

# Health & Safety Policy

Statement, Organisation and Arrangements

**2016**

*Health & Safety at Work etc., Act 1974 Section 2(3)  
Management of Health and Safety at Work Regulations 1999  
Regulation*

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## 1.0 INTRODUCTION

### 1.1 MISSION STATEMENT

In all areas of its business Islington Council shall develop and use best current practices and ensure that all requirements of the relevant statutory provisions for health and safety are met in full.

Everybody affected by or involved with council activities (employees, service users, pupils, residents, partners, contractors and members of the public throughout their interaction with the council) shall experience a safe and supportive environment; ensuring that they can access, live, learn and work within and leave our premises without injury or damage to their health.

The council will provide suitable competency based training wherever it is necessary, and encourage all employees and visitors to develop and support a positive safety culture.

In summary, the council will strive to provide a safe environment where people enjoy living, learning and working.

### 1.2 SCOPE OF THE POLICY

The Corporate Health and Safety Policy for Islington Council is applicable across the entirety of its undertaking as an employer, covering those aspects of health and safety which the council has a legal responsibility for.

The scope of the policy statement, organisational responsibilities and arrangements in relation to health and safety within the council will cover:

- the Council's role as a major employer and the commitment of the senior management team as duty-holders to secure the health and safety of employees and contractors, and those affected by the way the council delivers services to residents, service users, pupils, and visitors;
- the Council's role as a major purchaser of services from other organisations and as such our role to influence and monitor health and safety standards within those contracted supplier organisations; and
- the Council's role as a landlord where the Council is the owner of housing, apartments, land and real estate which is rented or leased to individuals or business and the duty to keep its property portfolio safe and free from health hazards

As a local authority the Council has a diverse portfolio of services including housing and accommodation, leisure and culture, health and social care, development and planning, highways, waste management and recycling, amenity management, schools and children centres, support to families, consumer advice and protection.

The policy accords the same duty of care to both employees and non-employees covering service users and members of the public to safeguard the health, safety and welfare of all.

Therefore the policy will ensure so far as is reasonably practicable, that adequate provision is made for its customers, whether young people, people in receipt of care, or other members of the public when visiting or occupying council-owned premises or using council equipment, or when the council undertakes activities in the community.

It supersedes the previous policy dated May 2012 and shall be reviewed annually or revised as necessary in the light of operational changes or policy developments.

The requirements detailed in this policy are also applicable in principle to Local Authority Schools and should be adopted, where relevant, in school-specific health and safety policies. Islington local authority schools are required to comply with UK health and safety legislation, on which all Council corporate health and safety frameworks are based. Schools are required to document site-specific

arrangements that address the requirements of the Health and Safety at Work etc. Act 1974,

The Education (Schools Premises) Regulations 1999 and more specifically the Management of Health and Safety at Work Regulations (MHSWR) 1999 - see Appendix. for a 'school-specific' health and safety policy template. The council and local authority schools also have a legal requirement to cooperate with each other and share information relating to risks to their employees health and safety. To facilitate this requirement local authority school arrangements must address the requirements of the Council arrangements where relevant and applicable e.g. accident and incident reporting to (the Council's) Corporate Health and Safety. Local authority schools should implement site-specific arrangements to ensure the safety and wellbeing of their employees, other employees (including Council staff) and persons visiting the school (including pupils, members of the public, trespassers, etc.) Local authority schools' management teams can choose to:

- tailor the requirements of this policy to be school-specific (using the template at Appendix.)
- reject this policy because the requirements are already covered in other schools' policies and/or documentation

The policy is augmented by corporate health and safety arrangements and departmental operating arrangements, method statements and safe systems of work as deemed appropriate.

As required under the Health and Safety at Work etc. Act 1974, Section 2.3, this policy provides a statement of intent, the organisational structure responsible for effecting this policy and the arrangements which comprise the procedures along with systems for ensuring the protection of all people who could be put at risk from the Councils' activities.

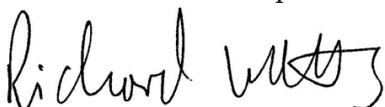
## 2.0 POLICY STATEMENT

### 2.1 LEADER OF THE COUNCIL'S STATEMENT

On behalf of the Elected Members of Islington Council I support the principles below in the Council's approach to managing health and safety which are expanded in the Chief Executive's Statement:

- That managing health and safety is an integral part of the way we manage the Council's affairs.
- That the Council must lead by example in this area.
- That the health and safety implications of decisions, particularly budget setting, must be considered alongside other decision-making criteria.
- That members have a key part to play in the monitoring and review of health and safety performance.
- That the health and safety management system is built upon a risk management framework so that risks to employees, contractors and others affected by the Council's activities might be minimised.
- That sufficient resources will be provided to enable an effective safety management system to develop.

I am committed to review regular performance reports and an annual review of the policy statement via the Council's Corporate Management Board and Joint Executive Health and Safety Committee.



**Cllr Richard Watts Leader of the  
Council September 2014**

## 2.2 CHIEF EXECUTIVE'S STATEMENT

I am committed to safeguarding the health, safety and welfare of Council staff, contractors and others affected by our activities (covering service users, pupils, residents and visitors) and accept that I have ultimate responsibility for the delivery of safety within the Council. It is my intention that the Council will set an example in how to manage safety effectively and encourage other organisations with whom we work to strive for good standards of health and safety.

I believe that this commitment can best be delivered through the following safety policy:

- By use of risk assessment processes, that is, the identification and, so far as is reasonably practicable, the control of risk to eliminate personal injury, ill-health, fire or damage to property by applying good practice in procedures and legislation compliance, training and inspection practices and security of persons and property).
- By developing and leading a blame-free safety culture in which all Council staff will be encouraged to identify and prevent unsafe acts at source.
- By ensuring that the management of safety is a prime responsibility of line managers throughout the Council.
- By developing a culture that 'if it's not safe - do not do it'. No-one will ever be expected to work unsafely nor will they be penalised for a cessation of work in such circumstances.
- By establishing safety objectives and targets within the business planning process aimed at the process of cost effective continuous improvement. These initiatives will be measurable and supported by monitoring and review systems. Processes to manage health and safety will include those to influence the budget process and the administration of the budget once set, to ensure that adequate resources and funding are made available.
- By ensuring that all contractors, suppliers and other organisations (including partnerships) both share and understand our safety commitments before they start work and while work is in progress.
- By encouraging the understanding and implementation of the policy at all levels as well as employee involvement and consultation in the management of safety.
- By maintaining adequate records to enable easy presentation of evidence of the operation of safety systems.

The Corporate Management Board (CMB) collectively and explicitly accepts responsibility for health and safety and as a result has set up and empowered the Joint Executive Health and Safety Committee to which it has delegated a series of responsibilities. These include the approval of an annual report to CMB on health and safety performance; the regular receipt and action of reports on progress; the monitoring of a series of key performance indicators selected by CMB.

The health and safety policy is unlikely to be successful unless it actively involves everybody at work. We all have an individual responsibility to ensure our own safety and to avoid doing anything that will put others at risk. Whilst managers have a duty to undertake and record risk assessments, every employee must apply the control measures that have been introduced to reduce those risks. If staff are concerned about potential risks arising from work activity, they must inform their manager immediately.

Overall it will be supported by my personal example in workplace visits.



**Lesley Seary Chief**

### 2.3 LEAD DIRECTOR FOR HEALTH AND SAFETY STATEMENT

On behalf of the Corporate Management Board I unequivocally accept my responsibility for health and safety. As the Lead Director for Health and Safety I will proactively direct health and safety within the Council and ensure a comprehensive review of our health and safety management arrangements in order to improve performance.

As outlined within the Health and Safety Risk Register, I will regularly ensure that an assessment has been completed of the significant health and safety hazards posed by the Council's activities and an appropriate set of health and safety arrangements are in place to control these hazards. The implementation of these arrangements will be monitored and reviewed on a regular basis with action taken to redress any deficiencies and ensure continual improvement. Particular attention will be made to the provision and maintenance of:

- (a) Plant, equipment and systems of work that are safe.
- (b) Safe arrangements for the use, handling, storage and transport of articles and substances.
- (c) Sufficient and adequate information, instruction, training and supervision to enable people to recognise and avoid hazards and make a positive contribution towards their own safety and health whilst at work.
- (d) A safe place of work and safe access to and egress from it.
- (e) A healthy working environment.
- (f) An effective health and safety consultative structure involving senior and line management and employee representatives.

I shall ensure Council provides sufficient funds and resources for the implementation of this policy and the necessary arrangements.

The Council as a public body will demonstrate best practice and is committed to pursuing progressive improvements in health and safety performance through the development and implementation of an agreed strategy. The procurement process will lead in achieving effective action on health and safety considerations and promoting best practice right through the supply chain, this will include contractors, service providers and partners engaged to help the Council provide services.



**Mike Curtis**  
**Corporate Director Finance & Resources September 2014**

## 2.4 ST MARYS PRIMARY SCHOOL POLICY STATEMENT

The governing body and the headteacher aim to provide a safe and healthy working and learning environment for staff, pupils and visitors, this will be achieved by implementing the health and safety objectives detailed in this policy.

This establishment attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors. This establishment aims to provide, so far as it is reasonably practicable, for its employees when working on the premises or elsewhere:

- Instruction, training and supervision to enable its employees to work safely without risk to their health;
- Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health
- Where vehicles are used, to ensure that they are well maintained, safe and without risk to health;
- Safe systems and methods of work that are without risk to health
- Machinery and equipment that is safe and without risk to health
- Articles and substances for use at work that are safe when properly used, stored, handled and transported
- Suitable safety clothing and equipment when required by regulation, approved code of practice, departmental instruction or when considered necessary by the Key Manager;
- Any other suitable protection, where appropriate, where staff might be at risk
- For the safety of visiting contractors, members of the public and authorised visitors
- Control of emissions into the atmosphere of toxic, noxious or offensive substances.



## 3.0 ORGANISATION

The Council is organised into five departments:

- Children's Services
- Environment and Regeneration
- Finance & Resources
- Housing and Adult Social Care.
- Chief Executive Office

Whilst the individual policy statements demonstrate commitment and gives direction to the development of a positive health and safety culture, an organisational framework has been established to enable the necessary management action to be taken. This framework promotes co-operation between individuals and groups, ensures they communicate and identifies relationships and competencies.

### KEY RESPONSIBILITIES

### MEMBERS AND OFFICERS RESPONSIBILITIES

### SCHOOL RESPONSIBILITIES

#### 3.1 SCHOOL GOVERNORS

3.1.1 The governing bodies of community, community special and maintained schools are corporate bodies. A corporate body has a legal identity separate from that of its members. Individual governors are generally protected from personal liability as a result of the governing body's decisions and actions. Governors should act at all times with honesty and integrity and be ready to explain their actions and decisions to staff, pupils, parents and anyone with a legitimate interest in the school.

School Governors of community, special and voluntary controlled schools have responsibility for and are expected to:

- (a) ensure they are aware of their duties and responsibilities under safety legislation and ensure that the head teacher is aware of and implements the Council's health and safety policy;
- (b) give due consideration to health and safety when developing, amending and delivering school policies and when allocating associated responsibilities and resources;
- (c) ensure, so far as it is within their power, that school specific health and safety arrangements are developed and effectively implemented to deliver the Council's health and safety policy;
- (d) co-operate with advice and directions issued by the Council relating matters concerning health and safety or establish and adopt other equally effective measures; and ensure that in respect of any project that they initiate, consider and appropriately consult, on issues affecting the health and safety of all persons at the planning stage and include any necessary measures to control risks

#### 3.2 HEAD TEACHERS

3.2.1 Head teachers will liaise with the governing body to ensure the health, safety and welfare of employees, pupils and others who may be affected by the school premises or activities. The head teacher is responsible for the day to day management of the school and therefore has responsibility for and is expected to ensure:

- a) an appropriate school-specific health and safety policy is developed and effectively implemented and its requirements are communicated to all relevant persons;
- b) local management arrangements are introduced which effectively implement the requirements of corporate, departmental or other policy or arrangements of the Council, including arrangements which control risks associated with the school premises or activities and emergency response arrangements (e.g. fire evacuation arrangements);
- c) Property Services are notified and consulted with regards any works to be undertaken on premises the Council own or occupy;
- d) school premises are maintained in a safe state of repair, in accordance with the requirements and arrangements of the Council, including those associated with the assessment and appointment of contractors;
- e) the co-operation with the requirements, guidance or directions issued by the Council relating to matters concerning health and safety;
- f) sufficient assessments are conducted for significant risks arising from the school premises and activities;
- g) that they act as the Person Responsible for Premises, in liaison with Property Services;
- h) all staff receive adequate training, instruction and supervision to enable them to carry out their responsibilities and work safely;
- i) that they keep themselves informed of the general requirements of health, safety and welfare legislation and standards relevant to premises and activities;
- j) that health and safety is a core element at all scheduled meetings, such as monthly staff meetings that regularly include such matters; consider incorporating health and safety as a permanent agenda item and where necessary, establish a local health and safety committee;
- k) all hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place; and
- l) employees have access to the Health and Safety Executive "Health and Safety Law - What you should know" poster or the associated leaflet.
- m) ensure that the school has access to competent health and safety advice.

### 3.3 HEADS OF DEPARTMENT

Heads of Department are responsible for the effective implementation of health and safety arrangements in their area of responsibility and are expected to:

- a) allocate appropriate health and safety responsibilities to line managers and supervisors, ensuring they are understood and effectively implemented;
- b) keep up to date with legislative changes, code of practice, industry best practice and corporate and departmental arrangements;
- c) ensure all hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place;
- d) ensure risk control measures identified by risk assessment are implemented and their effectiveness monitored;

- e) monitor health and safety performance of employees and contractors;
- f) ensure all employees within their control are provided with adequate training, instruction, supervision and information to allow them to work safely;
- g) ensure all accidents, occupational ill health and hazardous incidents are reported and investigated in accordance with the relevant arrangements;
- h) co-operate fully with, in liaison with Corporate Health and Safety, enforcing authorities and their inspectors in relation to any enquiries and investigations;
- i) ensure only competent contractors are engaged and their work is suitably monitored and supervised to ensure they discharge their health and safety responsibilities appropriately;
- j) ensure all plant, equipment, personal protective equipment and other safety devices are maintained, repaired and replaced as necessary;
- k) ensure all statutory and other appropriate tests are carried out on equipment at appropriate intervals; and
- l) identify health and safety deficiencies within their area of responsibility and take remedial action, seeking advice where necessary from competent persons including health and safety practitioners. Where significant and on-going concerns are identified ensure the relevant head teacher or director is informed.

### 3.4 EMPLOYEES (TEACHING AND NON-TEACHING STAFF)

3.4.1 Employees must take reasonable care for their health and safety and that of others and co-operate fully with school management on health and safety matters. In particular employees will, have a responsibility to;

- a) not interfere with or misuse anything provided in the interests of health and safety;
- b) report any medical condition which makes them unfit for, or at increased risk from any particular work activity either temporarily or permanently;
- c) attend safety training courses as and when directed to do so;
- d) assist management with the assessment and control of risks;
- e) use equipment (including personal protective equipment), machinery or dangerous substances in accordance with instruction and training;
- f) report any accidents, hazardous event or conditions to their manager and to seek first aid treatment for any injury sustained at work;
- g) co-operate with any investigation of health and safety in their workplace; and make themselves familiar and comply with relevant health and safety policies, arrangements, safe systems of work and notify their line manager of their safety training needs.

### 3.5 LINE MANAGERS

3.5.1 Line managers have day-to-day operational responsibility for the health and safety of their staff and those persons affected by their operations.

3.5.2 Line managers have responsibility for and are expected to:

- (a) ensure implementation of corporate and departmental management arrangements and safe systems of work;

- (b) ensure all hazards are risk assessed as required, control measures are identified to reduce or minimise any risks and assessments are annually reviewed;
- (c) carry out risk-based safety inspections of their staff workplaces as appropriate and using an authorised form;
- (d) ensure that regular tests and maintenance are carried out to safety systems such as fire precautions, staff security devices, work equipment, personal protective clothing and equipment;
- (e) keep under review, systems of work in order to raise standards;
- (f) ensure that all staff receive sufficient supervision, instruction and training, including induction and refresher training, to ensure their competency to work without risk to themselves or others;
- (g) investigate or causing to be investigated all accidents, serious near-miss incidents, assaults or serious equipment failure or other potentially harmful incidents;
- (h) ensure appropriate accident reporting systems are properly completed and processed through the reporting procedure;
- (i) monitor the health and well-being of employees for symptoms of work-related stress or health issues that could affect their ability to perform safely or to the required standard;
- (j) co-operate with employees and their representatives to raise standards of safety awareness in an endeavour to create safer working conditions; and
- (k) advise senior management in respect to health, safety and welfare issues of importance, especially those issues with resource implications.

### 3.6 PREMISES MANAGERS

3.6.1 All Council workplace premises will have an appointed member of staff with responsibility for ensuring premises are maintained in a safe and secure condition for staff and visitors. It is recognised that the management of premises will be influenced by size, tenancy arrangements and ownership. However, it will be the premises manager (or equivalent) that has particular responsibility to ensure:

- (a) required premises related risk assessments are undertaken and regularly reviewed, including general building, water safety, asbestos and fire safety risk assessments;
- (b) where alterations are proposed to site activities or to the layout of the premises, the fire safety risk assessment for the premises is up-dated with the assistance of Corporate Health & Safety;
- (c) risk assessments of harmful substances used in the maintenance of the premises, are implemented and available to managers of staff working in the premises;
- (d) arrangements and necessary resources are available to make safe any spillage or breakage that could lead to exposure to persons of hazardous substances or materials;
- (e) waste management arrangements are established covering premises and clinical waste;
- (f) premises related safety systems and arrangements are effectively established and regularly reviewed, appliances and plant are serviced within the required timeframes and required records are maintained and available for inspection;

- (g) emergency arrangements and site schematics are established, maintained and available for use (conspicuously displayed) to the Council standard;
- (h) an emergency team is appointed that includes trained Incident Officer, fire marshals and first aiders, and that sufficient information on a buildings emergency arrangements is given to staff to ensure they know how to respond in an emergency;
- (i) emergency fire alarm, detection and lighting systems are regularly serviced and tested and safety signage is appropriate and in place;
- (j) regular emergency building evacuation exercises (fire drills) are carried out;
- (k) escape routes and passageways are without obstruction and free from trip or slip hazards, especially cabling and other service supply lines;
- (l) all building and services contractors are employed in accordance with the Council's Procurement Code;
- (m) contract management (accommodation and facilities) are consulted before any arrangements are initiated involving contractors undertaking work regarding:
  - alteration to a buildings structure or its grounds;
  - substantial change to a buildings use (whether partially or wholly);
  - significant change to a buildings water or energy supply or environmental control systems; or
  - alteration or removal from service (whether partially, wholly or temporary), a buildings fire alarm, detection or sprinkler system;
- (n) 'Contractor Authorisation Forms' are in place and are subject to periodic monitoring to confirm they function correctly;
- (o) an 'Asbestos Management Pack' is compiled, comprising details of location and condition of any asbestos that may be present, and is always available for inspection;
- (p) a Premises Managers Manual is maintained for each premises, which comprises updated records of maintenance and inspections
- (q) common areas are safety inspected using the authorised forms;
- (r) high standards of housekeeping and tidiness are maintained and cleaning staff are properly informed about local fire arrangements and the required health and safety standards; and
- (s) systems for environmental control are regularly serviced and are without risk to health.

### 3.7 EMPLOYEES

3.7.1 All employees, whether permanent, part time or temporary, have a responsibility to:

- (a) take reasonable care of themselves and any other people who may be affected by their acts or omissions at work;
- (b) co-operate with their managers and other staff so that safety requirements and standards may be met;
- (c) undertake any mandatory training that is provided; and
- (d) not interfere with, or misuse, anything provided by the Council in the interests of health, safety and welfare.

In order to carry out the above, all employees must:

- (e) make themselves familiar with and comply with, relevant safety instructions at all times;

- (f) use approved personal protective equipment for the purpose for which it was supplied;
- (g) report to their manager incidents that have led to or may lead to, injury or damage and assist in the investigation of such incidents if required;
- (h) use any machinery, equipment, safety devices, transport and substances in accordance with safety instructions and the training given and report any problems;
- (i) make full use of any system of work designed to reduce the risk of injury to themselves;
- (j) not work under the influence of alcohol or drugs; and
- (k) discuss with their manager any work-related stress issues or health issues that could affect their ability to perform safely or to the required standard.

## HEALTH AND SAFETY SUPPORT RESPONSIBILITIES

### 3.8 ASBESTOS MANAGEMENT ADVISER

3.8.1 Asbestos management is facilitated throughout the Council and there are specialist advisors employed to undertake asbestos management duties in accordance with the requirements of service-specific arrangements and relevant legislation.

Point of contact re: asbestos management issues can be sought from Building Services within Property Services of the Finance and Resources department.

3.8.2 The Asbestos Management Adviser will have responsibility for and is expected to:

- (a) liaise with the Occupational Health and Safety Review Group to ensure suitable and sufficient management arrangements are in place throughout the Council for asbestos; and
- (b) liaise with directors, head teacher, health and safety practitioners and premises managers to determine the level of asbestos information, instruction and training requirements within the Council portfolio.

### 3.9 LEGIONELLA MANAGEMENT ADVISER

3.9.1 Legionella management is facilitated throughout the Council and there are specialist advisors employed to undertake legionella management duties in accordance with the requirements of service-specific arrangements and relevant legislation.

Point of contact re: legionella management issues can be sought from Building Services within Property Services of the Finance and Resources department.

3.9.2 The Legionella Management Adviser will have responsibility for and is expected to:

- (a) liaise with the Occupational Health and Safety Review Group to ensure suitable and sufficient management arrangements are in place throughout the Council for legionella; and
- (b) liaise with directors, head teacher, health and safety practitioners and premises managers to determine legionella information, instruction and training requirements within the Council portfolio.

### 3.10 OCCUPATIONAL HEALTH SERVICE (HEALTH MANAGEMENT)

3.10.1 The role of the Occupational Health Service provided under contract by Health Management is to promote and monitor the health and well-being of our workforce.

They shall assist managers with:

- a) the management of sickness absence and ill health;
- b) rehabilitation and redeployment or any adjustments necessary to an employees work activities or workplace;
- c) retirement of employees who are no longer fit to perform their work activities;
- d) the effective support and provision of specialist advice regarding the management of employees ill health;
- e) undertake pre-employment health screening and medicals as well as statutory and 'best practice' health surveillance and activities; and
- f) manage records associated with their activities in accordance with the Access to Medical Reports 1988 and the Access to Health Records Act 1990.

## **NON-EMPLOYEES RESPONSIBILITIES**

### **3.11 VOLUNTEERS**

- 3.11.1 Volunteers will be afforded the same conditions in terms of equipment (including personal protective equipment) instruction, training and supervision as employees whilst they are a representative of the Council.
- 3.11.2 They will have responsibility for and are expected to ensure that they follow all safety arrangements and procedures so as to minimise risk to themselves and others who may be affected by their acts or omissions.

### **3.12 PERSONS ON WORK EXPERIENCE**

- 3.12.1 Persons on work experience or placement have the same responsibilities as employees. The Council shall ensure that risk assessment arrangements and risk control measures take account of the relative lack of experience or immaturity of young persons.

### **3.13 CONTRACTORS AND AGENCY WORKERS**

- 3.13.1 Contractors, agency workers or employees of other employers working within or on behalf of the Council have similar responsibilities as Council employees. They shall be required to co-operate with the Council to ensure that risks associated with their activities are effectively managed.
- 3.13.2 The Council shall co-operate fully with other employers to ensure that respective roles and responsibilities are clearly understood and all relevant information is effectively shared. Contractors or agency workers shall comply with Council health and safety management arrangements, including those relating to the reporting and investigation of accidents and incidents.

## **COLLECTIVE RESPONSIBILITIES**

### **STRUCTURED MEETINGS / GROUPS**

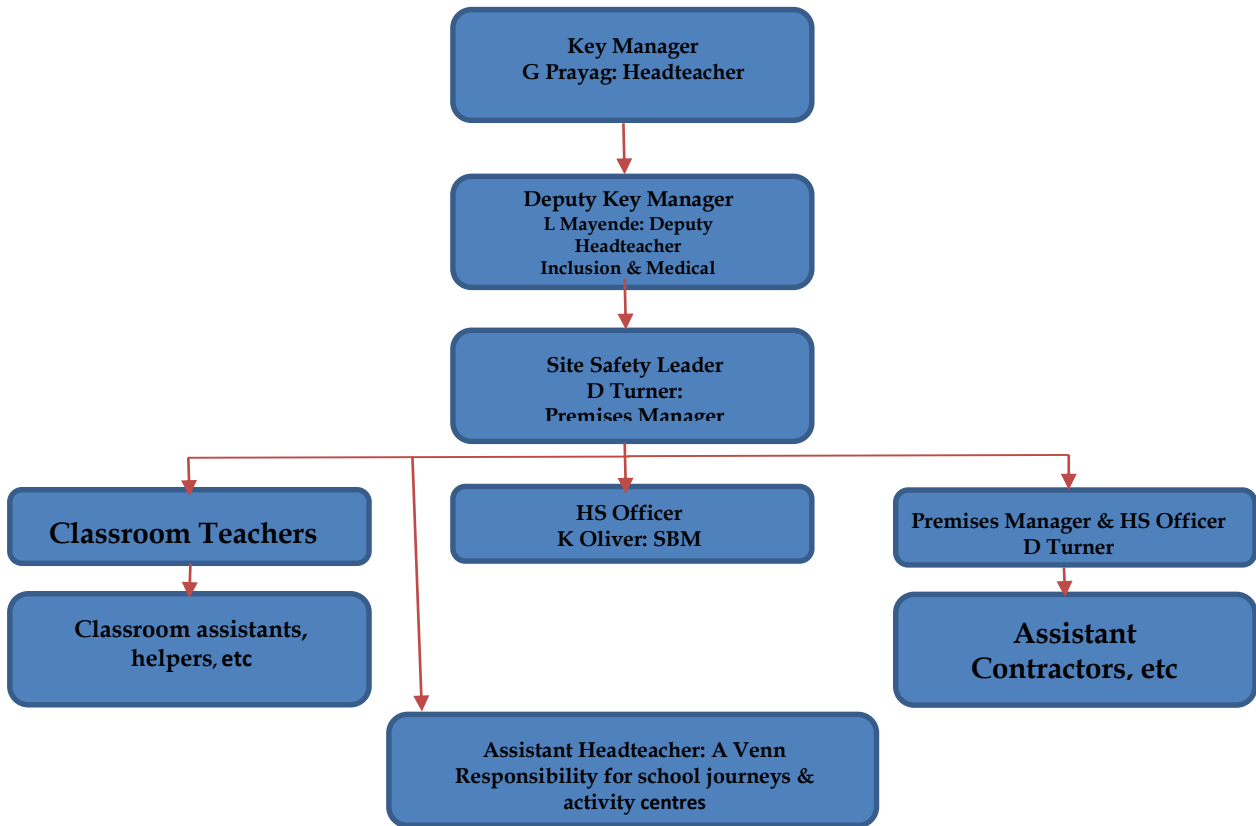
- 3.14.1 Members of meetings will be alert to, and give due consideration to any health and safety operational or strategic matters that could arise from their deliberations. Scheduled meetings, such as monthly staff meetings that regularly include such matters, will consider incorporating health and safety as a permanent agenda item.

**MANAGEMENT SYSTEMS AND COMMUNICATIONS**

**3.15 HEALTH & SAFETY ORGANISATIONAL & RESPONSIBILITY CHART**

Figure 1

(St Mary’s Church of England Primary School)



**The Membership of the Site Safety Sub-Committee**

<b>Chair:</b>	Eric Sorenson	Governor
<b>Members:</b>	Genevieve Prayag	Headteacher
	Kirsten Oliver	School Business Manager
	Dean Turner	Premises Manager

**Key Holders for the School**

<b>Premises Manager:</b>	Dean Turner
<b>Deputy Headteacher:</b>	Laura Mayende
<b>Headteacher:</b>	Genevieve Prayag
<b>Cleaner:</b>	Cathy Bartram



## 3.16 CONSULTATIVE STRUCTURE AND CHAIN OF RESPONSIBILITIES

- 3.16.1 The Council recognises the importance of regular consultations between its managers and employees for the successful development of health and safety policy and practice. It also recognises the value of specialist and key personnel in the provision of professional and technical expertise into those consultations. Therefore the Council has established a health, safety and welfare consultative structure (see figure 2) that will act as a framework for the development of Council health and safety policy, strategy, and safe systems of working. It will also act as the channel through which significant health and safety problems can be resolved.
- 3.16.2 It is the responsibility of the Joint Executive Health & Safety Committee to agree all corporate health and safety policy arrangements and other corporate health and safety matters on behalf of the Board of Directors.
- 3.16.3 The Council has developed a Consultative Framework that outlines arrangements for the Councils' departmental consultative structure and chain of responsibilities, and the terms and conditions for the joint executive and departmental health and safety committees (available on the intranet under Health and Safety).

## 4.0 CORPORATE ARRANGEMENTS

This section provides an outline of the corporate arrangements for health and safety within the Council. More detailed information can be found in policy framework documents, guidance and other localised arrangements; the extent of published material will grow during the life of this policy statement and information will appear on the 'health and safety' page of izzi.

### 4.1 ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION

#### 4.1.1 Policy

It is Council policy to use preventative measures to stop accidents occurring. In the event of accidents, incidents, near misses and occupational ill-health occurring, the circumstances are to be reported and investigated promptly. When the basic causes have been identified action is to be taken to prevent a recurrence.

#### 4.1.2 Arrangements

All accidents and incidents are investigated to determine the causes and any actions necessary to prevent a recurrence. Where the accident caused, or had the potential to cause, serious injury, the investigation is conducted by a senior manager independent of the department involved with the assistance of the Lead Corporate H&S Adviser.

If an employee informs a manager of ill health which the employee believes to be work related, it is investigated in a similar way as other untoward incidents, with occupational health advice being obtained as necessary.

The Lead Corporate H&S Adviser is responsible for reporting incidents which fall within the reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

All accident records and associated information are retained under the data protection act on the Islington Reporting Incident System (IRIS). For further information please refer to the Health and Safety page on izzi under "Accidents and Incidents".

### 4.2 ASBESTOS

#### 4.2.1 Policy

It is the Council's policy to reduce the risk as far as reasonably practicable of accidental or incidental exposure to asbestos fibres to all stakeholders by incorporating an

asbestos management system in accordance with the Duty to Manage Asbestos in Non-domestic Premises.

#### **4.2.2 Arrangements**

Management surveys are undertaken in all premises whereby the Council is responsible for repairs and maintenance. This includes an appropriate risk assessment and where it is applicable the removal of asbestos containing materials.

The management system incorporated by the Council ensures any materials left in situ is regularly checked and that processes are in place to ensure further surveys are undertaken prior to any refurbishment or demolition works.

The Council provides asbestos awareness training for all premises managers and any other employees who through the nature of their work requires it, and ensures asbestos management is incorporated into the mandatory Health & Safety Awareness Training for Premise Managers and their designated Deputies.

As outlined in Premises Manager's responsibilities (see 3.9.1(n)) the Contractor Authorisation Form will be used to control contractor activity within Council occupied premises, where localised asbestos information will be referenced prior to commencing work.

The Council co-operates with its partners to ensure suitable and sufficient management systems are incorporated within housing stock, school premises, leisure centres and any other premises managed on the Council's behalf by a third party. Further information could be found on the Health and Safety page on izzi.

### **4.3 BOMB AND BOMB THREATS**

#### **4.3.1 Policy**

All managers responsible for Council premises will organise security, taking bomb threats into account. The Council recognises that the best defence against bombs and bomb threats is a pre-arranged plan, carefully tailored to fit each work area.

#### **4.3.2 Arrangements**

Bomb and bomb threats will be considered and evaluated as part of the Council building risk assessments. Plans will be part of the planning for emergency situations, similar to the fire evacuation arrangements. In order to ensure that the plan is implemented properly an Incident Control Officer (with a deputy to cover for leave etc.) will be appointed for every premises.

In order to assist the police to respond to incidents 'out-of-hours', managers will notify any change of key holders promptly.

### **4.4 BUILDING MAINTENANCE & ALTERATIONS**

#### **4.4.1 Policy**

When planning maintenance work and minor alterations the Council schedule the work so far as possible to avoid risks to staff, contractors and members of the public who would normally be present in the area. Where an area includes hazardous equipment or activities either on a permanent or temporary basis, the Council will ensure that physical barriers are utilised including locks and signage where necessary to prevent access by unauthorised persons.

If work is likely to compromise an occupied building's fire escape routes or fire protection facilities and it has been determined that it is safe to continue, temporary arrangements are put in place and additional instructions provided as required to ensure that building users can still use the building safely.

#### **4.4.2 Arrangements**

Where work is carried out which involves breaking through walls, floors or ceilings, the Council will check with the asbestos database, as to whether known asbestos is present and take any necessary action. The Council also checks whether the work is likely to compromise fire compartmentation integrity and make repairs with suitable materials to return the structure to the designed level of fire resistance.

The Council recognise the requirements of the Construction (Design and Management) Regulations and Corporate Landlord takes the lead in ensuring that the Council is compliant. This includes identifying when projects are likely to exceed 30 working days or more than 500 person days of construction work, and therefore fall within the additional requirements described in Part 3 of the regulations.

The work of contractors is managed as described within the arrangements for the 'Control of contractors'.

Permits to work are used to formally authorise activities with the potential for higher risk such as hot works and working at height.

The general safety of plant and service areas is a priority for the Council and these are kept clean, tidy, and free from the build-up of combustible materials and with clear access to all control mechanisms and switches.

A planned preventative maintenance programme has been devised to identify all of the routine maintenance and inspection activities required to maintain our premises and equipment in good order. Records are kept of inspections, maintenance, repairs and servicing activities.

The Council undertakes risk assessments of in-house maintenance activities and develops safe systems of work as a result.

For further information please see the health and safety page on [izzi](#).

### **4.5 CONSTRUCTION, DESIGN AND MANAGEMENT (CDM)**

#### **4.5.1 Policy**

Construction covers a wide variety of activities involving building or civil engineering work, such as:

- preparation for construction, including site clearance, and excavation;
- alteration, fitting out, commissioning, renovation, repair, redecoration, dismantling and demolition;
- assembly of prefabricated components; and
- installation, commissioning and repair of mechanical, electrical, gas, compressed air, telecommunications, computer and similar services fixed to or within a structure.

The policy aims to:

- clarify the roles and responsibilities of each duty holder;
- consider the typical construction activities Council staff may be involved;
- emphasise the need to plan and manage the work; and
- stress the need for duty holders to work together.

#### **4.5.2 Arrangements**

Notifiable CDM (Construction Design & Management Regulations) works are managed by competent persons, who must have the required qualifications, skill and experience to enable them to perform their duties adequately. Where the client

appoints a representative, i.e. a project manager, the client must ensure that they are competent to perform their duties under CDM regulations.

All non-notifiable CDM (Construction Design & Management Regulations) building maintenance work is only permitted under a Contractor Authorisation Form signed by both the client and contractor.

Significant hazardous operations including working at heights, hot working and working in confined spaces will require a Permit to Work System to be adopted, implemented and effectively managed. When devising a Permit to Work System both the Corporate Landlord and Corporate Health and Safety will decide additional control measures required. For further information please refer to the Health and Safety section on the Council's website.

## **4.6 CONSULTATIVE STRUCTURE (EMPLOYEE CONSULTATION)**

### **4.8.1 Policy**

The Council is committed to a partnership approach to risk management involving all managers and employees. In particular the Council consults with staff on:

- any changes in the workplace that may substantially affect their health and safety, for example, changes in systems of work;
- the arrangements for competent advice on health and safety matters;
- the information to be given to employees about risks to health and safety and preventative measures;
- the planning and organising of health and safety training; and
- the health and safety consequences of introducing new technology

### **4.6.2 Arrangements**

The Council consults with staff via elected representatives of employee safety and trade union appointed safety representatives, who attend a quarterly health and safety committee meeting together with key management representatives. Minutes of meetings are circulated to all attendees and displayed on the health and safety page of the Council intranet. For further information please refer to the Health and Safety section on the Council's website.

## **4.7 CONTROL OF CONTRACTORS**

### **4.7.1 Policy**

The Council seeks to employ those contractors who conform to standards laid down by the Council to control risks arising from the activities of contractors.

Contractors are subject to a safety regime no less stringent than that imposed on all Islington employees in order to avoid loss or damage to people, equipment, materials or the environment.

Where the Council places services out to tender this will not be considered a mechanism for transferring all the health and safety risks to a contractor. The Council as client will ensure that whoever carries out the work is able to do so in a way that controls health and safety risks and that the Council is not forcing conditions or systems upon our contractors, service providers or partners that put people at unacceptable risk.

As client, the Council tests any prospective contractor's or service provider's ability to deliver a safe and healthy operation and once the contract is awarded that will not be considered the end of the matter. The Council ensures, through robust client monitoring, that what should be done is done and that the systems of control remain effective.

#### **4.7.2 Arrangements**

The arrangements for the selection and appointment of contractors are specified in various Council documents that should be consulted to avoid non-compliance with the Council's arrangements. Particular reference is drawn to Working Safely in Council Premises (Contractor H&S Information) and the Premises Managers Manual.

The Council also subscribes to the CHAS system (Contractors' Health and Safety [CHAS] Assessment Scheme).

Control of risks on site typically is undertaken by preparation of risk assessments and implementation of control measures arising from those assessments, segregation of the site and occupiers of the premises to minimise risks and checks on works from time to time. Managers of premises have the right to stop the work if they believe that it presents a risk to staff or others on site.

### **4.8 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

#### **4.8.1 Policy**

The Council is committed to minimising the use and storage of hazardous and dangerous substances including cleaning substances, paints, lubricants, glues, sealants. Where the Council also undertake activities which generate biological hazards the Council ensures that risk assessments are undertaken.

#### **4.8.2 Arrangements**

All products in use which contain hazardous or dangerous substances are listed on an inventory and a current safety data sheet is obtained from the supplier. Corporate Health and Safety will undertake risk assessment of the use of each substance and exposure to any hazardous by-products, and recommend risk control measures.

The correct storage of substances and their correct use is monitored through the Council workplace inspections programme.

Where substances are surplus to requirements, these are disposed of via licensed waste contractors.

Spillage and emergency procedures are determined as part of the risk assessment process.

Records of risk assessments for hazardous and dangerous substances are held within the COSHH Management Manual and records of training are held on MyHR.

Further information can be found on the Council's intranet website.

### **4.9 DEPARTMENTAL OCCUPATIONAL HEALTH AND SAFETY (OH&S) MANagements ARRANGEMENTS**

#### **4.9.1 Policy**

The Council ensures that departmental management arrangements are developed, implemented and monitored within each of the five departments in order to clarify the key personnel with management responsibilities for occupational health and safety.

#### **Arrangements**

A Corporate H&S Adviser in partnership with the Chair of the Departmental H&S Committee will undertake an annual review of departmental OH&S management arrangements. These arrangements will include a statement of intent from the Corporate Director along with contact details of key personnel within the department.

The arrangements are consulted upon with management and employee representatives at the Departmental H&S Committee prior to being published on the departmental intranet page.

## 4.10 DISABLED & TEMPORARY DISABLED WORKERS

### 4.10.1 Policy

The Council's identifies general and specific risks to the health of people at work and service users and provides safety practitioners to assist managers and staff to control those risks.

#### Arrangements

Risk assessment of work activities, an employee's existing medical conditions (e.g. damaged hearing, occupational asthma, etc.) or reactive monitoring (e.g. accident or ill health statistics) may reveal that health monitoring and reasonable adjustments are required. This must be arranged by line managers using specialist advice from Occupational Health and Corporate Health and Safety. Records must be maintained of an employee's monitoring and the information used as part of the risk mitigation process.

## 4.11 DISCIPLINARY

### 4.11.1 Policy

It is a statutory duty for all employees irrespective of grade or position, not to interfere with or misuse anything provided in the interests of health, safety and welfare. All employees must abide by those provisions and responsibilities affecting them, as laid out within this policy. Failure to do so may lead to disciplinary action.

#### Arrangements

Serious health and safety offences may be regarded as gross industrial misconduct and may result in termination of employment. Breaches of statutory duty can lead to prosecution of the Council and/or the employee. Further information can be found on the Health and Safety pages on [izzi](#).

## 4.12 DISPLAY SCREEN EQUIPMENT

### 4.12.1 Policy

Daily use of Display Screen Equipment (DSE) is very high among sectors of the Council's workforce. The Council's policy, therefore, is to provide safe working conditions in compliance with the *Health and Safety (Display Screen Equipment) Regulations 1992*, the objective being to minimise the risk of occupational ill health by ensuring that operators or users minimise risks by means such as:

- training and information;
- using a self-assessment risk assessment checklist;
- taking proper breaks or changes of activity;
- maintaining good posture;
- workstations suitable for them which meet, where necessary, the statutory standards and individual's specific requirements (e.g. for wheelchair user/blind person etc.); and
- eye tests when employees request them

#### Arrangements

Employees must take personal responsibility for ensuring that their workstation is set up correctly and that breaks etc. are included in their working day. Defects such as broken chairs should not be tolerated and managers should address these issues that can lead to harm. Staff are also encouraged to apply good practice when working from home and in doing so further reduce the opportunity for harm arising from the growing use of DSE.

For further information please refer to the DSE (Display Screen Equipment) page under Policy on the Health and Safety section of the Council's internal website.

## **4.13 ELECTRICITY**

### **4.13.1 Policy**

All staff are clearly instructed that they are not permitted to undertake any electrical repairs. All work on electrical equipment and installations is carried out by NICEIC or registered electrical contractors.

Electrical standards are applied as set out within the Electricity at Work Regulations 1989 and for new works, the standards applied follow current requirements of BS7671 (the IEE Regulations for Electrical Installations and the current Building Regulations).

#### **Arrangements**

It is the Council's policy that live working is prohibited although voltage detection testing is permitted where essential by qualified and experienced staff with appropriate controls and suitable equipment.

Council premises installations are tested and inspected at least every five years by a competent electrician and improvements implemented as necessary for safety.

Arrangements for the electrical safety of portable electrical equipment including tools and office equipment are covered in the section of this policy on Work Equipment.

Further information can be found on the Health and Safety page under Workplace Health Safety & Welfare.

## **4.14 FIRE SAFETY**

### **4.14.1 Policy**

It is the Council's policy that premises including social housing and housing estates managed by the Council or its contractors are subject to a fire risk assessment process to determine the level of fire precautions and that staff, residents and members of the public are instructed on how to act correctly in the event of a fire.

#### **Arrangements**

##### **(a) Premises**

Fire risk assessments typically will cover aspects such as complexity of the premises, means of escape, users (able bodied, disabilities, children, elderly etc.), emergency and evacuation arrangements and use of the premises covering workplaces, reception centres, residential homes and residential blocks.

The buildings have:

- An alarm system or means of raising an alarm, which is audible to all building occupiers;
- Structural fire precautions designed to restrict the spread of fire;
- Means of fighting fires through suitable portable fire extinguishers and other equipment;
- Adequate signage guiding to safety and identifying doors which should be kept shut, the location of fire extinguishers and emergency call points;
- Emergency and evacuation arrangements communicated and prominently displayed covering disabled persons

##### **(b) People**

Control measures are implemented where fire risk affects employees, residents, members of the public and others using the premises. Measures may include training in the use of fire fighting equipment and evacuation equipment, evacuation drills and briefing/refresher training on fire precautions.

Consideration is also given to any special evacuation needs of staff and visitors; this may include personal emergency evacuation plans where applicable.

Further information can be found on the Health and Safety section of izzzi.

## **4.15 FIRST AID**

### **4.15.1 Policy**

The Council will regularly undertake an assessment of first aid needs to determine the numbers of first aiders and/or appointed persons and the first aid facilities required.

#### **Arrangements**

Every Council occupied building will have had an assessment of the requirement for trained first aiders or appointed persons. Notices are displayed identifying where the first aider/s and first aid room (if provided) are located and where the first aid container can be found.

## **4.16 GAS SAFETY**

### **4.16.1 Policy**

The Gas Safety (Installation and Use) Regulations 1998 deal with the safe installation, maintenance and use of gas systems, including gas fittings, appliances and flues, mainly in domestic and commercial premises.

These Regulations place responsibilities on a range of people, including those installing, servicing, maintaining or repairing gas appliances or fittings, as well as landlords.

Within the scope of the Gas Safety (Installation and Use) Regulations, a landlord is defined as 'the person providing residential accommodation for occupation by others on the basis of a tenancy agreement for a periodic term.

In order to reduce the risks associated with the use of appliances and installation using gas, it is the Council's policy to ensure that gas installations and appliances are designed and installed by qualified and competent persons in accordance with the Gas Safety (Installation and Use) Regulations 1998.

That gas installations are maintained in a safe condition by carrying out annual safety checks and regular maintenance.

That a Gas Safety Management System is established.

That it operates a rigorous and robust process to gain access within our social housing, using innovative ways to gain access where tenants refuse it, using court action to seek an injunction as a last resort and only after taking appropriate legal advice.

#### **Arrangements**

The Council will establish a Gas Safety Management System that:

Identifies key senior managers with overall responsibility for ensuring that gas safety policy implementation, and on-going policy development, is carried out. Establishes responsibilities of individual managers in relation to both employers and landlord's duties where gas installations are present in premises under their control.

Commits management to the provision of appropriate financial resources to ensure that annual gas safety checks and maintenance are carried out. Includes detailed operational procedures and guidance in the following key areas:

- Qualifying Contractors and Operatives
- Uniformity of Documentation
- Unsafe Situations



- Gas Escapes
- Gaining Access
- Voids and Mutual Exchanges
- Quality Control
- Document Storage and Retrieval
- Database Management
- Gas Safety Training

## 4.17 HOT WATER AND HOT SURFACE TEMPERATURES

### 4.17.1 Policy

The Council ensures that temperatures at hot water outlets accessed by more vulnerable persons are thermostatically controlled to prevent scalding in accordance with NHS and HTM guidance. It is also Council policy to ensure that taps delivering water at unregulated temperatures are not located in areas accessible to vulnerable persons and are clearly marked, 'warning, very hot water'.

Hot surfaces within the areas accessed by more vulnerable persons, are protected to prevent accidental burns, for example by the use of low surface temperature radiators, insulation, enclosure of pipes and radiators etc., thus ensuring that surfaces do not exceed 43°C.

#### Arrangements

A testing regime is undertaken by relevant premises managers in accordance with NHS Estates guidance HTM04, to check that the temperatures are within the safe range. Records are kept of the tests and appropriate remedial action in Premises Manager's Manual.

All care staff are trained in safe systems of work such as bathing, including a clear understanding of when additional supervision and temperature checks must be carried out. They are made aware that any temperature they observe which appears to be outside of the expected range must be reported for appropriate remedial action. Sufficient numbers of staff are also trained in emergency first aid including burns and scalds response. Further information can be obtained on the Health and Safety section of the Council's intranet.

## 4.18 INFECTION PREVENTION AND CONTROL

### 4.18.1 Policy

Infection control addresses factors related to the spread of infection within residential and day care settings (whether service user to service user, from service users to staff and from staff to service users, or among-staff).

#### Arrangements

Precautions in relation to infection are identified from risk assessments incorporating safe systems of work procedures covering:

- ways of avoiding infection, including hand washing, using gloves and aprons, using sharps safely and educating service users and their carers about infection;
- ways of avoiding and controlling infection for people who need a urinary catheter, enteral feeding or a central venous catheter;
- general cleaning and disinfection, both in a care setting and in the service users' homes, including dealing with soiled laundry, spillages, management of waste and other disinfection needs; and

- the need for relevant training provision for all staff members involved in care work.

For further information please refer to the Infection Prevention and Control section of the Health and Safety page on the Council's website.

## **4.19 LEAD**

### **4.19.1 Policy**

The Council acknowledges that working with lead can put employees and non-employees health at risk, causing diseases including headaches, stomach pains and anaemia. Other serious symptoms include kidney damage, nerve and brain damage and infertility.

The Control of Lead at Work regulations requires the Council to control worker exposure to Lead.

Areas of concern for the Council cover:

- Most buildings built before 1978 contain some lead-based paint;
- It was used exclusively on homes built before 1950 because of its excellent adherence and durability qualities;
- Lead paint has a pleasant, sweet taste that some children like to ingest;
- The chips, dust and flakes of lead paint have the potential to cause illness in children that is irreversible;
- Lead dust is usually found on windowsills in window wells, near doors that rub against floors and casings. Blistering and peeling paint can produce chips and flakes that can also be consumed;
- Tenants and contractors often disturb or improperly manage painted surfaces both inside and outside the premises;

Employees, contractors and home repair enthusiasts often dry scrape, burn off or in other ways create dusts and fumes that may be injurious to them and others

#### **Arrangements**

The Council is committed to ensuring that employees contractors and tenants should familiarise themselves with lead-safe work methods and best practice. This is to protect their own families from 'take-home' lead as much as it is to protect themselves and others likely to be affected by their work activities. This will be achieved by

- Carrying out 'suitable and sufficient' risk assessments prior to maintenance activities.
- Providing training and information about lead exposure risks, which includes exposure risks to third parties - such as residents and employees.
- Provision of adequate facilities for changing, washing and eating.
- Where appropriate the monitoring of airborne lead levels.

## **4.20 LIFTING OPERATIONS AND LIFTING EQUIPMENT**

### **4.20.1 Policy**

Council activities involve the use of lifting equipment covering mobile and fixed lifting hoists, slings, bath hoist, bath lift, lifting platforms, profiling beds, stand and raising aids and passenger lifts. The Council aims to ensure that all lifting operations are properly planned; lifting equipment is used in a safe manner and that, where necessary, it is thoroughly examined at suitable intervals by a competent person.

#### **Arrangements**

All lifting equipment including lifting accessories are identified on a schedule which is used to ensure that each item has a prominently displayed safe working load, which is and receives the maintenance and inspection required.

Equipment is subject to a maintenance regime in accordance with good practice and taking into account manufacturer's instructions. Equipment is also subject to periodic thorough examination and testing to a schedule and an inspection report is issued that meets the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER).

The schedule of equipment and records of maintenance and inspection are held locally within the Premises Managers Manual.

Lifting equipment is only used by persons that have had suitable and sufficient information and training on their safe operation and use and any precautions or safeguards required. Operators must also be formally authorised to use the equipment.

Further information can be obtained on the Health and Safety page of the Council's intranet site.

## **4.21 MOVING AND HANDLING LOADS**

### **4.21.1 Policy**

Although every effort is made to reduce loads to a level where there is little risk of injury, the Council accept that this cannot always be achieved, particularly in relation to facilities and waste management. Where moving and handling tasks are identified risk assessments are carried out using the generic risk assessment forms. Where risks still remain then specific moving and handling risk assessments are undertaken by Corporate Health and Safety.

#### **Arrangements**

Recommendations arising from the assessments are implemented by line managers, employees are instructed in the outcome and copies of the assessments are provided to all employees.

Equipment, such as trolleys are provided where possible to minimise or simplify handling of heavier objects and that two or more persons are available where the risk assessment identifies the need.

Employees involved in significant lifting are trained in using safe techniques and instructed to report to their line manager any health concerns that may make manual handling less safe for them. Where the use of equipment or safe systems of work is specified to reduce manual handling risks, staff receive appropriate training.

For staff who are not expected to carry out significant lifting and therefore do not receive detailed manual handling training, they are instructed during induction training that they are not permitted to undertake these types of activities.

For additional information please refer to the Policy section of the Health and Safety webpage on izzi.

## **4.22 NEW AND EXPECTANT MOTHERS**

### **4.22.1 Policy**

The Council recognises its legal and moral obligation to ensure a safe and healthy work environment for new and expectant mothers.

Whilst the Council does not equate pregnancy with ill health, any health and safety implications will be addressed by the relevant line manager.

#### **Arrangements**

Following notification of a pregnancy a New and Expectant Mother risk assessment is

completed in addition to the employee's current risk assessment/s.

Special consideration is given to risks from hazardous processes, working conditions, physical, chemical or biological agents.

The assessment is completed by the line manager with support from the relevant corporate health and safety adviser.

For additional information please refer to the Policy section of the Health and Safety webpage on izzii.

## **4.23 NON - EMPLOYEES, CUSTOMERS & PUBLIC**

### **4.23.1 Policy**

The Council accepts it has both statutory and moral responsibilities towards its customers, whether young people, people in receipt of care or other members of the public. It will ensure so far as is reasonably practical, that adequate provision is made for their health and safety when visiting Council-owned premises or using Council equipment, when the Council undertakes activities in the community and generally within the public realm.

#### **Arrangements**

Council departments undertake risk assessments of their service provision to non-employees, customers and members of the public and implement appropriate risk control systems where necessary.

Further information can be obtained on the Health and Safety page of the Council's intranet site.

## **4.24 OCCUPATIONAL HEALTH AND EMPLOYEE ASSISTANCE**

### **4.24.1 Policy**

The occupational health team (within Human Resources) is a service that personnel with work-related health problems and health-related work problems may be referred by line managers for advice.

#### **Arrangements**

Its occupational health provision covers:

- pre-employment, periodic and specialist health examinations;
- advising individuals and management on work related health issues;
- group surveillance of those at special risk, e.g. drivers;
- counselling;
- lifestyle health screening;
- vaccinations for Hepatitis B (for high risk groups); and

An Employee Assistance Programme (EAP) is available for employees and offers a free independent, confidential advice and support service. The EAP is available any time day or night, seven day a week by calling the free phone number (0800 282 193).

Further information can be obtained on the Health and Safety site under the Occupational Health section.

## **4.25 PERFORMANCE MONITORING**

### **4.25.1 Policy**

Proactive measurement of the Council's performance against health and safety standards will be undertaken through:

- formal review of performance against health and safety policy
- risk based health and safety monitoring of the workplace and work activities of housing estates managed by the Council or its contractors and within the public realm
- staff appraisals; and
- monitoring of progress against action plans by committees

### Arrangements

#### (a) Formal Review and Reporting

The Corporate Health and Safety Manager undertakes a formal review every year to determine whether this policy requires revision and to measure whether

the responsibilities and arrangements set down within the Corporate Health and Safety Policy and associated arrangements, are being implemented in practice. Following this review, a report is presented to the Corporate Management Board (CMB) analysing current performance, identifying major and minor non-conformances and making recommendations for corrective action.

On receipt of the performance report, CMB and the Executive agree the health and safety action plan and the resources necessary. They also agree health and safety performance targets and objectives for the coming year. The Lead Director for Safety will drive forward improvement and monitor to ensure that progress is made within identified timescales whilst making frequent progress reports to CMB.

REPORT	FREQUENCY	MEETING	ACTION / APPROVAL
Health & Safety Strategy	Three Yearly (November)	<b>Executive</b> via, CMB and JEH&S Committee	Review content and approve publication
Corporate H&S Policy	Annual (November)	<b>Executive</b> via CMB and JEH&S Committee	Authorise and 'sign-off' by Leader of the Council, Chief Executive & Lead Director of Safety
Annual H&S Performance Report	Annual (November)	<b>Executive</b> via, CMB and JEH&S Committee	Review content and approve publication
Quarterly Accident Report & Executive Summary	Quarterly March / June / September / December	JEH&S Committee	Review content

The Corporate Health and Safety Manager, conducts a quarterly strategic review with the Chair of the Joint Executive H&S Committee to discuss progress in implementing the action plan, targets and objectives, identify any new concerns arising and provide further advice.

## **(b) Risk Based Health and Safety Monitoring**

Line managers undertake a risk based inspection of their areas of control and monitor that routine management actions are completed using a standard checklist produced and reviewed by Corporate Health and Safety. On completion of the checks, the line manager collates the results and determines with the assistance of premises managers, any actions to be taken. Timescales and responsibilities are assigned and at the next check, the line manager determines whether there are actions which remain outstanding from the previous monitoring. Where actions have not been completed the line manager highlights these to the relevant senior manager for follow up.

## **(c) Staff Appraisals**

Directors and line managers have health and safety performance objectives based on the Council's overall health and safety objectives. Progress against all individual objectives is measured as part of staff performance appraisal programme.

## **(d) Monitoring by Committee**

The quarterly joint executive and departmental health and safety committee meetings include a standing item for performance monitoring. This item is used by the committees to receive and evaluate progress reports concerning the health and safety action plan and overall objectives. For further information please refer to the Health and Safety page on izzi.

## **4.26 PERMIT TO WORK (PTW)**

### **4.26.1 Policy**

The Council ensures that where high risk activities such as maintenance tasks have been identified, a competent contractor is appointed and made aware of the nature of the task, the foreseeable risks and its associated hazards. The extent of the controls required will depend on the level of risk associated with the task and may include the need for a permit-to-work system to be implemented.

A permit-to-work (PTW) is not simply permission for a contractor to carry out a dangerous job / activity. It is an essential part of the Council's system which determines how that job can be carried out safely, and helps communicate this to those doing the job / activity and any stakeholders and those affected by the job/activity

#### **Arrangements**

A Council appointed representative identifies work that requires a PTW and the contractor will complete the document with details of the work to be undertaken, foreseeable hazards, the precautions to be implemented by the contractor and the start and finish time of the permit. Both parties sign to indicate that particular work methods and precautions have been agreed.

Where problems arise that result in changes or amendments to the operation of the PTW, then discussion should take place immediately between the contractor and Council appointed representative. Amendments must be agreed, documented and communicated to relevant stakeholders affected by the job/activity.

Contractors are required to keep a copy of their PTW at the place of work which may be inspected by premises managers / Council appointed surveyors. At the end of the permitted time, the PTW is closed by sign-off from both parties to indicate that the

work is finished and the work area is safe and a copy given to the premises manager.

Further information can be found under Permit to Work on the Premises Management section of the Council's health and safety page.

## **4.27 PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING**

### **4.27.1 Policy**

Personal Protective Equipment (PPE) is supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE can also be used as a temporary measure whilst other risk controls are being established or in emergency situations. The use of PPE is based on the output of risk assessments and accompanied by other arrangements such as information on its correct use, suitable storage and means of repair or replacement etc. in order to comply with the *Personal Protective Equipment at Work Regulations 1992*.

#### **Arrangements**

Staff who require PPE are supplied with equipment that is suitable and sufficient. But before such provision, other means of controlling the hazard concerned will be sought first e.g. remove the person from any hazard or isolate the hazard in some other way; PPE is issued as a last resort measure based on an analysis of individual needs.

Employees issued with PPE are also provided with information, instruction and training in the correct use, storage and care of PPE tailored to their level of understanding as necessary (e.g. where there are low literacy levels/non-English speaking employees). This use should also be subject to supervisory checks from time to time. Records of issue and training etc. must be maintained to demonstrate action taken as a consequence of the risk assessment.

For further information please refer to the Health and Safety page on izzi.

## **4.28 RISK MANAGEMENT**

### **4.28.1 Policy**

The Council have a programme in place for the completion of generic, bespoke, specific and premises-related risk assessments as required by legislation. Risk assessments are led by persons who have appropriate training and experience with input from individuals with experience of the work activities being assessed and include both activities undertaken at our own premises and risks associated with offsite and itinerant activities such as work at the premises of others, travel and driving.

The Council is committed to identifying the risks brought about by its activities followed by implementation of control measures to reduce risks to a level that is as low as reasonably practicable.

#### **Arrangements**

The extent to which the Council undertake the assessments internally depends on the competency required. Line managers must complete the Council risk assessment awareness e-course prior to using the generic risk assessments. The arrangements in relation to each type of risk assessment are detailed below:

Type of Risk Assessment	Who Undertakes
Asbestos	Asbestos Surveyor
Bespoke	Line Manager with assistance from Corporate H&S Adviser
Building	Premises Manager with assistance from Corporate H&S Adviser
COSHH (Chemical and Biological)	Corporate H&S Adviser
Dangerous Substances and Explosive	External Specialist
Display Screen Equipment	Habitual User (employee) with assistance from Corporate H&S Adviser
Fire	Fire Safety Assessor
First Aid	Line/Premises Manager with assistance from Corporate H&S Adviser
Generic	Line Manager
Legionella	External Specialist
Moving and Handling Tasks	Line Manager with assistance from Corporate H&S Adviser
New and Expectant Mothers at Work	Line Manager with assistance from Corporate H&S Adviser
Noise	Occupational Hygiene Consultant
Outdoor Educational	Corporate H&S Adviser
Personal Protective Equipment	Information is included within COSHH and Bespoke Risk Assessments
Pressure Systems - Written Scheme	Competent Person for Pressure Systems, Insurance Company responsible for testing and inspecting the equipment
Radiation	Radiation Protection Advisor
Service User Lifting	Occupational Therapist
Operations - Lifting plan	
Vibration	Occupational Hygiene Consultant
Work equipment	Line Manager with assistance from Corporate H&S
Work-related stress	Line Manager with assistance from Corporate H&S
Young people	Line Manager with assistance from Corporate H&S

Progress on the programme of risk assessments, the training of line managers and the outcome of assessments are subject to consultation with employees via Joint Executive and Departmental Health and Safety Committee Meetings, Staff Meetings, email consultation systems etc.

The significant findings of risk assessments are communicated to staff involved in relevant activities by circulating the risk assessments to all employees supported by a folder of assessments within each location.

Risk assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

Records of risk assessments are retained for at least 5 years and master copies are retained by the relevant line manager.

For further information please refer to the Health and Safety page on izzii.



## 4.29 SAFETY SIGNS AND SIGNALS

### 4.29.1 Policy

All safety signs and any safety signals used (e.g. for reversing of vehicles) within the Council will comply with the Health and Safety (signs and Signals) Regulations

#### **Arrangements**

Appropriate safety and/or warning signs must be provided and maintained, where any risks identified by the risk assessment required under the Management of Health and Safety at Work Regulations cannot be controlled by other means

## 4.30 SMOKING

### 4.30.1 Policy

Smoking is not permitted within Council building premises and vehicles.

#### **Arrangements**

Signs are displayed at entrances and in vehicles in accordance with statutory requirements. Smoking is also not permitted in any private vehicle when used on company business if it is being used to carry passengers.

Further information can be obtained on the Health and Safety page of the Council's intranet site under Policy.

## 4.31 TRAINING & COMPETENCE

### 4.31.1 Policy

All employees must be sufficiently competent to undertake their work without endangering themselves or others. Training and instruction given to new and experienced employees can be a substantial contribution to that requirement.

#### **Arrangements**

Where specific health and safety skills or competencies are required this is defined within job descriptions and personal specifications.

Training needs are reviewed at recruitment of new starters and then formally on an annual basis during performance appraisals. Training needs are also identified on an ongoing basis for example: as a result of risk assessments or accident investigations; through site inspections or audits; and arising from changed legislation or standards.

Where an individual takes on specific health and safety responsibilities they will receive relevant health and safety training in their responsibilities, for example this applies to directors and managers, and specific training for specialist roles such as fire marshals and first aiders.

Training will also be provided at the introduction of new equipment, new technology or work procedures. Young workers i.e. those under 18 years old, will receive additional training and supervision as required, according to the outcome of an individual assessment.

All health and safety training is provided by competent instructors and takes place during paid working hours. The identification of training needs is a line management function but day to day coordination of the corporate training programme is carried out by the corporate health and safety training manager.

Further information can be found on the Health and Safety section of the Council's website under the Health and Safety Training section.

## **4.32 VIOLENCE AND AGGRESSION**

### **4.32.1 Policy**

The Council is determined to ensure that staff who provide services to others do not have to put up with intimidation and violence

Violence at work includes any incident where staff are verbally abused, bullied, harassed, threatened or assaulted whilst working. It includes:

- Any type of verbal abuse, which causes distress
- Aggressive or violent behaviour from co-workers, other professionals, clients or members of the public
- Attacks on employee's property.

#### **Arrangements**

As with other risks, the process adopted within Islington is to apply a risk assessment methodology. Typical control measures to be adopted include personal safety awareness, use of alarms, conflict avoidance techniques, approved means of handling violent youths/adults and separation using screens.

Corporate Health and Safety have developed four generic risk assessments dealing with violence and aggression which are available to managers on the Health and Safety Intranet. These are:

- Violence and Aggression – Working in the Community.
- Violence and Aggression – Working in Residential and Day Care Centres.
- Violence and Aggression – Meeting and Interviewing the Public in Council Establishments.
- Violence and Aggression – Working in Private Dwellings.

The framework aims to maximise the physical and psychological health and wellbeing of all staff whilst promoting a healthy environment, which fosters a culture of trust, co-operation and mutual respect.

Further information can be found on the Health and Safety section of the Council's website under Policy.

## **4.33 WATER SAFETY & LEGIONELLA**

### **4.33.1 Policy**

It is the policy of the Council to do all that is reasonably practicable to protect employees, visitors, neighbours and members of the public from health hazards arising from the use and distribution of water in all Council owned or leased premises. This is achieved by the implementation of a management procedure to ensure full compliance with all statutory requirements of current relevant Legislation, Standards, Codes of Practice and published Guidance.

#### **4.33.2 Arrangements**

The Council undertakes to:

- a) appoint responsible persons (premises managers / surveyors) and provide adequate training;
- b) identify all water plant and systems which present a potential risk of exposure to legionella bacteria;
- c) arrange for risk assessments to be conducted of 'at risk' water systems and to review these assessments at least every 2 years and when significant changes occur;
- d) eliminate or reduce risks whenever possible by the procurement of plant, equipment and systems which have been designed to eliminate or minimise the risks of exposure to legionella bacteria;

- e) establish and operate a written scheme for controlling risks;
- f) monitor compliance with the written scheme; and review risks and the performance of the risk control measures, revising risk assessments and written schemes as required;
- g) maintain all records; and
- h) employee's only competent, adequately qualified and trained personnel and service providers.

## **4.34 WORK EQUIPMENT**

### **4.34.1 Policy**

All work equipment (this includes any machinery, appliance, apparatus or tool and any assembly of components which are arranged and controlled to function as a whole) will be suitable and sufficient for the task.

Therefore all work equipment must satisfy the supply and use requirements e.g. should be safe to install and installed safely; safe to use and used safely; safe to maintain and maintained safely.

When selecting work equipment for purchase the Council will consider the suitability for the tasks required maintenance and any specific risks. This also includes ensuring that staff are suitably trained to use the equipment to use equipment safely and the limitations of the equipment.

Where the Council purchase machinery or equipment from outside of the EU, it is recognised that the Council may become the importer and are consequently responsible for ensuring that the equipment meets conformity requirements as set out within the regulations and relevant CE Marking and EC Directive requirements as documented within the Council's Law Register.

### **4.34.2 Arrangements**

Portable electrical equipment is subject to portable appliance testing by an external specialist contractor as determined by the risk assessment. The frequency of testing is scheduled in accordance with Institute of Engineering and Technology (IET) guidance and this testing is in addition to the pre-use inspections that all staff are instructed to carry out. If additional visual inspections are required e.g. of portable power tools, this will be included within the relevant risk assessment and assigned to a member of staff.

Defects are reported to line managers who ensure that repairs or replacement is undertaken promptly. Equipment which is in a dangerous condition is securely removed from service whilst awaiting repair or disposal.

Safe systems of work are also developed for the use and maintenance of hazardous equipment and relevant safety signs are clearly displayed. These control measures are based on general risk assessments which have been undertaken for the use and maintenance of the equipment.

All work equipment is subject to a programme of inspection and where necessary, maintenance. This programme is devised taking into account the risk assessment, general good practice and the manufacturer's instructions. Maintenance is only carried out by persons who have been suitably trained.

Further information can be obtained on the Health and Safety page of the Council's intranet site.

## **4.35 WORK EXPERIENCE AND YOUNG PEOPLE**

### **4.35.1 Policy**

The Council aims to provide appropriate information to managers who will be required to undertake young workers (work experience) and work placements risk assessments to ensure their health, safety and welfare is maintained whilst they are at work.

### **4.35.2 Arrangements**

Where young people/children are involved in work experience/are employed the Council ensures compliance with applicable employment and working hour's legislation including restrictions on night working, additional rest breaks and the length of working days.

The Council will complete a specific risk assessment of the tasks which the young person/child is to be undertaking which takes into account their immaturity, inexperience and lack of risk awareness. The individual is provided with additional instruction and supervision as determined by the risk assessment.

There are certain tasks which young workers are not allowed to carry out such as work involving exposure to hazardous substances or radiation, the use of dangerous machinery (except during training) construction work, work involving hazardous exposure to noise or vibration.

In the case of employment/work experience of children, the Council ensures that the findings of the risk assessment are shared with their parent or legal guardian prior to the placement/work starting.

For further information please refer to the Health and Safety page on izzi.

## **4.36 WORKING AT HEIGHT**

### **4.36.1 Policy**

Where work at height is required the Council will conduct a risk assessment in order to identify the risk control measures required to minimise the risks so far as reasonably practicable. The risk assessment process takes into consideration the hierarchy of controls as set out within the Work at Height Regulations. Where applicable, risk control measures include arrangements for rescue.

Employees will only use ladders and step ladders for work at height where the low risk and short duration makes this acceptable and where the nature of the work enables three points of contact to be maintained throughout.

Where work involves difficult access or work at heights which cannot be carried out safely from ladders or steps, special access arrangements will be made.

### **4.36.2 Arrangements**

All ladders and stepladders used by Council employees meet BSEN131 standards or British Standard Industrial class, have a maximum static load capacity of at least 150Kg and are inspected on at least an annual basis. Steps used for heavy industrial applications e.g. work on construction sites will always have a maximum static load capacity of 175Kg. All work at height equipment including kick stools, step ladders and ladders, are subject to formal inspections in addition to pre-use inspection by the employee.

Council employees are instructed in the principles of safe use of the access equipment provided. If there are ladders and step ladders intended only for use by particular staff members such as handypersons/premises managers, then that equipment will be restricted.

## **4.37 WORKPLACE HEALTH AND SAFETY**

### **4.37.1 Policy**

The Council recognises the importance of providing and maintaining a safe and healthy working environment. The Council will strive for and promote best practice and high standards in managing health and safety and comply with relevant health and safety legislation.

### **4.37.2 Arrangements**

In Council controlled workplaces a building risk assessment is undertaken by the premises manager. This includes all significant risks covering:

- a) Fire Safety
- b) Electrical Safety
- c) Access and Egress
- d) Gas Safety
- e) Pressure Systems
- f) Control of Contractors
- g) Working at Height
- h) Exposure to Chemical Hazards
- i) Exposure to Biological Hazards
- j) Lifting Equipment
- k) Asbestos
- l) Work Equipment
- m) Provision of First Aid
- n) Disposal of Waste.

Workplace Health and Safety Inspections are regularly conducted within all Council workplaces. The objective of this requirement is a proactive monitoring of health and safety standards. A sound basis for this monitoring is the periodic (risk based) standard checklist, completed by premises and line managers.

## **4.38 WORK-RELATED STRESS**

### **4.38.1 Policy**

The Council acknowledges the importance of identifying and reducing workplace stressors. The Council steers work-related stress strategically through the Joint Executive Health and Safety Committee and monitors stress through absence statistics, staff surveys and other appropriate means.

Managers are responsible for ensuring that work related stress is assessed and managed. The Council provides training for managers and supervisory staff in stress management.

Individuals are responsible for managing and prioritising work so far as their role allows them and for reporting concerns to their manager. The Council also provides support for individual staff who may be affected by stress through the provision of training and Employee Assistance Programme.

### **4.38.2 Arrangements**

As a result the Council have evaluated the roles and job functions in our business and identified those jobs which are more stressful than others. This assessment has taken into account the Health and Safety Executive's stress management standards and indicators of stress within the Council. As a result the Council has implemented an

action plan to reduce the impact which excess work pressure can have on our staff.

The stress risk assessment is reviewed at least annually in consultation with a cross section of staff and progress against the action plan is reviewed via staff meetings.

The Council encourage a supportive culture where colleagues assist each other to ease peaks in work load. The nature of Council work demands regular communication between managers and staff and plenty of opportunities for staff to share problems and seek additional support if needed. The Council discourages staff from working excessive working hours and has implemented HR procedures to ensure compliance with the Working Time Regulations.

Further information can be obtained on the Health and Safety page of the Council's intranet site.

### **IMPORTANT INFORMATION**

The Council's Corporate H&S Advisers and/or Council appointed surveyors are authorised to enter all workplace premises and sites owned, leased, operated, rented or in the control of the Council to inspect any documentation required for health and safety purposes and all parts of the premises or site to check conformity with health and safety regulations of all activities and processes carried out within.

In cases of imminent danger and/or statutory breaches, Corporate Health and Safety Advisers and/or Council appointed surveyors are authorised to request and/or cause work activities to be halted until safe working practices can be established.

Directors, managers, employees and contractors/suppliers of the Council must not undertake or authorise any activity which places employees or others in danger, or the Council at risk of enforcement action. This would be in breach of statutory duties.

Title	Corporate Health and Safety Policy	Joint	Jason Hughes/Kirsten Oliver		
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