

# Health and Safety Policy

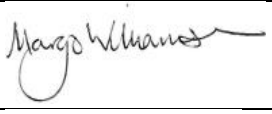
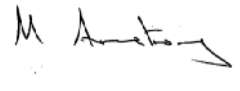
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Margo Williamson		Chief Executive	19 December 2019	V01.2
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<b>Contents</b>	<b>Pages</b>
1. <a href="#">Introduction and Scope</a>	3
2. <a href="#">Policy Statement</a>	4
2.1 Statement of Intent	4
2.2 Strategic Aim	4
2.3 Strategic Objectives	4
2.4 Sign-off	4
3. <a href="#">Organisational Responsibilities</a>	5
3.1 All Elected Members	5
3.2 Scrutiny and Audit Committee	5
3.3 Chief Executive	5-6
3.4 Service Directors	6
3.5 Service Leaders and Managers	6-7
3.6 Team Leaders and Line Managers	7-8
3.7 Building Managers	8-9
3.8 Employees	9-10
3.9 Health and Safety Compliance Team	10-11
3.10 Health and Safety Representatives	11
3.11 Directorate Health and Safety Lead	11-12
3.12 Directorate Health and Safety Group	12-13
3.13 Health and Safety Trainers	13
3.14 Risk Assessors	13
3.15 Technical specialists	13-14
3.16 External agencies and regulators	14
4. <a href="#">Health and Safety Management Arrangements</a>	14-15
4.1 Communication	15
4.2 Information, Instruction and Training	15-16
4.3 Risk Assessment	16-17
4.4 Emergency Procedures	17-18
4.5 Occupational Health and Health Surveillance	18-19
4.6 Incident Reporting and Investigation	19-20
4.7 Control of Contractors	20
4.8 Work Experience	20
4.9 Addressing Health and Safety concerns	20
4.10 Corporate Health and Safety action plan	21
4.11 Operational Health and Safety management arrangements	21
5. <a href="#">Health and Safety Performance</a>	21-22
5.1 Key Performance Indicators (KPI's)	22
5.2 Active Monitoring	22
5.3 Reactive Monitoring	22
5.4 Inspections	22-23
5.5 Auditing	23
5.6 Legal Compliance	23
5.7 Best practice	23
6. <a href="#">Monitoring and Review</a>	23
<a href="#">Appendix 1</a>	24
Corporate Health and Safety communication structure aligned to the council's risk management strategy	

## 1. INTRODUCTION AND SCOPE

Angus Council has a statutory responsibility under [The Health and Safety at Work etc. Act \(1974\)](#), [Corporate Manslaughter and Corporate Homicide Act 2007](#), and all associated legislation integral to our management of health and safety at work.

[The Management of Health and Safety at Work Regulations \(MHSWR\) 1999](#) requires us to put in place effective management arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures to control health and safety risks. We must also provide competent and adequately resourced health and safety advice and assistance.

[The Fire \(Scotland\) Act 2005](#) requires us to ensure the safety of employees in respect of harm caused by fire and carry out an assessment of each workplace. [The Fire Safety \(Scotland\) Regulations 2006](#) requires us to review assessments, put in place arrangements for the effective planning, organisation, control, monitoring and review of our fire safety measures. And to have competent and adequately resourced fire safety advice and assistance in place.

This policy applies to all our elected members and all our employees and sets out the way that Angus Council will work to promote high standards of health and safety. Health and safety should be managed in the same way as we manage every other aspect of the council's business. This requires a structured approach to the identification of hazards and the evaluation and control of work-related risks.

This policy sets out how we will adopt a consistent and systematic approach to deliver effective arrangements for managing health and safety. The council implements the Health and Safety Executive's (HSE) ['Managing for Health and Safety'](#) (HSG65) 'framework' within this policy and associated arrangements.

The 'framework' follows the basic management approach of Plan-Do-Check-Act as shown in the diagram below:

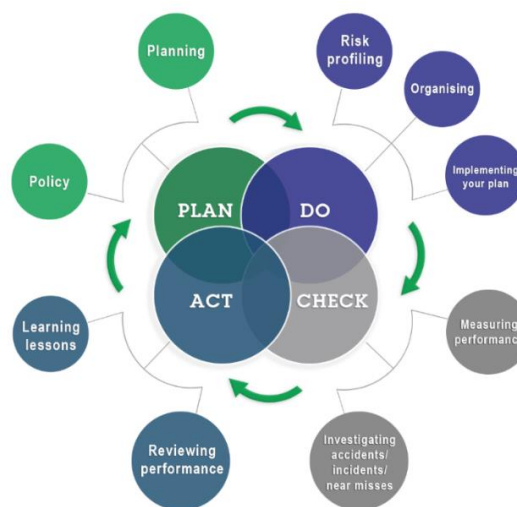


Figure 1 - Elements of Successful Health and Safety Management (HSG 65)

## **2. POLICY STATEMENT**

### **2.1 Statement of Intent**

Angus Council through its elected members, Chief Executive and Corporate Leadership Team accepts its statutory responsibility as an employer to safeguard the health, safety and welfare of its employees and all persons likely to be affected by its activities.

All employees have responsibilities to ensure that council business is carried out in a manner which considers the health, safety and welfare of those living, working or visiting the council area in line with statutory requirements.

### **2.2 Strategic Aim**

We are committed to providing and maintaining a healthy and safe working environment for all our employees and ensuring that our work-related activities do not adversely effect on the health and safety of others.

### **2.3 Strategic Objectives**

In order to achieve this, aim the council has the following objectives:

- As a minimum, to comply with requirements of health and safety legislation;
- To identify hazards, assess risks and manage those risks;
- To ensure that employees (and others as appropriate) are adequately informed of the risks and are competent to undertake activities through information, instruction, training and supervision;
- To consult with our employees on health and safety matters directly, or through health and safety representatives, and through appointed health and safety representatives of recognised trade unions;
- To provide and maintain safe and healthy premises, working conditions, safe plant and work equipment;
- To ensure the safe transport, storage, handling and use of hazardous substances;
- To ensure that contractors are competent to manage the health and safety aspects of their work;
- To continuously improve towards prevention of work-related accidents and ill health;
- To designate competent health and safety persons as required by law;
- To promote health initiatives and provide employee occupational health services by implementing a health screening and health surveillance system;
- To implement, maintain, monitor, review and improve the effectiveness of the health and safety 'framework' and all its associated arrangements.

### **2.4 Sign Off**

The Chief Executive, Depute Chief Executive and Service Directors are committed to this policy and to the implementation and maintenance of the highest standard of health and safety and welfare across the council. We expect every employee to embrace this commitment and to work together to achieve it.

Margo Williamson  
Chief Executive  
June 2020

Mark Armstrong  
Depute Chief Executive  
June 2020

### **3. ORGANISATIONAL RESPONSIBILITIES**

In line with HSE Guidance; ['Leading health and safety at work'](#); this section now sets out the organisational responsibilities for health and safety compliance for all our elected members and employees.

Every employee has a responsibility for their own health, safety and welfare and that of others, in addition employees must cooperate with us (Angus Council) to meet our health and safety statutory obligations.

#### **3.1 All Elected Members**

Elected members have a role in ensuring that their own health and safety and that of employees and others who may be affected by the council's activities is safeguarded.

Elected Members will also take account of the health and safety implications of their decisions.

#### **3.2 Scrutiny and Audit Committee**

Members of the Scrutiny and Audit Committee will:

- Consider the council's framework of assurance and ensure that it adequately addresses the risks and priorities of the council, and;
- Assess the scope and effectiveness of the systems established by management to identify, assess, manage and monitor risk to the achievement of objectives.

#### **3.3 Chief Executive**

The Chief Executive has overall responsibility for the health, safety and welfare at work for council employees and for those affected by our activities. The Chief Executive will:

- Delegate the management of health and safety to a strategic lead – Deputy Chief Executive;
- Ensure a suitable and sufficient structured health and safety 'framework' is established which ensures alignment to the principles of Plan, Do, Check, Act (Managing for Health and Safety HSG65);
- Ensure that so far as is reasonably practicable, adequate resources are made available to enable the 'framework' to be fully implemented;
- Ensure that competent advice is used to enable the council to meet the statutory health, safety and welfare obligations placed upon the organisation by the Health and Safety at Work etc. Act 1974 and associated legislation;
- Ensure that health and safety is an integral aspect of the council's business;

- Ensure that health and safety is included as a standing item on the Corporate Leadership Team agenda;
- Ensure that the agreed corporate health and safety action plan is implemented, monitored and reviewed and;
- Ensure that consultation with recognised trade unions and representatives is undertaken and that the Corporate Health and Safety Group fulfils its remit.

### **3.4 Service Directors**

Service Directors have responsibility for the health and safety of all staff within their directorate. They will ensure that:

- The council's health and safety policy and supporting documentation are fully implemented in their area of responsibility;
- Operational health and safety management arrangements are put in place for their directorate or service areas of responsibility where applicable;
- Adequate resources are made available to implement the council's health and safety policy;
- Their actions demonstrate a positive commitment to achieving a high standard of health, safety and welfare and with a continuous improvement approach to achieving best practice;
- A directorate health and safety action plan is implemented, monitored and reviewed;
- They include health and safety as a standing agenda item on all service meetings as necessary;
- Where appropriate these meetings will be attended by the Health and Safety Compliance Team;
- If desirable a directorate health and safety group is formalised;
- A directorate health and safety lead is appointed;
- A building manager is appointed with suitable support and resources;
- Consultation with trade unions and employees is undertaken;
- Health and safety is an intrinsic part of the business planning for their areas of responsibility.

### **3.5 Service Leaders and Managers**

Service Leads and Managers have responsibility for the health and safety of all staff within their service area. They will ensure that:

- Operational health and safety management arrangements are put in place for their areas of responsibility where applicable and;
- Adequate time, resources and support are provided to put such arrangements in place;
- Where joint working with partners, other shared working groups or organisations exists, that cooperation and agreement is reached between them to establish a responsible person(s) who will coordinate health and safety arrangements in that shared work area;
- If desired, service's set up a health and safety group to support managers in meeting their health and safety responsibilities and report into the directorate health and safety group where required;
- A service health and safety action plan is implemented, monitored and reviewed;
- Health and safety training needs are identified;
- Sufficient resources are made available to achieve compliance with relevant health and safety obligations;
- The service and council's policies, procedures, guidance, risk assessments and other key documents are communicated and implemented in their areas of responsibility and service activities are carried out safely;
- They include health and safety as a standing agenda item at service and operational management team meetings. Where appropriate these meetings will be attended by representatives from the Health and Safety Compliance Team;
- Health and safety performance is included as part of their employee's professional development and review process;
- Consultation with trade unions and employees is undertaken;
- They liaise with the Health and Safety Compliance Team to meet health and safety obligations and strive towards best practice;
- Their participation in the council's consultation process to develop, review and ratify relevant health and safety related policies, procedures, guidance and other key documents.

### **3.6 Team Leaders and Line Managers**

Team Leaders and Line Managers have responsibility for the health and safety of all staff within their teams. They will ensure that:

- A sufficient number of suitably trained and competent risk assessors are identified within teams to ensure that workplace hazards and risks have been identified with suitable and sufficient control measures implemented using the council's risk assessment arrangements and practical guidance in section 4.3;
- Persons working under their responsibility are made fully aware of the hazards and risks to which they are exposed as identified in the risk assessments;
- Employees receive appropriate health and safety training and instruction, including emergency procedures to enable them to work safely, and follow the council's approved health and safety policies;
- They make all relevant health and safety information available and regularly communicate this to their teams;
- All health and safety accidents, incidents and near misses are reported following the council's corporate approved procedure;
- All plant, machinery and equipment is suitable for its intended safe use and is regularly maintained by competent trained persons;
- Consultation with trade unions and employees is undertaken;
- They liaise with health and safety compliance team to meet health and safety obligations and strive towards best practice in their service areas;
- Employees adopt safe working practices and safe systems of work applicable to their workplace;
- They make certain that all employees whose role may expose them to hazards which may cause ill health are made available for health surveillance / monitoring by the council's occupational health provider;
- Where joint working with partners, other shared working groups or organisations exists, that cooperation and agreement is reached between them to establish a responsible person(s) who will coordinate health and safety arrangements in that shared work area.

### **3.7 Building Managers**

Each council building/premise will have a manager or duty holder designated as the Building Manager appointed by the service director.



Appropriate depute(s), administrative support and communication lines must also be in place in support of the building manager within all buildings.

[Building Manager and Fire Safety guides](#) for each building are made available on the council intranet.

Building managers are responsible in conjunction with property assets for the management of contractors on site.

Building managers must ensure that:

- A suitable and sufficient risk assessment of all building specific hazards are carried out;
- A suitable and sufficient fire risk assessment is in place for the premises under their control and that appropriate arrangements are in place to manage the evacuation (including that of persons requiring assistance) in the event of a fire or other emergency;
- Adequate and appropriate arrangements are in place to provide first aid facilities and assistance, relevant to the operation and occupancy of the premises; and for confirming that;
- Any building systems, processes or arrangements in place to protect against risks from health and safety or fire safety hazards are adequately organised to ensure that the necessary inspection, testing and maintenance is carried out to meet statutory requirements (see Building Manager's Guide for each building);
- Where the premises are shared with other organisations, the building manager will be responsible for ensuring robust communication with these organisations to ensure maintenance and emergency arrangements are established and maintained;
- They attend along with deputies all appropriate training for their role.

### **3.8 Employees**

Employees must ensure that:

- They co-operate with their employer to ensure that the council meets its statutory duties placed upon it by the Health and Safety at Work etc. Act 1974 (Section 7);
- They take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions at work;
- They follow the council's policies, procedures, guidance and other key documentation and work practices relating to health and safety in their work;

- They report all health and safety accidents, incidents and near misses to their line manager via the council's corporate approved procedure;
- They undertake health and safety training appropriate to their work;
- They use all plant, machinery, work and personal protective equipment safely, in line with the instructions and training provided;
- They take action and immediately inform their line manager of any situation which presents a significant risk to their own or another person's health and safety;
- They participate in risk assessment involvement for their service area;
- Where joint working with partners or other organisations occurs, they co-operate with the appointed responsible person for health and safety at their place of work;
- They participate in and cooperate with the council's occupational health provider regarding appropriate monitoring and assessment of their health and wellbeing.

### **3.9 Health and Safety Compliance Team**

The 'Management of Health and Safety at Work Regulations 1999' regulation 7, requires the council to appoint one or more competent persons to assist in complying with health and safety law. The team's function is to develop and support health and safety management across the council and provide assistance and advice to all our employees.

The Health and Safety Compliance Team, as far as is reasonably practicable will;

- Assist the council with the corporate health and safety action plan and its strategic objectives to comply with the primary legislation of The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999, including Fire Scotland Act 2005 and (Regulations) 2006.
- Promote and support the aim and objectives of the council's Health and Safety Policy by providing or arranging competent advice, support, guidance and training;
- Attend and advise Service, Directorate and Consultative health and safety group meetings as required;
- Consult with our employees directly, or through health and safety representatives, and also through appointed health and safety representatives of recognised trade unions;
- Work in partnership with services and external providers for the provision of a formal occupational health surveillance system;

- Develop and maintain a range of topic specific arrangements and guidance to support the council in complying with its health and safety objectives and statutory requirements;
- Assist in the development, collation and reporting on a range of health and safety performance objectives;
- Implement a structured programme of health and safety audits against the requirements of the (HSG65) health and safety management 'framework';
- Co-ordinate the council's response to interventions or enforcement actions taken by the Health and safety Executive (HSE);
- Provide competent advice to the council on all matters relating to occupational health and safety, including legislative compliance and best practice;
- Raise any issues of concern to the appropriate level of management to ensure appropriate remedial action is taken, this may include directly reporting issues to the Chief Executive;
- Assist in the management of incident reporting and investigation and to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) as required under [\(RIDDOR\) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#);
- Promote positive working relationships with regulatory bodies, advisory groups and other partner organisations.

### **3.10 Health and Safety Representatives**

The council acknowledges the importance of employee involvement in health and safety matters and the importance of the positive role played by Safety Representatives appointed under the Health and Safety at Work Act etc. 1974, the Management of Health and Safety at Work Regulations 1999, Safety Representatives and Safety Committees Regulations (SRSCR) 1977 (as amended 2009.) and Health and Safety (Consultation with Employers) Regulations (HSCER) 1996 (as amended 2009).

In order to meet the obligations of this involvement, the Council has established a consultation process for health and safety matters involving employees. Those employees who are appointed as health and safety representatives of trade unions should be accredited, trained and competent via their trade union.

Those appointed health and safety representatives will be named and updated on the directorate or service operational health and safety management arrangements to ensure that appropriate health and safety information is effectively communicated.

Appointed health and safety representatives will ensure that they:

- Participate fully in the consultation process;
- Raise health and safety issues brought to their attention to the Service or Directorate Health and Safety Group and, where appropriate, the Corporate Health and Safety Group;
- Communicate all approved policy and guidance documents etc. to their members through appropriate lines of communication (See 4.1 below).

### **3.11 Directorate Health and Safety Lead**

The designated person must ensure that:

- Adequate health and safety communication and consultation arrangements are in place;
- They act as the key liaison point on health and safety between the services, the health and safety compliance team, service leaders and the director;
- They co-ordinate the development and implementation of service and/or operational health and safety management arrangements;
- Consult with employees and recognised trade unions ;
- An annual service health and safety action plan is prepared and its implementation monitored;
- Working groups are established with competent risk assessors to ensure all risk assessments are suitable and sufficient.

### **3.12 Directorate Health and Safety Group**

Each directorate if required shall ensure that a health and safety group is set up. The group must be represented by management, union and employee representatives, health and safety expertise and topic specific expertise where applicable.

The group must support the designated directorate health and safety lead. Where appropriate these meetings will be supported by a representative of the Health and Safety Compliance Team. The function of the group is to measure, monitor and review health and safety performance within the directorate and ensure that suitable and sufficient arrangements are in place as required within this policy to include:

- Implementation of operational health and safety management arrangements for the directorate and where required the service;
- Implementation and management of a directorate health and safety action plan to ensure compliance with the primary legislation of The Health and Safety at Work

Act 1974 and The Management of Health and Safety at Work Regulations 1999, including Fire Scotland Act 2005 and (Regulations) 2006;

- Communication;
- Information, Instruction and Training;
- Risk Assessment;
- Emergency Procedures;
- Occupational Health and Health Surveillance;
- Incident Reporting and Investigation;
- Control of Contractors;
- Work Experience;
- Addressing health and safety concerns;
- Health and safety performance.

### **3.13 Health and Safety Trainers**

Any health and safety provision must be delivered by competent health and safety trainer. Health and safety training delivered by trainers must be:

- Appropriate and relevant to the activity, easy to understand, delivered using a variety of means where applicable, Adequate and appropriate, fit for purpose and considers both the learner's needs and required aims and objectives for the area being covered;
- Within the scope of the trainer's own competence and capabilities, having themselves received suitable and sufficient information, instruction and training to carry out this role;
- Reviewed regularly and improvements made from feedback to ensure that employees understand what is required of them and have the knowledge and skills to work safely and without risks to health;
- Monitored regularly through training records.

### **3.14 Risk Assessors**

Risk assessors must be competent (section 4.3) to carry out a suitable and sufficient risk assessment. Competence will be achieved by completing a recognised competent training course approved by the council. Risk assessors are required to:

- Collaborate with established directorate risk assessment working groups and other risk assessors and share best practice;
- Ensure that the health and safety risk assessments they carry out are suitable and sufficient and meet the necessary statutory requirements for the area being covered;
- Ensure that risk assessments are within the scope of their own competence and capabilities, having themselves received up to date suitable and sufficient information, instruction and training to carry out this role;
- Ensure that up to date risk assessments are uploaded onto the SHE<sup>1</sup> Assure risk management module and reviewed regularly as required.

### **3.15 Technical specialists**

Technical specialists within the council are responsible for providing additional health and safety advice, in conjunction with the health and safety compliance team, and must ensure:

- That such advice is within the scope of their own competence and capabilities, having themselves received suitable and sufficient information, instruction and training to carry out this role.

The role of these technical specialists will be referenced in service and/or operational management arrangements and health and safety guidance, as appropriate. Where technical specialist advice cannot be provided internally within the council then we will ensure that competent external specialist technical advice is sought.

### **3.16 External Agencies and Regulators**

External agencies and regulators are responsible for providing specific technical or regulatory advice or instruction.

In the case of regulators, particularly Health and Safety Executive, Scottish Fire and Rescue Service and Scottish Environmental Protection Agency, advice or instruction must be followed, with reference to the appropriate legislation, to ensure statutory compliance.

Angus Council Environmental Health Officers are regulators for, and provide advice on; health and safety for non-Council related businesses and operations and any queries or concerns for these areas should be directed to [ENVHEALTH@angus.gov.uk](mailto:ENVHEALTH@angus.gov.uk).

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<sup>1</sup> Angus Council has procured a Health and Safety management system comprising four management modules explained further at Section 4. The system will be implemented in 2021 and will ensure compliance, minimise risk and promote a better health and safety culture: <https://www.shesoftware.com/introducing-assure>.

## 4. HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS

This policy is supported by operational health and safety management arrangements, topic specific arrangements and guidance that detail health and safety responsibilities and other essential actions required to achieve compliance. These will allow the council to champion a positive health and safety culture which ensures compliance with health and safety legislation including the [Health and Safety at Work etc. Act 1974](#) and the [Corporate Homicide and Corporate Manslaughter Act 2007](#).

To assist with implementing our health and safety 'framework' and health and safety management arrangements the council employs a health and safety software solution (SHE Assure).

This solution provides the council with an easily accessible way to manage health, safety and compliance. Employees can easily track, report, view and complete health and safety information, 24/7, on site or off site.

To manage this each service will receive adequate information, instruction and training. They will be given access and licences to manage health and safety using 4 management modules within the system:

- **Risk:** A simple solution for providing up to date, competent risk information to employees and relevant others. Monitoring and reviewing is easy. Allowing action escalation and approval by management with a complete audit trail providing evidence of compliance;
- **Incident:** Manage all incidents, from injuries and environmental spills to vehicles using a comprehensive set of tools for documenting reporting and investigating injuries and incidents. Easily track and report on prevention/corrective actions and overdue tasks;
- **Audit:** Maintain compliance and best practise across multiple sites and locations. Easily produce summary or individual health and safety reports at site, department or service level;
- **Mobile:** Employees can easily track report view and complete health and safety information, 24/7, on site or off site.

### 4.1 Communication

Angus Council is committed to open and clear communication of all health and safety related information to all employees. We will involve our employees and their recognised trade union representatives to ensure that they are able to give feedback and report concerns. The Health and Safety Compliance Team will ensure that all current health and safety information is made available to employees via the Health and Safety Compliance team page for managers to disseminate.

Managers must ensure that current health and safety information is made available to employees. For employees without access to electronic copies a hard copy must be

made available to them. Effective communication by managers of policies, procedures and safe working practices will ensure high standards of health and safety performance.

Service Health and Safety Groups are to be established to review service health and safety progress on a regular basis, provide operational direction and agree on service operational health and safety priorities.

Directorate Health and Safety Groups are to be established if required to review directorate health and safety progress on a regular basis, provide directorate direction and agree on directorate health and safety priorities. The Directorate Health and Safety Group is a forum for employees to raise, discuss and consult on health and safety matters. Common themes and good practice can be escalated to the Corporate Health and Safety Group.

The communication structure at [Appendix 1](#), outlines the corporate structure which aligns to the council's Risk Management Strategy.

The intent of this communication structure is to ensure that we consult with our employees either directly or through health and safety representatives, and also through appointed health and safety representatives of recognised trade unions, in good time, on health and safety matters in regard to our management of health and safety risks.

## **4.2 Information, Instruction and Training**

The provision of appropriate information, instruction and training is key to managing health and safety, at all levels of the organisation. The council recognises the importance of having well informed and competent employees to achieve a safe and healthy working environment. All new employees will receive health and safety training as part of an induction programme. This will include but is not limited to:

- The action to take in the event of serious and imminent danger from fire and other incidents including their role in the emergency evacuation procedures;
- Competent undertaking of suitable and sufficient risk assessments where required;
- Competent completion of incident reports;
- Display Screen Equipment (DSE) self-assessment as required;
- Any specific skills/knowledge necessary for them to work safely such as safe lifting, handling and use of operating equipment.

Service Leaders and Managers are responsible for ensuring that the training needs of all employees are regularly assessed and monitored.

Health and safety information, instruction and training is available on our Health and Safety Compliance Team pages and through Always Learning.



It is **essential** that managers and employees keep their knowledge, skills, experience and practice up to date to undertake activities safely.

For training records to be held as evidence all health and safety training attendance must be recorded on ResourceLink.

Information, instruction and training must be provided in a way that is easily understood and is aimed at its intended audience. Ongoing consideration will be given to the requirements of new legislation and the outcomes of job related risk assessments and/or a risk based approach.

### **4.3 Risk Assessment**

The most effective method of reducing harm to our employees and relevant others is to identify hazards and put in place effective control measures for all our activities prior to commencement.

The [Management of Health and Safety at Work Regulations 1999](#) requires the council to assess the risks to our employees and other people who could be affected by our activities.

Managers are responsible for ensuring that appropriate risk assessment training has been undertaken. Risk assessors must be trained as competent. Employees must be consulted in the risk assessment process and may be asked to participate in the process where applicable. This will ensure that risk assessors complete a suitable and sufficient assessment of the risk, identifying hazards and implementing suitable control measures in their workplace.

Directorates and Services must ensure that:

- Competent risk assessors are appointed and have received appropriate, recognised risk assessment training to be able to undertake a suitable and sufficient risk assessment;
- The council's standardised and current risk assessment templates are used on the risk management module;
- Licences are given to those individuals who will be required to have access to the risk management module and be responsible for assessing risks;
- Identified risk assessors names are recorded and kept up to date within the directorate or service health and safety operational management arrangements;
- Established directorate risk assessment working groups collaborate to ensure that risk assessments are suitable, sufficient and shared where required;
- Risk assessments are uploaded onto the SHE Assure risk management module and that they are monitored and reviewed;

- Risk assessments are communicated with employees, through health and safety representatives, and through union appointed health and safety representatives.

Completed risk assessments must be discussed with affected employees and service users so that everyone understands the control measures required to mitigate risk.

Where the general risk assessment highlights a specific hazard then a specialist risk assessment may be required i.e. fire, stress, workstation, new and expectant mothers, control of substances hazardous to health, noise and hand arm vibration. Further information can be found on the Health and Safety Compliance Team page under arrangements and practical guide on risk assessment.

All council completed risk assessments will be held centrally on the corporate health and safety information management system 'SHE Assure', within the risk management module.

#### **4.4 Emergency Procedures**

[The Management of Health and Safety at Work Regulations 1999](#) requires emergency procedures to be established where there is a serious and imminent danger to our employees or services users.

Directorates must ensure that coordinated emergency procedures and business continuity plans are in place for all areas under their responsibility.

Building Managers are responsible for ensuring effective health and safety emergency arrangements are in place for the safe evacuation of persons in the event of fire and other emergencies such as the treatment of first aid casualties for the building(s) under their responsibility.

Special procedures are needed for emergencies such as serious injuries, explosion, flood, poisoning, electrocution, fire, release of radioactivity and chemical spills. Quick and effective action may help to ease the situation and reduce the consequences. However, in emergencies people are more likely to respond reliably when emergency procedures are in place. For emergency procedures to be effective:

- They must be regularly reviewed and updated;
- Practiced at regular intervals as required by law;
- Employees must be well trained and competent;
- They must be communicated to everyone involved including our service users;
- Clearly agreed, recorded and rehearsed, including actions and responsibilities.

Business continuity plans must be updated to ensure effective arrangements are implemented for other emergencies such as bomb threats, gas leaks, loss of IT and telephony etc.

Each employee has a responsibility to look after their own health and safety. If an employee feels that they are in serious or imminent danger, they should cease work, take whatever action is required to remove themselves from harm and report the issue to a line manager immediately.

The Health and Safety Compliance Team provide support in the aftermath of any serious health and safety incidents and will liaise with the appropriate regulatory authorities.

The Manager, Risk, Resilience and Safety will be responsible for integrated emergency management and co-ordination of all emergencies.

#### **4.5 Occupational Health and Health Surveillance**

Directorates through the health and safety groups must ensure that employees receive appropriate health services. The aim of the council's occupational health provision is to prevent ill health and promote good health and wellbeing 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 employees have access to our Occupational Health Service, which is co-ordinated by Human Resources. The Health and Safety Compliance Team will provide advice on occupational health hazards and will co-ordinate health surveillance activities.

To mitigate against occupational ill health, The Management of Health and Safety at Work Regulations 1999 require risk assessments to be competently conducted.

Where employees are exposed to specific hazards such as wood dust, noise and vibration managers must ensure that risk assessments are conducted and control measures communicated to employees so that risks and controls are clearly understood for them to work safely. Additionally, employees exposed to specific hazards must receive health surveillance to monitor the effectiveness of those controls.

Prior to exposure from hazards which may cause ill health, employees must receive a base line health surveillance check. Managers must continue to support employees and ensure that health surveillance is carried out at appropriate intervals to ensure that adequate control measures are implemented to prevent ill health.

#### **4.6 Incident Reporting and Investigation**

Under the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#), we have a legal duty to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses). Certain work-related accidents and incidents must be notified to the Health and Safety Compliance

Team quickly, so that we can notify the Health and Safety Executive (HSE) within set legislative timescales.

To assist in our legal duty, all Health and Safety accidents, incidents and near misses must be recorded onto the corporate incident management system (the 'SHE Assure' Incident management module) to allow for consistency of reporting information. This will ensure that employees can report all health and safety incidents, accidents and near misses timeously.

The incident management module will allow services to utilise a comprehensive set of tools for documenting reporting and investigating accidents and incidents. Allowing all services to easily track and report on prevention/corrective actions and overdue tasks.

Data held on the system can be analysed to identify trends and ensure that appropriate analysis is carried out to ensure appropriate actions taken and adequate control measures are implemented.

Managers responsible for carrying out health and safety incident reporting must be competent. Managers designated as competent investigators must be compliant with the council's incident reporting procedures and be able to conduct an appropriate investigation of all health and safety incidents, accidents or near misses.

The 'SHE Assure' system has an investigation tool built into the incident management module to assist managers to conduct investigations.

Their objective is to identify causation, find out why the existing risk control measures failed, ascertain what improvements or additional control measures are required and follow up on those findings and actions.

In addition, the Health and Safety Compliance Team may further investigate serious accidents and incidents and make further recommendations to prevent a recurrence. Appointed health and safety representatives may investigate potential hazards and dangerous occurrences and examine causes of workplace accidents.

#### **4.7 Control of Contractors**

Contractors employed by the council must adhere to their contract terms and conditions including risk assessments/method statements/safe systems of work submitted as part of the procurement process. Construction works are to comply with The Construction (Design and Management) Regulations 2015 (CDM2015) and any subsequent amendments. For assistance to comply with CDM 2015 contact the relevant Service Managers within Infrastructure.

#### **4.8 Work Experience**

The Council will treat any person on work experience as an employee with regards to their health, safety and welfare. Those on work experience will be considered as vulnerable persons and will require additional considerations when risk assessments are

being carried out. This requires all controls to be implemented to include suitable and sufficient information, instruction, training and supervision prior to conducting activities.

#### 4.9 Addressing Health and Safety Concerns

Our employees must be able to give feedback and report their health and safety concerns. The following escalation procedure should be followed as a means of resolving health and safety issues arising from the management and operation of health and safety across the council: We shall consult with our employees sometimes directly, or through health and safety representatives, and through union appointed health and safety representatives

Stage 1	<p><b>Employee</b> raises Health and Safety concern with their line <b>Manager OR</b> with their <b>TU/Workplace Safety representative</b> and <b>matter is resolved.</b></p> <p style="text-align: center;"><b>OR</b></p> <p style="text-align: center;"><b>If matter is not resolved</b> goes to <b>Stage 2.</b></p>
Stage 2	<p><b>Employee or TU/Workplace Safety representative</b> raises Health and Safety concern with a more senior <b>Manager</b> and <b>matter is resolved.</b></p> <p style="text-align: center;"><b>OR</b></p> <p style="text-align: center;"><b>If matter is not resolved</b> goes to <b>Stage 3.</b></p>
Stage 3	<p><b>Employee or TU/Workplace Safety representative</b> raises Health and Safety concern at <b>Service/Directorate Health and Safety Group</b> and <b>matter is resolved</b></p> <p style="text-align: center;"><b>OR</b></p> <p><b>Health and Safety concern</b> raised with <b>Health and Safety compliance team</b> who will then consult with the <b>Service/Directorate</b> for resolution and <b>matter is resolved</b></p> <p style="text-align: center;"><b>OR</b></p> <p style="text-align: center;"><b>If matter is not resolved</b> goes to <b>Stage 4.</b></p>
Stage 4	<p><b>Director</b> consulted for resolution. If issue is wider than one service, or insufficient progress is being made the Director will raise the matter with the <b>Corporate Leadership Team and or the Corporate Health and Safety group</b></p>

#### 4.10 Corporate Health and Safety action plan

A corporate health and safety action plan has been agreed and implemented.

The strategic aim of the plan is to comply with the primary legislation of The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999, including Fire Scotland Act 2005 and (Regulations) 2006.

The objectives of the plan are that the council will:

- Designate a competent person as required by law;
- Provide resources to enable compliance;

- Discharge these duties through the delivery of policies, health and safety management arrangements and training, detailed in the corporate health and safety action plan and service action plans;
- Consult employees as defined in the general regulations about employers' duty to consult their workforce about health and safety; the safety representatives and safety committees' regulations 1977 (as amended) and the health and safety (consultation with employees) regulations 1996 (as amended).

The plan takes into account the risks highlighted in the corporate risk register; council incident themes; advisory, improvement or prohibition notices issued by enforcers; and known areas of risk or non-compliant practice. The plan will set out the actions to be taken to control corporate risks and the responsible persons owing those risks. The plan will normally cover a 3 or 5 year period. The plan will be produced by the corporate leadership team, advised by the health and safety compliance team and consulted upon with recognised trade unions.

#### **4.11 Operational Health and Safety management arrangements**

A template of the operational health and safety management arrangements will be available on the health and safety compliance team page.

The health and safety compliance team will assist services in the completion of the arrangements.

Once each service has agreed and completed their operational health and safety arrangements they will be published, thereby providing an overall picture of the organisation's health and safety management arrangements.

## **5. HEALTH AND SAFETY PERFORMANCE**

No single measure, by itself will effectively measure performance. Active monitoring provides information on compliance with predetermined standards and will be used as a predictor of our future performance. Reactive monitoring relies on past data loss-causing events and will provide a picture of our historical performance.

The health and safety software solution (SHE Assure) 4 management modules will play a key role in assisting the council to measure and review our health and safety performance using both active and reactive monitoring.

The Health and Safety Compliance Team will produce an annual health and safety report summarising health and safety performance across the council. This will refer as appropriate to key performance indicators and comparisons with other local authorities and best practice.

This annual report will be reported to the Corporate Health and Safety Group and the Corporate Leadership Team.

### **5.1 Key Performance Indicators (KPI's)**

KPI's will be collected by both managers and the Health and Safety Compliance Team. The purpose of KPI's is to evidence that:

- The essential elements of our health and safety management system are place;
- We are on a path of continuous improvement;
- We are measuring progress against plans and targets and;
- That we are learning from our health and safety experiences.

### **5.2 Active monitoring**

Active monitoring is an efficient method for measuring success and reinforces positive achievement by recognising good work rather than penalising failure after an event.

Methods:

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

### **5.3 Reactive monitoring**

Reactive monitoring enables the Council to learn from accidents, incidents and ill health cases or other deficiencies in health and safety performance.

Methods:

- Recorded near miss incidents;
- Injuries and cases of ill health, including monitoring of sickness absence;
- Damage to property;
- Hazard exposure (including violent or intimidating behaviour);
- Weaknesses in performance standards.

### **5.4 Inspections**

Health and safety inspections will be regularly carried out by managers at all levels within the organisation in association with employee and union representation. Further inspections will be carried out by the Health and Safety Compliance Team.

### **5.5 Auditing**

Directorates will be required to audit their own practices. In conjunction the Health and Safety Compliance Team will also audit following a Health and Safety audit plan which will identify compliance and good practice. Audits carried out by the Health and Safety Compliance Team will be recorded on our health and safety audit management module on the SHE Assure system. Audit reports will be reported into the Corporate health and Safety Group for discussion and comment.

## **5.6 Legal Compliance**

The Health and Safety Compliance Team will undertake formal health and safety audits and inspections based on a sampling approach at specific points in time to ensure that council health and safety policies and practice are undertaken in line with current legislation.

It is however the responsibility of the service directors, as set out in this policy, to ensure that the deployment of their operational service delivery remains fully compliant with all appropriate legislation.

## **5.7 Best Practice**

The Corporate Leadership Team aim to ensure health and safety management systems across all council services operate to accredited standards and mirror best practice measures identified through trade groups, HSE or work with other agencies.

## **6. MONITORING AND REVIEW**

This document will be reviewed at least annually and always after any significant change to the council's policy and organisation.

Revisions and updates will be implemented after consultation with recognised Trade Unions where appropriate. Any reviewed document must be endorsed by the signature of the Chief Executive and Depute Chief Executive of Angus Council.



**APPENDIX 1**

**CORPORATE HEALTH AND SAFETY COMMUNICATION STRUCTURE – ALIGNED TO THE COUNCIL’S RISK MANAGEMENT STRATEGY:**

