporate Health and Safety Policy

<b>Lead Directorate and Service:</b>	Corporate Resources - Human Resources, Safety Services
<b>Effective Date:</b>	March 2010
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<b>Contact Officer/Number</b>	Garry Smith 01482 391110
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## East Riding of Yorkshire Council Statement of Safety Policy

In accordance with the Council's Constitution, it is the policy of East Riding of Yorkshire Council to conduct its undertakings in such a manner so as to protect the health, safety and wellbeing of its employees, and to safeguard members of the public who may be affected by the operations and activities of the Council.

The Council recognises the benefits that a strong health and safety management system brings in achieving good business practices, and the contribution that a positive health and safety culture plays in the delivery of high quality services.

The Council is committed to pursuing continual improvements in health and safety. This commitment is vital to its business objectives, and makes a positive contribution to the Council's overall business performance by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.

The Council's employees are a valued key resource within the organisation and the Council will so far as is reasonably practicable put in place measures to provide every employee with a safe and healthy place of work.

This policy demonstrates the Council's commitment to implementing and maintaining an effective health and safety management system by ensuring that:-

- Risks are assessed and risk control measures are established which are suitable and sufficient;
- High standards are set and maintained by effectively managing workplace activities;
- Staff are suitably qualified and competent, and that ongoing training and development is available;
- Effective consultation mechanisms are established and maintained;
- Adequate financial and physical resources are made available to prevent safety being compromised;
- Health and safety performance is monitored through the provision of annual reports to Corporate Management Team.

This policy statement should be read in conjunction with the supporting corporate and directorate policies, procedures, guidelines and guidance notes which are available on the Council's intranet and listed on dedicated health and safety notice boards.

The success of this health and safety policy will ultimately depend upon the involvement of everyone affected by it. The Council therefore relies on the co-operation of all employees, contractors and trades unions in securing its implementation. A copy of this statement of policy will be brought to the attention of, and made available to all employees.

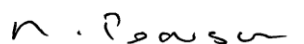
The Chief Executive has overall responsibility for the delivery of this health and safety policy and will achieve implementation through the identified roles and responsibilities of his corporate and senior management teams.

This health and safety policy and its contents will be reviewed and updated on a regular basis at a minimum of every two years.



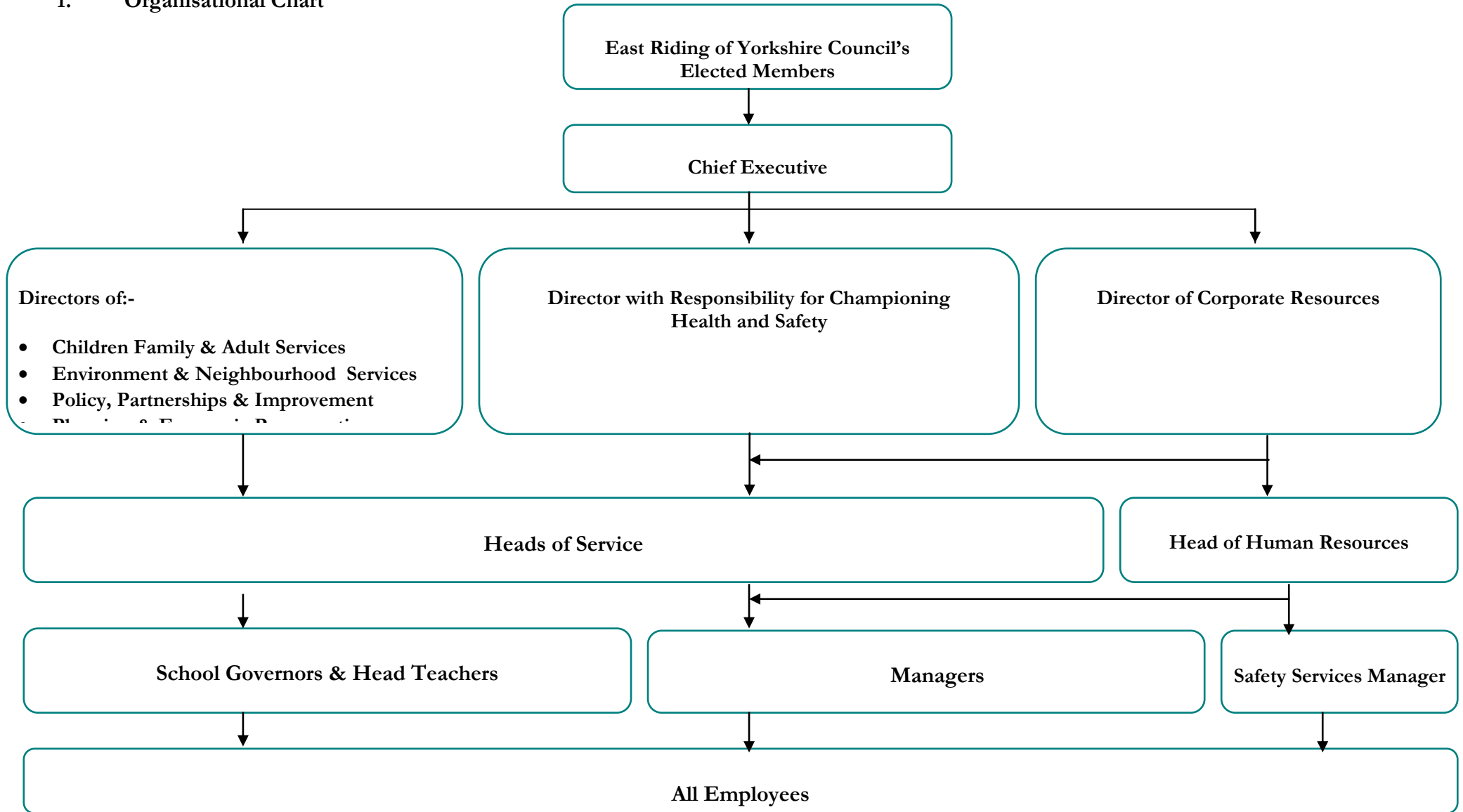
Councillor Stephen Parnaby OBE  
Leader of the Council

Date : 29 March 2010



Nigel Pearson  
Chief Executive

1. Organisational Chart



## **2. General Duties and Responsibilities**

### **2.1 Chief Executive**

2.1.1 The Chief Executive has overall responsibility for health and safety compliance within the Council. However, as with any area of management the allocation of responsibilities is crucial, and the management of health and safety is no exception. Health and Safety responsibilities and authority are delegated through the identified roles and responsibilities of elected members, corporate and senior management teams and as such are reflected in the structure outlined below.

### **2.2 Full Council**

2.2.1 Full Council has a clear role to play in providing leadership and direction through the formation of policy and allocating budgets to enable services to be delivered to the local community in an effective, safe and well managed way.

### **2.3 The Cabinet**

2.3.1 In accordance with the Council's constitution The Cabinet implements corporate policies and strategies including policies and strategies relating to health and safety. In addition, the Leader of the Council appoints portfolio holders with specific responsibilities. The health and safety function is included with the portfolio for Corporate Issues.

### **2.4 Corporate Management Team**

2.4.1 The Council's Corporate Management Team (CMT) comprises of the Chief Executive and the Directors. It is the responsibility of CMT to advise on corporate policy, and to monitor delivery and compliance as part of the Council's health and safety management system. It remains the responsibility of the Chief Executive and members of CMT to exercise their professional judgement and to make sure that where necessary any relevant matters relating to health, safety and wellbeing are brought to the attention of The Cabinet and as necessary, Full Council.

## **3. Strategic Duties and Responsibilities**

### **3.1 Chief Executive**

3.1.1 The Chief Executive has overall responsibility for the delivery of the Council's health and safety policy and will achieve implementation through the delegated identified roles and responsibilities of his corporate and senior management teams.

3.1.2 In particular the Chief Executive:-

- Sets a personal example that promotes a positive health and safety culture within the Council;
- Assigns strategic health and safety responsibilities for the effective planning, organising, implementing, monitoring, reviewing and auditing of the Council's health and safety management system and identification of necessary resources to support this;
- Ensures systems are established to manage the health, safety and wellbeing of all employees, and to safeguard members of the public who may be affected by the operations or activities of the Council;
- Promotes the importance of health and safety compliance being incumbent within the Council's core business functions and service delivery;

- Nominates a director to champion the continual development of the Council's health and safety performance through effective health and safety management systems;
- Ensures that as a key strategic role and responsibility, all directors have the appropriate levels of competency and training to effectively manage health and safety.

### **3.2 Director of Corporate Resources**

3.2.1 The Chief Executive has delegated specific strategic health and safety responsibilities to the Director of Corporate Resources who is responsible for:-

- Strategic and corporate policy issues regarding health, safety and wellbeing;
- Keeping health and safety policies and safety guidance documents under review for action by The Cabinet and Full Council where appropriate.

### **3.3 Director with Responsibility for Championing Health and Safety**

3.3.1 The designated Director, 'the champion' champions health and safety at CMT level, and is responsible for:-

- Monitoring the performance of the Council's health and safety management systems through regular meetings with the Council's safety manager and attendance of the six monthly cross directorate steering group meeting;
- Reporting back to the CMT as necessary on key issues affecting the Council's overall health and safety performance;
- Championing new and innovative initiatives designed to drive continual improvements in performance.

### **3.4 Head of Human Resources**

3.4.1 In addition to specific duties as a senior officer, the Head of Human Resources is responsible for:-

- The management of Safety Services, service delivery and reports directly to the Director of Corporate Resources for all operational aspects of this function;
- Regular monitoring of the training and development contract through meetings with the training and development manager to ensure that as part of the contract delivery, health and safety training needs are being met.

### **3.5 Safety Services**

3.5.1 The primary function of Safety Services is to support the Council and all its employees by providing professional, authoritative, impartial advice on all aspects of health, safety and wellbeing. In particular Safety Services will:-

- In accordance with the requirements of the Management of Health and Safety at Work Regulations, act as the Council's competent persons on all matters of health and safety;
- Establish a professional relationship across all levels of the Council and with outside organisations as appropriate e.g. the Health and Safety Executive, Fire Authority etc, on all matters relating to health, safety and wellbeing;

- Interpret current and proposed health and safety legislation and law, and prepare new and revised health and safety policies and safety guidance documents in accordance with these requirements;
- Advise on all aspects of risk assessment including the identification of hazards and risks, and the development of appropriate risk control measures;
- Advise on health and safety requirements at the design stage of new build and refurbishment of Council premises; and prior to the acquisition of new buildings intended for Council use in order that an assessment can be made of any health and safety issues relating to those premises;
- Monitor the recording and reporting of all accidents, incidents and work related ill health, and prepare appropriate reports as necessary;
- Assist managers in the investigation of serious incidents, accidents and ill health as appropriate;
- Have the authority to enter any Council premises or sites at any time to inspect conditions relating to the safety, health and wellbeing of employees and members of the public who may be affected by the operations or activities of the Council;
- In those instances where in Safety Services opinion there is a serious risk to the safety of employees or members of the public, stop all or part of any task or operation until a time that the task or operation is rendered safe;
- Have the right to refer any health and safety matters which are considered to be of a serious nature directly to the Director of Corporate Resources to secure a corporate management response;
- Audit the Council's health and safety management systems.

#### **4. Operational Responsibilities**

##### **4.1 Directors**

4.1.1 Directors are ultimately responsible and accountable to the Chief Executive for achieving implementation of this policy at directorate level through the delegated identified roles and responsibilities of their senior management team.

4.1.2 In particular directors have responsibility for ensuring:-

- A directorate health and safety policy is prepared and issued, outlining the arrangements for achieving compliance with the corporate health and safety policy, and supporting safety guidance documents;
- An annual health and safety plan with outlined and quantified objectives including target dates for achievement is produced, approved, issued and monitored;
- Health and safety requirements are recognised and fully implemented within all areas of service delivery as a core business function, and that necessary resources are allocated to achieve this;
- Managers are appropriately trained and competent to undertake their allocated roles and responsibilities including the management of health and safety;
- Wellbeing of all staff remains a high priority and that the wellbeing policy is implemented and managed effectively at all levels;
- Joint consultative procedures are established, and to act as or appoint a designated senior manager to chair of the directorate joint consultative committee, taking appropriate action on agreed decisions;
- A directorate health and safety steering group is established and a chair and safety co-ordinator are nominated;
- A panel of enquiry is convened where necessary into serious accidents/incidents;

- Formal health and safety inspections are personally undertaken within a selection of their work areas during each financial year;
- Health and safety performance of the directorate is monitored on a regular basis against the health and safety plan, accident statistics, and performance indicators;
- All heads of service have the appropriate levels of competency and training to effectively manage health and safety.

## 4.2 Heads of Service

4.2.1 Heads of service are responsible and accountable to their director for achieving implementation of this policy at directorate level through the delegated identified roles and responsibilities of their managers.

4.2.2 In particular heads of service have responsibility for ensuring:-

- Their managers implement and comply with the requirements of the corporate and directorate health and safety policies and supporting safety guidance documents within their area of service delivery;
- Appropriately trained, competent managers are identified within every work area to take responsibility for, and to manage health and safety of work areas, work activities and persons within those identified areas;
- Wellbeing of all staff remains a high priority and that the wellbeing policy is implemented and managed effectively at all levels;
- The outlined and quantified objectives of the directorate annual health and safety plan is monitored to ensure achievement against target dates;
- Risk assessments are carried out within the directorate as required by legislation, and safe-systems of work are implemented;
- All accidents, incidents and dangerous occurrences are investigated promptly in accordance with legislation and the accident reporting procedure;
- Appropriate equipment, tools and protective equipment are provided to enable work to be done safely; and maintained in accordance with statutory requirements in a safe condition and monitored and inspected including the recording of any periodic servicing and testing of systems and equipment;
- Formal health and safety inspections are undertaken personally, within a selection of work areas during each financial year;
- Systems are established to process safety and health defects e.g. safety management systems, risk assessments, lack of maintenance etc, monitor and review progress, report any concerns to their director;
- Where appropriate, event co-ordinators are appointed and appropriate protocols and procedures are in place to manage events;
- Joint consultative procedures are implemented and representation is made to the JCC as required by the director as authorised appointee and that appropriate action is taken on agreed decisions;
- The directorate health and safety steering group receives necessary support as required by the director, and representative managers are nominated to attend;
- Health and safety performance of the service area is monitored on a regular basis against the health and safety plan, accident statistics, and performance indicators and reported back to their directorate management team as necessary.

### **4.3 All Managers**

4.3.1 Managers are responsible and will be held accountable to their head of service for achieving compliance with this policy within their area of service delivery.

4.3.2 In particular managers have responsibility for ensuring:-

- The corporate and directorate and health and safety policies and supporting safety guidance documents are fully implemented and complied with;
- Arrangements are in place for consultation with employees in the workplace to ensure that suitable methods are adopted for promoting health and safety at work, and provide arrangements for the participation of employees in the development of such measures;
- All new employees receive a suitable and sufficient safety induction and are made aware of their safety responsibilities, where necessary arranging for appropriate training;
- All employees they are responsible for, are aware of and fulfil their safety responsibilities, where necessary arranging for appropriate training to enable them to carry out their duties competently;
- Wellbeing of all staff remains a high priority and that the wellbeing policy is implemented and managed effectively;
- Suitable and sufficient risk assessments (including fire risk assessments) are carried out and reviewed as required by legislation and that methods and systems of work are safe and that the necessary procedures, rules and regulations designed to achieve this are developed and communicated to all staff;
- Appropriate, premises, equipment, tools and protective equipment are provided to enable work to be done safely; and maintained in accordance with statutory requirements in a safe condition and monitored and inspected including the recording of any periodic servicing and testing of systems and equipment;
- All accidents, incidents and dangerous occurrences are investigated promptly in accordance with legislation and the accident reporting procedure;
- Where appropriate, events organised and run by the Council are coordinated and managed in accordance with the Council's policy, procedure and guidelines and in line with current legislation;
- Health and safety is a standard agenda item on team briefings;
- Monthly health and safety inspections are undertaken within all work areas and systems are established to process safety and health defects and monitor and review progress;
- Where nominated by their Head of Service, they attend and take an active role in the directorate health and safety steering group.

### **4.4 Supervisors**

4.4.1 Supervisors are responsible and will be held accountable to their line manager for achieving compliance with this policy within their area of service delivery.

4.4.2 In particular Supervisors have responsibility for ensuring:-

- The requirements of the corporate and directorate and health and safety policies, and supporting safety guidance documents are fully implemented and complied with;

- Employees under their supervision are aware of and fulfil their safety responsibilities, where necessary arranging for appropriate training, including induction training to enable them to carry out their duties competently;
- The wellbeing of those under their supervision remains a high priority and is monitored in accordance with the wellbeing policy;
- Work activities are performed according to established safe working procedures paying particular attention to highlighting any significant hazards involved with the work activity including the precautions necessary to avoid them;
- Appropriate equipment, tools and materials are available to undertake the work safely and are maintained in a safe condition;
- Necessary action is taken to rectify any unsafe situation relating to equipment, tools, working procedures or unsafe actions by individuals, and report to their manager any that cannot be dealt with personally;
- Maintaining a high level of house-keeping and tidiness in the work area;
- Where necessary, carrying out daily inspections/checks (including where required the completion of the relevant records) of the work areas to ensure that plant, equipment, tools etc., are in a safe condition;
- investigate all accidents, incidents and dangerous occurrences in accordance with legislation and the accident reporting procedure;
- Health and safety is a standard agenda item on all team briefings.

## **4.5 Employees**

4.5.1 Every employee is expected to co-operate with the Council on all aspects of health and safety, and in accordance with section 7 of the Health and Safety at Work etc Act take reasonable care of their own safety and that of others who may be affected by their acts or omissions.

4.5.2 Furthermore, the following requirements are expected of every employee:-

- Carry out assigned tasks and duties in accordance with the information, instruction and training given, following agreed risk assessments and safe methods of working;
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or wellbeing, or to do anything likely to endanger themselves or others;
- Use tools, equipment and materials provided for their intended use only, in accordance with the information, instruction and training they have been given ensuring that damaged faulty equipment is not used and reported to their supervisor/line manager;
- Through the EDR process and regular meetings, cooperate with managers in identifying any training needs, including updates and refresher training;
- Raise any concerns about their wellbeing in an open and frank way so that appropriate support can be given and action taken to address these concerns in line with the Council's wellbeing policy;
- Report all accidents, and any unsafe practices or conditions to their supervisor/line manager.

## **4.6 Health and Safety Steering Groups**

4.6.1 Directors are responsible for ensuring that directorate health and safety steering groups have been established, a chair and safety coordinator are nominated and the group is attended by representative managers from each service area within the directorate.

4.6.2 The primary aim of the steering group is to provide a framework to support a positive health and safety culture within directorates. The key functions of the steering groups are to:-

- Ensure a consistent approach towards health and safety is achieved across all directorates;
- Highlight and act upon any new legislation or priority topics from the HSE or corporate initiatives;
- Assist the director and heads of service in the production, implementation and monitoring of the directorate health and safety policy and action plan;
- Issue new and revised policies, safety guidance documents and other relevant information to managers and heads of service as necessary;
- Move forward and act upon any key issues;
- Continue to reduce the number of working days lost due to work related accidents, incidents/ill health;
- Audit and monitor health and safety compliance against policies, procedures, inspection schedules and best practice and report back via the chair to their directorate management team.

4.6.3 Managers positive commitment towards the health and safety steering groups is crucial in ensuring that all directorates achieve a consistent approach towards health and safety. Nominated managers are expected to attend the steering group meetings, and are responsible for ensuring that the aims of the steering group are met.

#### **4.7 Safety Co-ordinator**

4.7.1 Directors are responsible for ensuring that a safety co-ordinator is appointed to support the chair of the directorate health and safety steering group. The key functions of the safety co-ordinator are to:-

- Attend the directorate's health and safety steering group;
- Collate and disseminate information throughout the directorate as required by the steering group;
- Ensure that relevant health and safety information is made available via the intranet and dedicated notice boards;
- Receive feedback from managers and staff on health and safety issues and report these back to the health and safety steering group;

#### **4.8 Directorate Training Co-ordinators**

4.8.1 The role of the training co-ordinators is to arrange and book training identified and/or approved by Managers and to be responsible for and supervise the maintenance and administration of the corporate training database – establishing comprehensive and accurate training records for all managers and staff in all directorates with particular responsibility for the following functions:-

- Maintaining up to date staff lists and baseline data;
- Inputting approved training requests (from managers – via EDRs and other authorised means);
- Maintaining waiting lists for training events/courses;
- Maintaining lists for “refresher” and “statutory” type training where appropriate;

- Monitoring the length of time staff's training requests are logged on the database, or on waiting lists prior to courses being arranged;
- Assisting the Central Training Unit (CTU) in monitoring attendance at training courses and striving to achieve high attendance rates.

#### **4.9 School Governors**

4.9.1 Governing bodies must act as a corporate body.

4.9.2 The governing body carry out their function with the aim of taking a largely strategic role in the running of the school. This includes setting up a strategic framework for the school, setting aims and objectives, setting policies and targets for achieving the objectives and reviewing progress.

4.9.3 In foundation and voluntary aided (VA) schools the governing body as the employer has overall responsibility for health and safety matters. In community and controlled schools the local authority has overall responsibility.

4.9.4 In all cases the governing body will ensure:-

- A health and safety policy has been produced reflecting the health and safety management arrangements specific to their individual school;
- A school health and safety management plan is agreed and implemented in line with the Council policy;
- Risk assessments are carried out;
- All health and safety matters within the school are effectively managed;
- Wellbeing of the Headteacher and all members of staff remains a high priority and that a wellbeing policy is implemented and managed effectively at all levels.

#### **4.10 Headteachers**

4.10.1 Headteachers under the direction of the governing body are responsible for implementing the corporate and directorate health and safety policies, and the schools site specific health and safety policy as adopted by the governing body. To achieve this, Headteachers must:-

- Produce and maintain a school specific health and safety policy and supporting safety procedures and guidelines;
- Ensure that all health and safety matters within the school are effectively managed;
- Produce, monitor, review and report progress on the school's health and safety plan to the board of governors;
- Arrange for appropriate consultation with employees in the workplace to ensure that suitable methods are adopted for promoting health and safety at work, and provide arrangements for the participation of employees in the development of such measures;
- Ensure all new employees receive a suitable and sufficient safety induction and are made aware of their safety responsibilities, where necessary arranging for appropriate training to enable them to carry out their duties competently;
- Ensure the wellbeing of all staff remains a high priority and that the wellbeing policy is implemented and managed effectively at all levels;
- Ensure that suitable and sufficient risk assessments (including fire risk assessments) are carried out and reviewed as required by legislation and that methods and systems

of work are safe and that the necessary procedures, rules and regulations designed to achieve this are developed and communicated to all staff;

- Appropriate equipment, tools and protective equipment are provided to enable work to be done safely; and maintained in accordance with statutory requirements in a safe condition and monitored and inspected including the recording of any periodic servicing and testing of systems and equipment;
- Ensure statutory inspections take place within their school (see 5.5) examples of which include fire systems, water hygiene, asbestos management, gas safety etc.
- Ensure all accidents, incidents and dangerous occurrences are investigated promptly in accordance with the accident reporting procedure;
- Ensure that an educational visits co-ordinator is appointed and that visits are managed in accordance with the relevant legislative requirements;
- Ensure that formal health and safety inspections are carried out each term and remedial action taken where necessary; and systems established to process health and safety defects and monitor and review progress reporting any concerns to the board of governors;
- Ensure that health and safety is a standard agenda item on appropriate staff meetings.

## **5. Arrangements for Safety**

### **5.1 General Arrangements**

5.1.1 The following general arrangements form a key component of the Council's overall health and safety management system. In addition to this information, the directorate health and safety policies hold specific information and arrangements pertinent to the work activities undertaken within the directorate.

### **5.2 Provision and Distribution of Policies and Safety Guidance Documents**

5.2.1 Safety Services produce a number of specific policies, and safety guidance documents which complement the corporate and directorate health and safety policies by providing additional supporting information on legislation and the management of health and safety in general.

5.2.2 These documents are available on Safety Services intranet site and in dedicated 'on site' health and safety files where intranet access is not available. These documents will be subject to regular reviews.

5.2.3 Where policies and safety guidance documents have undergone a review these will be subject to the consultation process before final approval by CMT and/or The Cabinet as necessary.

5.2.4 New and revised policies and safety guidance documents will be placed on Safety Services intranet site and forwarded to directors and heads of services who are responsible for ensuring this information is disseminated through their health and safety steering groups to all managers and supervisors who are then responsible for bringing relevant information to the attention of their employees.

5.2.5 Managers will also, as soon as reasonably practicable, bring the Council's health and safety policy statement to the attention of all employees on successful appointment with the Council.

### 5.3 Consultation on Health, Safety and Wellbeing

5.3.1 Under the Safety Representatives and Safety Committees Regulations, and the Health and Safety (Consultation with Employees) Regulations, the Council have put in place the following arrangements to allow opportunity for consultation and discussion on all aspects of health, safety and wellbeing:-

- **All Team and Management Team Meetings.** Health and safety forms a standing agenda item, giving opportunity for discussion on all matters relating to health and safety (new initiatives, revised policies and safety guidance documents, good practice, concerns and deficiencies);
- **Six Monthly, Employee Development Review.** Employees have the opportunity to discuss and be consulted on matters relating to health, safety and wellbeing with their line manager;
- **Health and Safety Steering Group.** Each directorate has an established health and safety steering group, chaired by a senior manager which meets on a regular basis which consults with managers and representatives driving health and safety forward and reporting back to the directorate management team on a regular basis;
- **Joint Consultative Committees.** These have been established and operate at two levels namely authority wide and directorate. These have been established to ensure regular consultation with employees and their representatives and operate in accordance with the joint consultation arrangements (*policy I.1*).

## 5.4 Training, Information and Instruction

5.4.1 The Council have appropriate resources which are available to all employees to provide necessary information, instruction, training and supervision to enable them to do their work in a safe and efficient manner. Health and safety training is incorporated into the Council's training and development programme.

5.4.2 Each directorate will develop a comprehensive annual training programme to meet the training and development needs of the directorate. The programme will include:-

- **Induction Training.** On commencement of employment managers are responsible for inducting employees and temporary members of staff in the health and safety requirements applicable to the area they are working in. The safety induction checklist (*see Appendix 1*) outlines the basic information that managers should include in their induction of all new and temporary employees on commencement of employment. Additional ongoing training will be provided; the depth of which will be dependant on the nature and location of the work being undertaken. The scope of this additional induction training will be determined at a 'site specific' level and it will be the responsibility of all managers to ensure this is delivered in accordance with their directorate health and safety policy.
- **Job Specific Training.** In accordance with the person specification and job outline, managers are responsible for the identification of individual training needs. Identification of training needs will be undertaken on commencement of employment and through the six monthly 'employee development review process. Managers are then responsible for ensuring that training needs are passed to the directorate training co-ordinators and that these training needs are met within a reasonable time scale. Where safety critical training is required to undertake certain tasks, managers are responsible for ensuring that individuals do not undertake identified 'safety critical tasks' until training has been delivered and these individuals are deemed competent to undertake these tasks safely.
- **Specialist Training.** The Council will provide specialist training where identified as a requirement for particular work activities. Managers are responsible for identifying specialist training requirements on commencement of employment and through the six monthly 'employee development review process. It is the manager's responsibility to liaise with the directorate training co-ordinator who will source external training via the training and development team.

## 5.5 Statutory Inspections and Examinations of Buildings, Plant and Equipment

5.5.1 The Council have put arrangements in place to ensure that contracts have been established to undertake statutory inspections and examinations of buildings, plant and equipment (e.g. Asbestos, Legionella, Gas Safety, Lifting equipment etc.) where required; and that these are carried out by competent persons and appropriate documentation is held to support this.

5.5.2 The management of these inspections and examinations are generally facilitated by the Council's infrastructure and facilities team through measured term contracts; however directors are ultimately responsible and will ensure that managers have adequate arrangements in place for inspection and examination of buildings, plant and equipment, particularly where specialist arrangements are required which may fall outside the scope of measured term contracts.

## **5.6 Health and Safety Inspections and Audits**

5.6.1 Regular systematic health and safety inspections of all areas are essential for the maintenance of high standards and safe effective working environments. These will be achieved through:-

- Daily Inspections (where deemed appropriate using site specific check sheets). Managers will where appropriate depending on the nature of the work and the level of risk ensure work areas are inspected on a daily basis ensuring that housekeeping is maintained to an acceptable standard and equipment, machinery furniture, fixtures and fittings are in a safe condition;
- Monthly Inspections (Using appropriate monthly inspection form). Managers will ensure that these inspections are undertaken on a monthly basis and must action all significant findings ensuring that documentary evidence is retained;
- Senior Management Health and Safety Inspections/Audits. Each director will ensure that a schedule of senior management health and safety inspections/safety audits are undertaken each financial year which will be shared by directors, heads of service and senior managers ensuring that all work areas receive as a minimum an annual management inspection/audit during each financial year; allowing the opportunity to monitor health and safety performance across the directorate. Frequency of inspections/audits may however be increased dependent on the work activities, level of risk and overall health and safety performance;
- School Inspections. Headteachers and governors will ensure that termly inspections of their school premises are carried out and will record and action all significant findings ensuring that documentary evidence is retained;
- Involvement of Employee Safety Representatives in Inspections. Safety representatives may conduct inspections of work areas provided that the work area has not been inspected within the last three months, and reasonable notice of this intention has been given to the head of service/manager in writing prior to the inspection taking place. Where there has been a substantial change in the work conditions or new information/guidance has been published by the HSE an inspection can be made within that three month period.

## **5.7 Assessment of Risk**

5.7.1 In accordance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005, the Council will through the delegated responsibilities of its managers, ensure that suitable and sufficient risk assessments are undertaken and recorded, and that adequate control measures are introduced to manage identified risk in a safe manner.

5.7.2 It is the responsibility of every manager to ensure that suitable and sufficient risk assessments are undertaken for all premises and activities for which they have responsibility. These will be undertaken in accordance with the Council's supporting policies, procedures, guidelines and guidance notes.

## **5.8 Accident and Incident Investigation, Reporting, Recording and Monitoring**

5.8.1 In accordance with the Council's accident reporting guidelines, every manager is responsible for, and will, investigate and report all accidents and incidents. Where required; accidents falling under the criteria of the 'Reporting of Injuries, Diseases and Dangerous Occurrence Regulations' (RIDDOR) will in accordance with the reporting procedure be notified to the Health and Safety Executives incident contact centre. All

accidents and incidents regardless of if they are RIDDOR reportable will be recorded in accordance with the Council's accident recording guidelines.

5.8.2 Each directorate will record accidents on the Council's accident database. The input of this data will be facilitated through the corporate resources support services team leaders.

5.8.3 It is the responsibility of each directorate to monitor its accident statistics through its health and safety steering group and at directorate management team level. Accident statistics will also be brought to the attention of the 'Joint Consultative Committees' for open discussion. Safety Services will regularly monitor accident statistics and will issue reports as necessary.

## **5.9 First Aid**

5.9.1 In accordance with the Health and Safety (First Aid at Work) Regulations 1981 and the Council's guidelines relating to the health and safety (first aid at work) regulations, the Council have put in place arrangements to ensure adequate provision of first aid cover is made available. Managers are responsible for ensuring that an assessment of their work areas is undertaken to determine the requirements for first aid cover dependant on the nature of the tasks being undertaken, the working environment and any specific needs individuals may have.

5.9.2 Training will be provided to those staff taking on the role of first aiders, with the level of training offered being dependant on the nature of the requirements identified through risk assessment, the nature of the work being undertaken, the working environment and any specific needs individuals may have.

5.9.3 Managers will through the EDR process identify any training needs which will include refresher training so as to ensure that their requirements for first aid provision are met and maintained.

## **5.10 Health Surveillance**

5.10.1 The Council will undertake health surveillance as required by specific health and safety regulations; of tasks undertaken by employees where it is identified through risk assessment that there may be a need to monitor the potential impact that specific tasks and work activities may have on an individual's health and wellbeing.

5.10.2 Safety Services and Occupational Health will advise managers on the requirements of this surveillance and the processes to be followed to achieve this.

## **5.11 Security, Fire and Bomb**

5.11.1 The Council recognises the importance of having adequate arrangements in place to manage security, fire, and bomb threats within its premises. Managers are responsible and will ensure that in premises they occupy they have in place:-

- Adequate arrangements to maintain the appropriate levels of security - Managers are responsible for ensuring that access and egress arrangements are brought to the attention of all new staff as part of the induction procedure. Contractors must also be informed of these procedures and security must never be compromised by maintenance or building works;
- An up to date fire risk assessment, an action plan for improvement (where required) and that a responsible person (premises manager) has been identified and takes ownership of the fire risk assessment;

- Clear concise emergency procedures to be followed in the event of fire and bomb alert which must be displayed and communicated to all employees and visitors (paying particular attention to vulnerable groups);
- Arrangements to ensure that members of staff taking on key roles such as fire marshals and wardens are given suitable training to be able to undertake these role effectively;
- Procedures which ensure that all security and fire systems are maintained and tested in accordance with the legislative and legal requirements;
- Arrangements to ensure that all staff receive suitable and sufficient training in the procedures to be observed to maintain security and to be followed in the event of an emergency; these include undertaking fire drills on a six monthly basis.

## **5.12 Approval and Monitoring of Contractors and Consultants**

5.12.1 The Council will when procuring contracts ensure that all contractors and consultants are made aware of the need to abide by the procedures for health and safety required by the Council and determined by current legislation.

5.12.2 In accordance with East Riding of Yorkshire Council's Constitution - financial contract procedure rules, a copy of the companies' health and safety policy will be approved by the Council's safety services, prior to contracts being awarded.

5.12.3 The contractors health and safety policy will be assessed to an agreed standard so as to establish if in the opinion of East Riding of Yorkshire Council, the contractor has made adequate arrangements for health and safety of persons employed by the contractor or consultant in accordance with the requirements of the Health and Safety at Work etc. Act and other relevant legislation.

5.12.4 Directorates through their appointed project management teams are responsible for contract monitoring including monitoring health and safety performance. Safety Services will provide support which may include 'risk based' site inspections. Any areas of concern will be reported directly to the site manager and to the project manager who is responsible for confirming that necessary action has been taken.

## **5.13 Visitors/Vulnerable Individuals and Young Persons**

5.13.1 The Council will take all reasonable measures to safeguard visitors, vulnerable individuals and young persons, and have in place provisions including procedures to be followed to maintain the safety of such vulnerable individuals and young persons for whom they hold a responsibility.

## **5.14 Supporting Safety Procedures, Guidelines and Guidance Notes**

5.14.1 As part of the Council's health and safety management system a number of safety guidance documents have been produced covering a broad subject matter. These documents are designed to assist managers in achieving health and safety compliance across all areas of service delivery, and support the implementation of this policy in achieving compliance with current legislation.

5.14.2 Managers are responsible for ensuring that all safety guidance documents relevant to their area of service delivery are fully implemented and complied with. These documents are available on the intranet by following the link on the home page titled "**Safety Services**" or this hyper link - [Safety Services](#). Advice on all health and safety matters can also be obtained by contacting the Safety Services Team on:

- Telephone - 01482 391117
- Email - [safety.services@eastriding.gov.uk](mailto:safety.services@eastriding.gov.uk)

**Appendix 1**

**East Riding of Yorkshire Council Safety Induction Checklist**

**Employee's Name** ..... **Date Started** .....

**Directorate and Job**.....

This safety induction checklist outlines the basic information that managers should include in their health and safety induction of all new and temporary employees on commencement of employment.

- |  |                          |
|--|--------------------------|
| 1. Emergency Procedures (Fire, Bomb)   | <input type="checkbox"/> |
| • What the alarm sounds like.  | <input type="checkbox"/> |
| • What to do on hearing the alarm.   | <input type="checkbox"/> |
| • Location of emergency exits.   | <input type="checkbox"/> |
| • Where to assemble and who to report to.  | <input type="checkbox"/> |
| 2. Smoking Restrictions.   | <input type="checkbox"/> |
| 3. First Aid arrangements.   | <input type="checkbox"/> |
| 4. Accident reporting.   | <input type="checkbox"/> |
| 5. Reporting hazards/safety concerns.  | <input type="checkbox"/> |
| 6. Location of relevant policies procedures, guidelines and guidance notes.  | <input type="checkbox"/> |
| 7. Risk Assessments.   | <input type="checkbox"/> |
| 8. Safe working procedures (including: use of equipment, manual handling, COSHH, good housekeeping standards, personal protective equipment etc) | <input type="checkbox"/> |
| 9. Tour of premises – introduction to other members of staff.  | <input type="checkbox"/> |
| 10. Other relevant information.  | <input type="checkbox"/> |

Signature of Manager/Supervisor  
.....

Signature of Employee/Temporary member of staff etc  
.....

Date  
.....

\*A copy to be retained by the manager and employee.