

# **DUNDEE CITY COUNCIL**

**REPORT TO:** Personnel and Management Services Committee - 20 October 2003

**REPORT ON:** Council Health and Safety Policy

**REPORT BY:** Assistant Chief Executive (Management)

**REPORT NO:** 659-2003

## **1 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to seek approval of the revised Council Health and Safety Policy.

## **2 RECOMMENDATION**

- 2.1 It is recommended that the Committee approves the revised version of the Council Health and Safety Policy (copy attached).

## **3 FINANCIAL IMPLICATIONS**

- 3.1 The approval of this policy will not give rise to any additional expenditure, but may lead to a re-prioritisation of resources within Departments.

## **4 LOCAL AGENDA 21 IMPLICATIONS**

- 4.1 The proposal will ensure that health is protected by creating safe, clean, pleasant environments, wherever possible, in which to work.

## **5 EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1 None.

## **6 BACKGROUND AND PROPOSALS**

- 6.1 The Council's current Statement of Health and Safety Policy was last reviewed in 1997, and is now in need of review. The Management of Health and Safety at Work Regulations 1999 placed additional emphasis upon the provision of competent health and safety advice from within the organisation with a renewed commitment placed upon employers to allocate sufficient resources towards the effective management of health and safety.
- 6.2 The Government launched its Revitalising Health and Safety Strategy through the Health and Safety Commission in 2000, encouraging employers to focus upon achieving continuous improvement in health and safety by minimising the opportunities for accident and occupation ill health.

6.3 The policy provides the framework to enable the Council to make the necessary organisational arrangements to effectively manage health and safety. Many of the organisational arrangements will however have to be detailed in departmental health and safety policies which will be supplementary to this policy.

## 7 **CONSULTATION**

7.1 All Directors, Chief Officers and the trade unions have been consulted in the preparation of this report.

## 8 **BACKGROUND PAPERS**

8.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.

J.C. Petrie  
Assistant Chief Executive (Management)

29 September 2003



**DUNDEE CITY COUNCIL**

**GENERAL STATEMENT  
OF  
HEALTH & SAFETY  
POLICY**

***CHIEF EXECUTIVE***

***OCTOBER 2003***

# DUNDEE CITY COUNCIL

## GENERAL STATEMENT OF HEALTH & SAFETY POLICY

Council Chambers  
21 City Square  
DUNDEE

Signed: **A. STEPHEN  
Chief Executive**

Date: October 2003

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## 1. GENERAL STATEMENT

Dundee City Council is committed to ensuring effective health and safety management and performance throughout all Council Departments, and requires that health and safety matters be given appropriate consideration with equal status to other service demands.

The Council recognises its responsibilities for the health, safety and welfare at work of employees, and the health and safety of others who may be affected by the Council's work activities.

All employees have an individual responsibility to take reasonable care for their own health and safety, and for the health and safety of others who may be affected by their acts or omissions. Employees must carry out their work as trained, and in accordance with the instructions they receive to enable them to work safely. Employees must co-operate with the Council in complying with any statutory requirement. They must report any work situation that it is reasonable for them to consider an immediate and serious risk to health and safety, and must notify any perceived shortcomings in health and safety arrangements to line management even when no immediate danger exists.

Successful health and safety management with high standards of health and safety performance are inseparable from efficient management practice, and are recognised as essential objectives integral to service delivery.

Effective health and safety management will be achieved by:

- (a) Creating and maintaining a positive health and safety culture which seeks to secure health and safety commitment, and co-operative effort at all levels within the organisation.
- (b) Recognising that legal requirements are a minimum standard which should, so far as reasonably practicable, be exceeded.
- (c) Understanding that effective health and safety management is not "common sense" but is based on a common understanding of hazards, risks and their controls brought about through planned and systematic professional management.
- (d) Taking appropriate action to secure, so far as is reasonably practicable:
  - The provision and maintenance of plant, equipment and systems of work, which are safe, and without risk to health.
  - Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transportation of articles and substances.
  - The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees.
  - The maintenance of any place of work, and means of access or egress under the Council's control in a condition that is safe and without risk to health.

- The provision and maintenance of a working environment for employees that is safe, without risks to health, and adequate as regards facilities and arrangements for welfare at work.
- (e) Identifying and, so far as is reasonably practicable, avoiding or eliminating work-related hazards, and thereafter assessing and suitably controlling any residual risks.
  - (f) Planning for health and safety including the setting of realistic short and long term objectives, deciding priorities and establishing suitable performance standards.
  - (g) Monitoring and reviewing performance on a regular basis to ensure compliance with the relevant standards.
  - (h) Assessing and evaluating contractors' health and safety competence and resources prior to appointment and monitoring their performance thereafter.
  - (i) Ensuring appropriate workforce consultation, consultation with appointed safety representatives, and the provision of reasonable facilities and assistance to enable safety representatives to carry out their function.
  - (j) Allocating appropriate resources for implementation of the Council's Health & Safety Policy.

## **2. ORGANISATION**

This Health & Safety Policy statement is supported by supplementary policies that detail the organisation and arrangements made by individual Departments to ensure that the aims of this Policy are being met. The following is therefore only an outline of the Chief Executive and Chief Officers' responsibilities for health and safety implementation.

The Chief Executive has overall responsibility for the Council's health and safety performance, and will achieve this by ensuring that the appropriate organisation and arrangements necessary for policy implementation, monitoring and review are developed and suitably detailed. The nature of the Council's operations is such that, from an operational point of view, the work is carried out by separate Departments. Each Director/Chief Officer retains executive authority for matters of health, safety and welfare, and is responsible for defining the detailed organisation and arrangements required for policy implementation, and health and safety management within their Department.

## **3. CHIEF OFFICER FOR HEALTH AND SAFETY**

The Assistant Chief Executive (Management) has been designated by the Chief Executive as the Chief Officer for Health & Safety having responsibility for the development of corporate health, safety and welfare policies, and for co-ordinating corporate monitoring of Health & Safety Policy implementation and performance. The Chief Officer for Health and Safety will ensure that health and safety remains an active issue by submitting regular reports for the consideration of Dundee City Council Management Team.

#### **4. HEALTH AND SAFETY ASSISTANCE**

Competent health and safety advice and assistance within the meaning of Regulation 7 of the Management of Health & Safety at Work Regulations 1999 shall be provided to the Council and its Departments by a Health & Safety Section within Personnel and Management Services. The Council's Health and Safety Co-ordinator and the Corporate Health and Safety Officers will also have the authority of the Chief Executive to stop or suspend unsafe work practices. The appointment of such competent Health & Safety persons does not relieve Directors or Chief Officers of their responsibilities for health and safety under the Health & Safety at Work etc. Act 1974 and other relevant statutory provisions.

The Council's Health & Safety Co-ordinator shall be consulted in relation to all communications between the Council and the Health and Safety Executive. In many cases where Departments do not have a health and safety officer, this will require the Council's Health & Safety Co-ordinator to liaise directly with the Health and Safety Executive on behalf of Council Departments.

#### **5. GUIDANCE NOTES**

As required, guidance and procedures designed to achieve compliance with appropriate health and safety standards will be prepared and adopted as supplementary to this Policy. The guidance notes will be communicated to all Departments, to assist management in risk control.

#### **6. RISK MANAGEMENT AND CONTROL**

Each Department shall provide a clear written risk assessment strategy for undertaking risk assessments, and to implement suitable and sufficient risk controls. Council Departments will follow risk management principles in identifying health and safety hazards, in order to pursue progressive improvements that will bring about a reduction in the frequency and severity of injury and ill health incidents, and will reduce the likelihood and severity of accidents to employees and others affected by the Council's work activities.

Fundamental to such risk management is the need for hazard identification and appropriate risk assessment and control. The Corporate Health & Safety Section will provide risk assessment training. Departments shall ensure that sufficient trained personnel are involved in the risk assessment and control process that may be supported as necessary by the Health & Safety Section. Each Department is responsible for ensuring that all relevant health and safety risk assessments are completed and reviewed to identify and implement the necessary controls. Senior management must ensure that sufficient resources are allocated to this task, and all supplementary policies will contain a strategy statement detailing how the task of undertaking risk assessments is to be allocated. (Further guidance on conducting specific risk assessments eg. Fire, COSHH, Stress, DSE etc. will be contained in separate guidance). Hand-Arm vibration and noise risk assessments will however be undertaken in direct consultation with the Corporate Health and Safety Section (unless Departments have their own Health & Safety Officer) who will provide the necessary technical expertise to conduct such assessments. Each Department will however be responsible for identifying situations or work activities that may require such risk assessments. Departments should undertake other specialist risk assessments as required and ought to obtain advice from the Corporate Health & Safety Section unless Departments have their own Health & Safety Officer.

## **7. HEALTH & SAFETY INDUCTION**

Health and safety induction training is to be delivered by Departments within the first week of employment. The induction training will include fire safety arrangements, health and safety hazards and controls, health and safety communications, specific risk assessments relating to the work activities and roles. Other aspects that need to be also covered include: first aid arrangements, accident reporting procedures, welfare arrangements as well as the arrangements detailed in the Departmental Health and Safety Policy. In all cases fire safety training must be given on the first day including all temporary employees. Those who are required to use display screen equipment, as part of their normal duties must also receive training in the operation of display screen equipment. Records of all training administered must be retained by Departments.

## **8. PROPERTY MAINTENANCE AND EQUIPMENT**

The workplace and work equipment requires to be maintained in an efficient state, efficient working order and in good repair. Property maintenance is the responsibility of each Department to manage but to facilitate this responsibility certain maintenance procedures are being arranged at a corporate level, and those arrangements will be detailed in a separate document. Each Department will still be responsible for ensuring that the arrangements are adequate, and will be responsible for establishing additional maintenance procedures to ensure that the workplace and equipment is being adequately maintained. Additional maintenance procedures and arrangements must be detailed in the supplementary Departmental Health & Safety Policies.

## **9. ELECTRICAL OPERATOR CHECKS**

All employees are required to be instructed in the correct operation of the electrical equipment they are required to use, and shall be informed not to use damaged or defective items. Employees should visually examine the equipment before connecting to supply voltage, and defective equipment should be immediately withdrawn from service and suitably marked as defective until repaired. Employees should ensure that any such defective equipment is reported to their line manager for repair following the Department's own internal procedures.

(See Appendix 1 for details of User Checks.)

## **10. EMERGENCY PROCEDURES**

Appropriate emergency procedures to deal with foreseeable situations that may present serious and imminent danger will be established. These procedures will set out the role and responsibilities of competent persons nominated to implement any detailed actions and will ensure that all employees are familiar with such emergency procedures. Where necessary such procedures shall consider any persons requiring special attention or assistance. Fire and bomb threat procedures have been produced for implementation at workplaces.

## 11. ACCIDENT RECORDING, INVESTIGATION AND REPORTING

### (a) Investigation

Every accident will be investigated by the injured person's supervisor and a report submitted to the Corporate Health & Safety Section on the Council's Incident Reporting Form that must state, where practicable actions/recommendations to prevent a recurrence.

### (b) Notification and Recording

Every employee who suffers personal injury at work must give notice of any accident as soon thereafter as is practicable. The injured employee must ensure that details of the accident are entered in the Accident Book BI 510.

To ensure compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 1995), the following will apply:-

### (c) Appointment of Responsible Persons

The Assistant Chief Executive (Management) will designate responsible persons within his/her department who will notify the Health and Safety Executive of accidents, dangerous occurrences and occupational diseases which are within the scope of RIDDOR 1995 and who will keep records of them.

### (d) Action Required in the Event of a Death, Specified Major Injury or Condition, or a Dangerous Occurrence.

If any person, as the result of an accident arising out of or in connection with the work of the Council, dies or suffers a specified major injury or condition, or where there is a dangerous occurrence, the Head of Department will notify the Corporate Health & Safety Section without delay. The Corporate Health & Safety Section will thereafter notify the Health and Safety Executive. (Departments with their own Safety Officer should notify the Health & Safety Executive directly themselves, with a copy of the F2508 return being forwarded to the Corporate Health & Safety Section)

### (e) Action required if, as a result of an accident at work, an employee is off work for more than three consecutive days.

If, as a result of an accident at work, an employee is off work for more than 3 consecutive days (excluding the day of the accident but including days which would not have been working days), the departmental responsible person will send a report of the accident to the Corporate Health & Safety Section as soon as possible. The Corporate Health & Safety Section will then report the accident to the Health and Safety Executive within 10 days of the of the accident becoming reportable. The Corporate Health & Safety Section will retain one copy of the F2508 form for a period of 3 years and one copy will be sent to the Department for retention. (Departments with their own Safety Officer should notify the Health & Safety Executive directly themselves, with a copy of the F2508 return being forwarded to the Corporate Health & Safety Section)

- (f) Action required in the event of a minor accident.

The departmental responsible person will ensure that an appropriate internal incident report form is completed for each incident that occurs in his/her area of control. One copy will be retained by the responsible person and one copy will be sent to the Corporate Health & Safety Section.

- (g) Action required when an employee is known to be suffering from a reportable occupational disease.

On receipt of a written diagnosis from a doctor (e.g. on a medical certificate) which specifies that an employee is suffering from an specified occupational disease listed in Schedule 2 of the Regulations, the responsible person must ascertain if the employee's current job involved the corresponding work activity specified in the schedule. The Corporate Health & Safety Section must be informed as soon as practicable as the Council must notify the Health and Safety Executive on the statutory form F2508A. The Corporate Health & Safety Section will retain one copy of the F2508A form for a period of three years and one copy sent to the Department for retention.

## **12. SAFETY REPRESENTATIVES AND HEALTH AND SAFETY COMMITTEES**

The Council will consult relevant safety representatives and representatives of employee safety, with regard to the measures taken to ensure health and safety at work, and compliance with Council and Departmental Health & Safety Policy. Formal consultation will take place at regular intervals through the Council's Health & Safety Committee. Departmental Health & Safety Committees shall be formed as appropriate and in line with Council guidance on Health & Safety Committees. A member of the Corporate Health & Safety Section will be invited to attend each Departmental Health & Safety Committee meeting.

Appropriate facilities and assistance will be extended to recognised safety representatives as may be reasonably required to carry out their functions. This shall include allowing access to relevant health and safety documentation and publications held by Departments.

Management shall encourage recognised safety representatives to carry out workplace inspections at agreed intervals (normally not more than once every three months) and will co-operate in accident investigations. The Corporate Health & Safety Section will also offer training to enable safety representatives and representatives of employee safety to enable them to fulfil their roles.

## **13. HEALTH & SAFETY CO-ORDINATORS GROUP**

The Council will establish a Group comprising Health & Safety Co-ordinators from each Department that will meet on a regular basis to encourage and promote effective health and safety management throughout the Council. The purpose of the group will be to:-

- (a) Deal with corporate health and safety issues referred to the group.
- (b) Ensure a consistent approach to compliance with Council policies

- (c) Brief Departments on guidance being prepared and to give advice on the implementation of health and safety guidance.
- (d) develop methods for implementing and improving health and safety performance throughout the Council.
- (e) provide a forum for developing solutions and obtain corporate guidance on strategic issues to improve health and safety standards within the Council.

#### **14. SUPPLEMENTARY POLICY STATEMENTS**

Chief Officers are responsible for ensuring health, safety and welfare performance within their respective Department. The detailed nature of this duty extends to:

- (a) Preparing and revising as often as necessary, a supplementary health and safety policy which is consistent with the requirements of the Council's safety policy. This will set out the Department's general policy and the detailed organisation and arrangements for complying with that policy. It will incorporate sufficient detail to reflect the particular nature of work performed and tasks undertaken by the Department (in larger, more diverse Departments it may be necessary to detail supplementary safety policy, organisation and arrangements on a single establishment, or service provision basis).
- (b) Detailing the specific arrangements for:
  - Undertaking risk assessments and implementing controls
  - Delivering health and safety induction training
  - Considering health and safety competence during recruitment procedures
  - Producing safe systems of work
  - Maintenance and repair
  - Emergency
  - Safety of plant, equipment and machinery as required by the requirements of the Provision & Use of Work Equipment Regulations.
  - Examination and testing of pressure vessels
  - Personal protective equipment
  - The maintenance of transportable electrical equipment
  - Auditing, inspections and testing
  - Storage and use of hazardous substances
  - Management of change (including changes in management systems and organisation, systems of work, new plant and equipment, introduction of new substances or work practices)
  - First aid
  - Accident investigation, recording and reporting
  - Information, instruction, training and supervision
  - Welfare facilities
  - Control of contractors/visitors
  - Monitoring and review
- (c) Ensuring that adequate resources are made available to enable implementation of Council and Departmental Policy.

- (d) Demonstrating a commitment to achieving high standards of health and safety performance within Departments and developing a positive attitude to health and safety matters among all employees and at all management levels.
- (e) Implementing appropriate health and safety management systems to ensure identification of hazard and assessment and control of risk by effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to eliminate or control risks.
- (f) Evaluating and reporting on the health and safety performance within the Department, including the provision of an annual report.
- (g) Chief Officers shall designate a member of their Senior Management Team as the Departmental Health & Safety Co-ordinator to support and assist Chief Officers in the day-to-day management, development and implementation of Health & Safety Policy and practice. The role of the Health & Safety Co-ordinator is to promote and monitor the management of health and safety within their Department and to provide a direct communications link between the Health & Safety Section and Chief Officers. The Health & Safety Co-ordinators are to support Directors to enable health and safety to be incorporated and managed as an integral component essential to service delivery.

## **15. MONITORING**

The effectiveness of health and safety management and practice will be monitored in the following ways:

### **(a) Analysis of accident statistics**

Accident reports shall be examined by the Corporate Health & Safety Section, and accident statistics produced and reported on, with a view to determining and eliminating accident causes. The above does not relieve line management of their primary duty to consider incidents/accidents at work with a view to preventing a recurrence.

### **(b) Audit**

The Corporate Health & Safety Section shall introduce and conduct auditing of Department's health and safety performance on a priority-planned basis.

### **(c) Workplace Inspection**

Systematic workplace inspections will be carried out by line management to ensure that the requirements of statute, Council and Departmental Health & Safety Policies are being met.

## **16. REVIEW**

This Policy and any revision of it will be brought to the attention of every employee of the Council. Documents produced under or supplementary to this Policy will be brought to the attention of those employees to whom they relate.

This Policy and its accompanying supplementary documentation shall be reviewed, added to or modified as required, and will in any case be reviewed every three years.

**ELECTRICAL EQUIPMENT USER CHECKLIST**

Before connecting electrical equipment to supply voltage, a visual inspection should be made to the under noted items. Defective equipment should be immediately withdrawn from service, appropriately marked and reported for repair.

ITEM	PASS CONDITION
1. Mains Socket Outlet	(a) in good condition with no obvious cracks or defects (b) securely fixed (ie not loose). (c) if switched, switch in off position.
2. Plug	(a) in good condition with no obvious defects, cracks, burnt or bent pins etc. (b) cable clamp securely grips outer sheath of cable (ie coloured inner cables not visible).
3. Mains Lead	(a) no obvious mechanical or heat damage, cuts, exposed inner cables or bare conductors. (b) no taped joints. (c) is secured at entry point to equipment cabinet by grommet or suitable male/female connectors.
4. Equipment Cabinet	(a) in good condition with no obvious defects. (b) no holes or other access to live internal conductors.

Most electrical equipment used in offices will be of normal domestic or commercial construction, and should be safe in normal use if adequately maintained. Flexible cables, extension leads, plugs and sockets are the items most likely to suffer damage, and care should be taken to ensure that these items are in good condition before using equipment. Mains leads are most likely to suffer damage at entry points into the plug or equipment cabinet. Extension leads are particularly susceptible to mechanical damage, and leads showing any sign of damage such as compressed (flattened) cables, or deterioration to outer cable sheath, should not be used. Trailing leads should be routed so as to reduce tripping hazards, and where necessary protected from risks of mechanical damage.