



Health and Safety Policy

June 2018

Contents

1. General statement of policy	3
2. Organisation	4
Elected Members responsibilities.....	4
Chief Executive’s responsibilities	4
Executive Directors’ responsibilities.....	5
Health and safety assistance	6
Employees	6
3. Arrangements	6
Safety culture	6
Monitoring	7
Health and safety risk management.....	7
Emergency procedures	8
Accident / incident / near miss reporting and investigation.....	8
First aid	9
Fire.....	9
Display screen equipment (DSE)	10
CDM (Construction design and management)	11
Property assets	11
Personal protective equipment.....	12
Moving and handling	12
Driving at Work.....	13
Stress.....	13
Smoking	13
Health and safety training	14
Specification.....	14
Occupational health	15
Safety committee / s.....	15
Safety representatives	16
Working time regulations.....	16
Supporting policies.....	16
Presentation and review.....	16

1. General statement of policy

It is the policy of Orkney Islands Council to take all reasonably practicable steps to ensure the health, safety and welfare at work of all its employees. The Council also acknowledges its responsibilities in respect of persons other than its own employees.

A high standard of health and safety performance is one of the Council's primary objectives and is recognised as an integral part of service delivery.

This standard will be achieved by:

1. Creating and maintaining a positive health and safety culture which secures the commitment and participation of all employees.

2. Meeting its responsibilities to employees, to other people and to the environment in a way which recognises that legal requirements are the minimum standard.

3. Adopting a planned and systematic approach to the implementation of the Council's Health and Safety Policy to ensure:

3A. The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.

3B. Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

3C. The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees.

3D. So far as is reasonably practicable, ('So far as is reasonably practicable' is a well established health and safety legal term which is contained primarily in Section 2 (1) of the Health and Safety at Work etc Act 1974. The term means that the degree of risk in a particular situation can be balanced against the time, cost and physical difficulty of taking measures to avoid the risk). as regards any place of work under the Council's control, the maintenance of the workplace in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from the workplace that are safe and without such risks.

3E. The provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

4. Identifying and assessing the risks associated with all activities of the Council with the aim of eliminating or controlling the risks, so far as is reasonably practicable.

5. Allocating resources to meet the requirements of the Council's Health and Safety Policy.

6. Planning for health and safety including the setting of realistic short and long-term objectives, deciding priorities and establishing adequate performance standards.

7. Monitoring and reviewing performance on a regular basis to ensure that high standards are maintained.

8. An embedded culture of identifying risks before they become an incident, robust active reporting process to encourage staff to pro-actively report risks without the fear of reprisal.

9. Operating a system of joint consultation with health and safety representatives and providing them with facilities and assistance to enable them to carry out their functions.

Occupational Health relates to the effects that the working environment may have on the health of an employee. It also takes account of the influence that an employee's health may have on their ability to carry out their work and provides guidance on the reasonable adjustments which employers may require to make. The Council recognises the benefits of good health and will endeavour to promote and maintain the highest degree of physical, mental and social well-being of its employees, and make all reasonable adjustments as required to ensure employees may continue to work.

This policy applies equally to all Council employees, encouraging equal opportunities with respect to disability, gender, race, religion / belief, age or sexual orientation. An Equality Impact Assessment has been undertaken to ensure that no groups are adversely affected in implementing this policy.

2. Organisation

This Health and Safety Policy is supported by a range of specific corporate policies and by Service management arrangements which detail the organisation and arrangements in force to ensure that the aims of this policy are met.

Elected Members responsibilities

All elected members are deemed to share a collective responsibility for ensuring the health and safety of Council employees and others who may be affected by the Council's undertakings.

In accordance with the Health and Safety Executive's guidance "Leading Health and Safety at Work" INDG417(rev1), one elected member, with specific responsibilities for health and safety, and suitably trained in relevant aspects of health and safety at work is appointed by the Council at the Statutory General Meeting which follows the Local Government Election. This appointment is held until the next Local Government Election.

Chief Executive's responsibilities

The Chief Executive, so far as is reasonably practicable, is responsible for ensuring the health, safety and welfare at work of all Council employees and others who may be affected by the Council's work operations. This will be achieved by:

1. Detailing how this policy will be implemented and delegating the responsibility for implementation of the policy within Services to the Executive Director of each Service.
2. Ensuring that adequate resources are made available to enable the Council's policy to be implemented and to address any exceptional and / or urgent issues that arise when Council Services have exhausted all avenues within their power e.g. process for use of the Chief Executive's emergency powers and / or other processes for escalation.
3. Ensuring that health and safety is an integral part of the overall management culture and developing a positive attitude to health and safety among employees by visibly demonstrating personal commitment to achieving a high standard of health and safety performance.
4. Appointing competent persons to assist the Council to apply the provisions of health and safety legislation.
5. Ensuring the establishment and maintenance of health and safety management systems within Services, which will ensure the assessment of risks and the effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to control the risks.

Executive Directors' responsibilities

Executive Directors are, so far as is reasonably practicable, responsible for ensuring the health and safety and welfare at work of all employees in their respective Services. In particular they should:

1. Prepare and revise as necessary, Service management arrangements which set out the organisation and arrangements within the Service through which the Council's Health and Safety Policy will be implemented.
2. Ensure that adequate resources are made available to enable the Service management arrangements to be implemented. Where this is not possible Council Services should engage with the Chief Executive on issues.
3. Visibly demonstrate commitment to achieving a high standard of health and safety performance within their Services and develop a positive attitude to health and safety among employees.
4. Implement health and safety management systems within Services, which will ensure the assessment of risk and the effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to eliminate or control the risks.
5. Assist the Council's Safety and Contingencies Manager to prepare an annual report evaluating the health and safety of each Service.

An Executive Director will be appointed by the Senior Management Team (SMT) as the 'Health and Safety Director' in accordance with Health and Safety Commission guidance.

Health and safety assistance

The Council will be advised on health and safety matters by the Safety and Contingencies Manager and Safety and Contingencies Officer, who will be the competent persons providing assistance within the meaning of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Employees

All employees will be expected to co-operate in the implementation of the Council's Health and Safety Policy by:

1. Acting in the course of their employment with due care for their own safety and that of others, who may be affected by their acts or omissions at work.
2. Co-operating, so far as is necessary, to enable the Council to perform any duty or to comply with any requirements, as a result of any health and safety legislation which may be in force, and in compliance with Risk Assessments, Method Statements etc and as instructed by a line manager or other appropriate delegated person.
3. Using correctly all work items provided by the Council in accordance with the training and the instructions they receive to enable them to use the items safely.
4. Informing the Council without delay of any work situation which might represent a serious or imminent danger.
5. Notifying their line manager or other appropriate delegated person of any shortcomings in health and safety arrangements, even when no immediate danger exists, so that the Council can take remedial action if needed. This would include reporting any near-miss incidents.

3. Arrangements

The undernoted should be incorporated into Service management arrangements.

Safety culture

The Council will ensure that health and safety is an integral part of the overall management culture and seeks to develop a positive attitude to health and safety among staff by:

1. Visibly demonstrating a clear commitment to improving health and safety performance.
2. Promoting co-operation by recognising that all staff have an important contribution to make to effective health and safety management and providing opportunities for participation and involvement in health and safety activities, e.g. health and safety committees, quality improvement teams, health and safety campaigns, health and welfare initiatives and risk assessments.
3. Ensuring the communication of necessary health and safety information throughout the Council.

4. Ensuring the competence of employees by implementing systems, which will identify health and safety training needs.

Monitoring

The effectiveness of the Council's Health and Safety Policy will be monitored in the following way:

1. Accident / Incident / Near miss analysis.

Accidents, as and when they happen or as soon as possible thereafter, at the following levels of severity will be analysed by the Council's Safety and Contingencies Manager with a view to determining and eliminating their causes:

1A. Major injury / dangerous occurrence / industrial disease.

1B. Lost time accidents (seven days or more).

1C. Other injury.

Near misses, which could have resulted in any of the above categories will be analysed in the same order of priority.

Analysis will also be carried out of accidents identified by the Health and Safety Executive as a priority for Local Authorities.

2. Legal Compliance.

3. Performance Management.

Employee accident records are monitored on a six-monthly basis through the Council's performance management system.

4. Regular and systematic inspections will be carried out of all workplaces to ensure that the requirements of the Council's Health and Safety Policy are being met.

5. The Council's Safety and Contingencies Manager / team to provide support to Council Services through regular reporting to Service Health and Safety Teams and, where needed, to make recommendations for action within the service.

Health and safety risk management

A full range of safety management systematic requirements will be carried out to identify potential hazards and to evaluate the risks from these and implement control measures to minimise the risks.

In line with the Health and Safety Executive's enforcement priorities for local authorities, particular attention should be given to the reduction of risk in relation to work related stress and musculoskeletal disorders (handling / sprains etc).

Trained personnel will be involved in the risk assessment process, which will be supported by the Council's Safety and Contingencies service.

The corporate Health and Safety Risk Management Policy is available on request from the Safety and Contingencies service or can be down-loaded from the Council's intranet site. It complements the Corporate Risk Management Policy and Strategy which details the process of identifying and controlling all strategic and operational risks to the Council.

Generic, and job / task specific [risk assessment forms](#) are available on request from the Safety and Contingencies service or can be down-loaded from the Council's intranet site (Portal).

Emergency procedures

Procedures to be followed by any person at work if situations presenting serious and imminent danger arise, are established in accordance with Regulation 8 of the Management of Health and Safety at Work Regulations 1999. These procedures set out the role and responsibilities of competent persons nominated to implement any detailed actions and ensure that other employees know who the competent persons are and understand their own role. These procedures also contain any necessary additional action required for the evacuation of disabled persons.

Accident / incident / near miss reporting and investigation

Executive Directors must implement systems through Service Management Teams to ensure that all accident / incidents / near misses occurring in relation to their Service's work activities must be recorded in accordance with specified procedures and investigated as appropriate.

Employees who suffer personal injury at work must give notice to their supervisor / manager of their accident as soon thereafter as possible. Employees must also notify their supervisor / manager of incidents and near misses that may have lead to injury or ill health.

The following categories of accident / incident / near miss should be recorded:

1. When an employee of Orkney Islands Council has an accident at work – regardless of whether injury or ill health resulted.
2. When an employee of Orkney Islands Council initially suffers from work related ill health.
3. When a member of the public has an accident in Council premises and / or as a result of the Council's work activities – members of the public include school pupils, students, clients, visitors, residents, etc.
4. When a dangerous occurrence results in a near miss or accident to Council employees and / or members of the public as a result of the Council's work activities.
5. When an employee at work is assaulted by another person and physical injury is a result of the assault.

A copy of all Orkney Islands Council's accident / incident / near miss reports, regardless of seriousness, should be forwarded as soon as possible to the Council's

Safety and Contingencies service, and brought to the attention of relevant supervisors and managers.

Reports can be completed and sent electronically using the [Council's Accident / Incident / near miss recording form](#), available on the Portal, to health.safety@orkney.gov.uk.

All accidents / incidents / near misses / dangerous occurrences will, if deemed necessary, be investigated by the Council's Safety and Contingencies service and / or Executive Directors or other Senior Officers as appointed by Executive Directors. The statutory duty to report all accidents and dangerous occurrences to the Health and Safety Executive will be undertaken by the Council's Safety and Contingencies service.

First aid

All workplaces or relevant work sites must hold a first aid box containing a sufficient quantity of suitable first aid materials.

As a minimum, all workplaces must have a first aid 'appointed person' who knows the location of the first aid kit and what action to take in the event of an accident.

Based on the assessment of risks and the nature of the work, some workplaces and sites etc must hold appropriately qualified First Aiders.

The Health and Safety Executive recommend that, for low risk workplaces, one qualified First Aider should be available at all times, per 50 employees. For higher risk workplaces, the number of First Aiders required should be based on work specific guidance and reasonably practicable subjective risk assessment.

In relation to the Council Offices, School Place, Kirkwall (the School Place premises), First Aiders are appointed by the Chief Executive with the agreement of the relevant Executive Director. Qualifications are vetted by the Council's Safety and Contingencies Manager who ratifies all appointments on behalf of the Chief Executive. The Council pays appointed First Aiders the allowance recommended by the Convention of Scottish Local Authorities.

In low risk workplaces with fewer than 50 employees, the provision of a First Aider may still be deemed necessary if identified as so by risk assessment. In such cases, the appointment and payment of any allowance must be ratified by the relevant Executive Director once the qualifications have been vetted by the Safety and Contingencies Manager on behalf of the Chief Executive.

Fire

The Council's Safety and Contingencies service is responsible for implementing fire procedures within the School Place office premises. Fire procedures in premises other than the School Place premises should be specified in Service management arrangements. In all Council-staffed premises, a responsible person should be nominated to ensure that appropriate fire procedures are implemented.

A Fire Risk Assessment must be carried out for all respective premises of which the Council has control and the significant findings of the assessment should be recorded. This assessment will be provided by the Safety and Contingencies service. Such assessments should also include the help and assistance from premises managers and Development and Infrastructure.

Assessments should be reviewed and if necessary modified at pre-determined intervals based on risk, and after any significant alterations to buildings and systems of work.

Following the fire risk assessment, an action plan should be drawn up by the premises manager to address any shortcomings and improvements should be implemented in accordance with a recommended timescale.

The corporate [Fire Safety Policy](#) is available on request from the Health and Safety service or can be downloaded from the Portal.

All employees should complete the online iLearn Fire Awareness Training on their induction and annually thereafter.

Display screen equipment (DSE)

'Users' and 'future users' of display screen equipment are protected by the Health and Safety (Display Screen Equipment) Regulations 1992. The term 'user' refers to an employee who habitually uses display screen equipment as a significant part of their normal work. An employee will be classified as a display screen equipment user where they:

1. Are a full time or part time employee.
2. Use display screen equipment as a substantial part of their work (continuous spells of over one hour daily and / or a minimum of two hours per day in total).
3. Has no discretion as to the use or non-use of display screen equipment.

Agency and contract personnel are excluded from the Council's duties in respect of the above legislation.

The following procedures will be observed by Orkney Islands Council with regard to the above qualifying categories:

1. Service office managers / senior administrators, with the assistance of the Council's Safety and Contingencies service if required, will ensure that workstations are assessed to ensure legislative compliance.
2. Display screen work must be periodically interrupted by breaks or changes of activity (a five to 10-minute change is recommended after 60 minutes' continuous work).
3. If requested, an eyesight test will be arranged and if necessary paid for by the Council. If the test shows that the user needs glasses specifically for DSE work and for no other reason, the Council, subject to the approval of the Safety and

Contingencies Manager, must pay for a basic pair of frames and lenses. Staff may, if they wish, personally pay over and above the basic appliance cost for a more expensive pair of spectacles. There is no legal requirement to provide special contact lenses for DSE work.

4. Eyesight tests will only be carried out by Council Approved Opticians. Repeat eyesight tests will normally be arranged, on request, at two yearly intervals. However, such tests will also be arranged on the advice of the Council's Approved Optician if a user suffers eyesight problems within the above two-year period. Appointments will be made in normal working time and not included as absence from work.

5. Laptops should not be issued to staff as their primary (workstation) computing device unless there is a specific requirement. If laptops are deemed to be the most appropriate IT equipment (and cost effective) due to staff requiring them for remote working, home working or presentation purposes the workstation should be set up with a separate monitor, keyboard and mouse and an assessment of the workstation must be carried out to ensure it meets the regulations.

6. All display screen users should complete the online iLearn Display Screen Equipment on their induction and refreshed two yearly thereafter.

CDM (Construction design and management)

The Council, in its role a client and / or principal designer and / or principal contractor and / or any other statutory role in relation to the Construction (Design and Management) Regulations 2015 (CDM) and any revision thereof, will comply with the respective requirements of the Regulations.

The Council shall ensure that prospective appointees in respect of a CDM project have sufficient resources to enable them to comply with the requirements of health and safety legislation.

Development and Infrastructure act on behalf of Council directorate clients and provide technical advice and support. The service will act on directorate client requests to undertake checks on a fee based arrangement.

Development and Infrastructure will support client services in delivering and ensuring the Council's compliance with CDM, and should be involved in all construction, building, civil engineering, building maintenance and demolition projects which fall under the criteria specified in CDM. No such work should be permitted to commence until the relevant Head of Service within Development and Infrastructure is satisfied that all the requirements of CDM are being met. The Development and Infrastructure relevant Head of Service is also responsible for the assessment of the competence of those with duties under CDM and for the appointments of the same. Notification, as required by CDM, will be carried out by Development and Infrastructure.

Property assets

Strategic and corporate Property Asset Management is carried out by the Estates team who are part of the Corporate Services Directorate.

Buildings maintenance, Inspection, Repairs and the Capital Programme are carried out by teams within the Development and Infrastructure Directorate.

Each Executive Director is responsible for ensuring implementation and management of relevant health and safety requirements which apply to their staff / service area in respect of property assets used for operational purposes.

Technical advice and the management of property maintenance and statutory requirements, as specified by health and safety legislation, in relation to property owned by the Council, will mainly but not exclusively be the responsibility of Development and Infrastructure, in consultation with each Council service area.

Such requirements may include the statutory testing and inspecting of plant and equipment; testing and inspecting of portable electrical appliances; testing and inspecting of electrical installations and fire alarm systems; Legionella controls; Radon testing and controls; Asbestos surveying, compilation of an Asbestos register and management of Asbestos in premises.

Personal protective equipment

Personal Protective Equipment (PPE) will be provided to employees, where the risk to their health and safety cannot otherwise be controlled. All such provision will be suitable for the tasks assigned, having been assessed as a part of the activity risk assessment. The Council's Safety and Contingencies service can provide advice and assistance in the availability and selection of suitable PPE.

Where an employee has been issued PPE, it is their responsibility to wear it. It will also remain their responsibility to look after it in an appropriate state so it remains fit for purpose. Any defect or deficiency in the PPE must be reported immediately to the responsible Manager or Supervisor.

Moving and handling

The council recognises that moving and handling is one of the most common causes of absence through injury in the workplace and must be avoided, so far as is reasonably practicable. Where it is not possible for Services to eliminate moving and handling, risk assessments must be undertaken to determine the level of risk and suitable controls should be introduced to reduce the risk of injury to the lowest extent reasonably practicable. Such controls may include training, mechanical aids, automation, re-designing systems of work or even the workplace itself. In most instances, moving and handling assessments should be incorporated into generic risk assessments, however specific moving and handling assessments must be carried out when required.

All staff who may be exposed to general moving and handling risks should complete the online iLearn Manual Handling course on their induction and refreshed two yearly thereafter. Where specific moving and handling risks have been identified, appropriate job / task specific training should also be provided.

Driving at Work

Orkney Islands Council recognises the importance of protecting employees and others from the hazards associated with work related driving. [The Driving at Work Policy](#) ensures the Council meets its legal obligations under the Health and Safety at Work etc Act 1974.

Driving can be one of the most hazardous activities that we do and driving for work can be riskier than driving for private reasons. For this reason, HSE Guidelines, 'Driving at Work', state that, 'health and safety law applies to on-the-road work activities as to all work activities and the risks should be effectively managed within a health and safety system'.

Nearly a quarter of deaths involving vehicles at work occur during reversing. Many other reversing accidents do not result in injury but can cause costly damage to vehicles, equipment and premises. The best way to avoid reversing accidents is to **remove the need for reversing altogether**. Where reversing is unavoidable, the environment / routes should be organised to minimise the need for reversing and appropriate additional risk controls should be applied.

All staff who drive because of their work are issued with a copy of the Driving at Work handbook and they are instructed they must read it and drive in accordance with the instructions within. The Driving at Work policy and the Driving at Work Handbook are available on the following links:

[Driving at Work Policy](#).

[Driving at Work Handbook](#).

Stress

The Council recognises that the wellbeing of employees at work is important and is committed therefore to develop procedures and to provide training and support to help managers and employees understand and recognise the nature and causes of stress and to take positive measures to manage stress effectively. The [Stress Management Policy](#) document is available on request from HR and Performance or can be down-loaded from the Portal.

All staff are encouraged to complete the online iLearn Recognising Stress and Dealing with Stress courses on their induction and refreshed two yearly thereafter or as identified as required by risk assessment.

Smoking

The Council's [Smoking Policy](#) applies to all Orkney Islands Council owned and managed premises. Employees are not permitted to smoke in premises, vehicles or marine craft owned, managed or controlled by the Council. Employees are also forbidden to smoke whilst at work in clients own homes and in view of children on trips away from the usual place of work. The policy is available on request from HR and Performance or can be down-loaded from the Portal.

Health and safety training

Executive Directors are responsible for ensuring that their employees receive all relevant health and safety training as deemed necessary for them to carry out their work duties in a safe manner.

Senior officials (e.g. the Health and Safety Elected Member, the Chief Executive, Executive Directors and Heads of Service) should receive Health and Safety training and refresher training, as appropriate, to enable appreciation and discharge of both their organisation's and personal responsibilities for health and safety.

Managers and supervisors should also receive relevant Health and Safety training in relation to their respective areas of work so that they can ensure statutory compliance.

All staff should receive suitable health and safety training in relation to the hazards and risks identified, by risk assessment, in their place of work.

Corporate Services devise, implement and make available corporate health and safety training programmes to staff.

Council Services are responsible for ensuring that service specific specialist training is made available to staff.

Specification

The following is recommended as a starting point criterion for general Health and Safety training at Orkney Islands Council.

- Executive Directors, Heads of Service and Head Teachers of schools with Business Managers – IOSH Leading Safely or IOSH Health and Safety for Senior Executives.
- Elected Member with special Health and Safety responsibility - IOSH Leading Safely or IOSH Health and Safety for Senior Executives.
- Service Managers, Team Managers, School Business Managers, Managers of predominately medium to high risk work operations – IOSH Managing Safely.
- Office Managers, Managers of predominately low risk work operations – IOSH Working Safely.
- Supervisors and key workers identified by risk assessment as requiring general health and safety competency – IOSH Working Safely.
- Employees with the responsibility for carrying out health and safety risk assessments – IOSH Working Safely plus additional 'in house' risk assessment training.
- All Employees – iLearn Core Health and Safety and Wellbeing; iLearn Fire Safety Awareness; iLearn Manual Handling; plus job specific training as required by risk assessment and as essential development as identified by Performance Review.

The above iLearn courses must be completed as part of the induction process, and refreshed accordingly. (Fire Safety Awareness – annually and the remainder – two yearly).

Through the annual budgetary process, the Senior Management Team, and ultimately the Council, are responsible for ensuring that funding is in place to facilitate all necessary health and safety training.

Occupational health

Successful management of sickness absence requires a positive approach to occupational health and safety on a Council-wide basis. From time to time, certain patterns and levels of sickness absence across the Council or within a particular service may indicate workplace related issues which require investigation. Effective sickness absence management seeks to address possible underlying causes of absence and to take appropriate remedial or preventative action as well as dealing fairly and effectively with absences which may necessitate use of the disciplinary procedure.

Suitable 'Health Surveillance', where it is deemed appropriate for the protection of the health of employees who are, or who are liable to be, exposed to substances hazardous to health and / or noise and vibration will be provided by the Council.

The Council's Occupational Health Service is currently supplied by external providers. The following services are provided:

- Pre-employment screening.
- Sickness and ill health absence referrals – both work related and non work related.
- Health surveillance for quarry workers.
- Health surveillance for workers exposed to noise, dust and hand and arm vibration (HAVS) risks.
- Stress counselling.
- Health assessments for night workers.
- Hepatitis B immunisation where identified by risk assessment as required.

Safety committee / s

The Council's Safety Committee exists to promote co-operation between employers and employees in developing, investigating and carrying out measures to ensure the health and safety at work of employees. The Safety Committee may be called to meet at the request of either the representatives of the employees or the Service employers. The Safety Committee is chaired by the Executive Director of Corporate Services.

Operational health and safety issues, relative to the Council Offices, School Place premises and satellite offices, are considered by the Health, Safety and Facilities Forum. The 'Forum' meets every four months and is chaired by the Head of IT and Facilities.

Services are encouraged to establish and maintain service safety committees where necessary, and / or to include health and safety as a standard agenda item on the agenda of service senior management (SMT) meetings.

Safety representatives

The Council will consult safety representatives appointed by the relevant trade unions with regard to:

1. Introduction of measures which may substantially affect the health and safety of employees.
2. Arrangements for appointing competent health and safety advisers and persons to implement emergency procedures.
3. Provision of health and safety information required under the relevant statutory provisions.
4. Provision of health and safety training required under the relevant statutory provisions.
5. The health and safety consequences of new technologies introduced into the workplace.

The Council will provide such facilities and assistance as safety representatives may reasonably require to carry out their functions.

Safety representatives appointed by recognised trade unions will be allowed to inspect any statutory document, which the Council is required to maintain and will also be given on request any information necessary to carry out their functions.

Working time regulations

Executive Directors must ensure compliance with the requirements of the Working Time Regulations 1998. Free health assessments and further assessments at regular intervals, will be provided to all employees who fall into the category of 'night worker'.

Supporting policies

This policy is supported by the following corporate policies:

[Lone Working Policy.](#)

[Fire Safety Policy.](#)

[Health and Safety Risk Assessment Policy.](#)

[Smoking Policy.](#)

[Stress Management Policy.](#)

[Driving at Work Policy.](#)

Presentation and review

This policy and any revision of it will be drawn to the attention of every employee of the Council.

This policy and any documentation produced under it will be added to or modified as required and will be reviewed every two years.

Signed.

A handwritten signature in black ink, consisting of several fluid, overlapping strokes that form a cursive-like shape.

Chief Executive.

Date: June 2018.