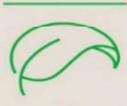




# Health and Safety Policy

 <p>ENSURE CHILDREN AND YOUNG PEOPLE HAVE A POSITIVE START IN LIFE</p>	 <p>PROMOTE GOOD HEALTH, INDEPENDENCE AND CARE ACROSS OUR COMMUNITIES</p>	 <p>CREATE SAFE AND STRONG COMMUNITIES AND NEIGHBOURHOODS FOR ALL</p>
 <p>SUPPORT A STRONG, THRIVING, INCLUSIVE AND WELL-CONNECTED LOCAL ECONOMY</p>	 <p>CREATE GREEN AND VIBRANT PLACES THAT REFLECT OUR HERITAGE AND CULTURE</p>	 <p>BE A RESPONSIBLE COUNCIL</p>

Date: September 2021

## 1.0 Policy Statement

### 1.1 Declaration by the Leader of the Council

On behalf of the Cabinet and Elected Members of St Helens Borough Council who have overall responsibility for the control, direction and allocation of resources, I support the Council's approach to managing health and safety summarised in the principles set out below and detailed in this Policy Statement:

- That health and safety is considered as a high priority by the Council in its capacity as an employer and as a provider and commissioner of services
- That adequate resources are allocated to enable the discharge of the Council's health and safety responsibilities
- That health and safety implications of decisions and policy making must be considered appropriately alongside other decision-making criteria
- That Members have regard to their duty to take reasonable care of their own health and safety and others who could be affected by their acts or omissions
- That co-operation and support is given to the Council's Executive Leadership team, managers and employees to promote a health and safety culture across the delivery of all Council functions

Signed:

A handwritten signature in black ink that reads "David Baines". The signature is written in a cursive style and is positioned above a faint horizontal line.

Councillor David Baines

Leader of St Helens Borough Council

September 2021

## 2.0 Statement of General Policy

- 2.1 St Helens Borough Council is committed to providing a safe and healthy working environment for all its employees, elected members, partners, visitors, service users, contractors and members of the public. The Council recognises and accepts its responsibilities and duties under current health and safety legislation.
- 2.2 This Health & Safety Policy Statement applies to all employees of the Council and School Governing bodies. The Policy Statement applies to employees who are seconded to other organisations and will be applicable to individuals seconded to the Council. Agency staff, consultancy staff, volunteers and work placements or staff engaged under partnership arrangements, will be expected to be familiar with the content of this Policy Statement and undertake their duties in compliance with it. For the purpose of this document the term 'employees/personnel' is inclusive of these individuals.
- 2.3 So far as is reasonably practicable, systems and procedures will be implemented to ensure that all equipment, plant, substances and premises are safe and free from adverse effects to health. It is a key objective of this policy to ensure that employees, pupils, service users, and the public, who may be affected by our activities, are exposed to the lowest practicable level of risk.
- 2.4 St Helens Borough Council has adopted a risk-based approach to health and safety whereby resources will be targeted at hazards from which most accidents arise, or there is a potential for significant impact. As a minimum, we will take all necessary steps to comply with health and safety legislation and Approved Codes of Practice, with due regard to HSE Guidance and relevant British, European and International Standards.
- 2.5 The challenges caused by the COVID-19 Pandemic presented opportunities to embrace new ways of working and service delivery and the Council has encouraged and supported changes in the way we all work so that we are empowered to work more flexibly to deliver better services. At the heart of the Ways of Working programme is the philosophy that ***“work is something we do, not somewhere we go, it’s an activity, not a place”***. The Ways of Working Programme means that many of us will become hybrid-agile workers and have greater flexibility to work where, when, and how we choose, subject to service requirements. This does not change our commitment to the importance of health and safety or reduce the Council’s duty to take reasonable steps to ensure the health, safety and welfare of its employees. An effective health and safety management framework will help support the Council’s ambitions for all of its stakeholders and we will ensure that there are mechanisms and support in place to help ensure that we all observe good health and safety practice wherever we are working.
- 2.6 St Helens Borough Council recognises the key role of employees in establishing and maintaining safe and healthy working procedures and conditions, wherever they are working. All employees are required to avoid any actions which may adversely affect the health, safety and welfare of themselves, their colleagues and others. The policy will be brought to the attention of all employees.
- 2.7 This policy has been fully endorsed by the Council’s Executive Leadership Team and will be implemented by management throughout all departments of the Council. The Health & Safety Manager will play a lead role in ensuring that the Senior

Management Team is kept informed of current and future legislation and that management systems are in place to ensure effective communication, information and training in health and safety matters.

- 2.8 Where St Helens Borough Council undertakes a joint venture with another organisation, e.g. Clinical Commissioning Group, etc., the appropriate Executive Director shall ensure that health and safety responsibilities are allocated, accepted and carried out by a nominated manager.
- 2.9 When entering into a partnership or voluntary venture, clarity on health and safety roles and responsibilities and means of communication and co-ordination will be established at the outset, in the same way as other support arrangements such as finance are normally clarified.
- 2.10 This policy requires that all St Helens Borough Council activities, meet the health and safety requirements of a relevant external standard. It is anticipated that in most cases the defined standard will be provided directly by legislation or an Approved Code of Practice, Guidance Note or British/European Standard. We will continue to review our health and safety policy, as circumstances change, to ensure its continuing relevance to the structure and needs of St Helens Borough Council.
- 2.11 The Health and Safety Policy aims to ensure that employees, pupils, service users, and the public, who may be affected by our activities, are exposed to the lowest practicable level of risk. Health and safety assessments ensure that the working environment is safe for all people including people who have limited mobility, health conditions, and other impairments. Where appropriate, staff are referred to Occupational Health and/or Human Resources, and the council will make reasonable adjustments to remove barriers for disabled staff within the working environment. The Policy includes a commitment to provision of guidance and training, including training for relevant staff on how to respond to the needs of disabled people in times of emergency, such as with fire and terrorist action. The Health and Safety Policy will continue to give due regard to the needs of people with characteristics protected under the Equality Act 2010.

Signed:



Kath O'Dwyer

Chief Executive

St Helens Borough Council

September 2021

### **3.0 Organisation of Health and Safety in St Helens Borough Council**

#### **3.1 Chief Executive**

The Chief Executive has ultimate responsibility for health and safety within St Helens Borough Council and will ensure that arrangements are in place for the policy to be fully implemented. Through the consultative mechanism of the Safety and Risk Management Forum, the Chief Executive will ensure that the health and safety standards required by this policy are delivered in all Council departments.

3.2 The Chief Executive, with the support of the Health & Safety Manager, will initiate a review of this policy on a regular basis.

#### **3.3 Executive Directors/Assistant Chief Executive/Directors/Head Teachers (maintained & voluntary controlled schools)**

Executive Directors, Directors, Assistant Chief Executive and Head Teachers are responsible and accountable and must demonstrate clear and visible health and safety leadership within their directorates, departments and schools which promote a positive health and safety culture and encourage employee involvement in improving health and safety standards.

3.4 They are responsible for the health and safety of personnel under their control and for service users and members of the public who may be affected by their activities and for risks arising from contracts for which they are responsible.

3.5 Although Executive Directors, Assistant Chief Executive, Directors and Head Teachers delegate specific duties to others, they will remain responsible for the safety of their personnel and are expected to lead by example and to follow St Helens Borough Council Policy.

3.6 Executive Directors, Assistant Chief Executive and Directors must also ensure that:

- written safe working procedures are in place for all services or significant tasks undertaken in their Directorate/Department. Safe working procedures must, in each case, conform to a defined external standard and have been issued on a recorded basis to relevant personnel.
- there are appropriate agile hub facilities available to support an effective hybrid-agile working environment.
- procedures are in place for all managers to maintain direct contact with employees working from home and that proportionate control measures have been identified.
- a programme of risk assessment, as required by the Management of Health and Safety at Work Regulations 1999, has been carried out for all services under their control.
- risk assessments are recorded on the St Helens Borough Council assessment form which conforms to the HSE guidance 'Risk Assessment: A brief guide to controlling risks in the workplace' INDG 163 (rev 4).

- a procedure is in place for the recording of all personal injuries, accidents and near-misses incurred during the course of work, regardless of location. In accordance with the Assault at Work Code of Practice, an incident report form should be completed reporting assaults or verbal abuse within their department.
  - any premises that are occupied by employees, whether the buildings are owned, leased or shared by St Helens Borough Council, remain adequately maintained and that significant risks such as asbestos are adequately controlled.
  - emergency procedures to deal with fire and terrorist action are in place for all premises under their control.
  - for each premises, the following information is available: regular premises inspection checklists, asbestos surveys and staff/contractor record sheets, electronic access to legionella control information, record of fire drills, alarm tests and equipment checks and that adequate resources, financial or otherwise, are allocated for health and safety.
- 3.7 Additionally, Head Teachers will develop a site-specific Health and Safety Policy for their school, using the framework document provided by the Council.

### 3.8 **Assistant Directors/ Heads of Service**

Assistant Directors/Heads of Service must ensure that:

- a programme of risk assessment has been undertaken which effectively controls the risks associated with the significant tasks or services for which they are responsible. Risk assessments will be subject to ongoing monitoring at management meetings in order to ensure their continuing effectiveness.
- written safe working procedures have been developed, implemented, and regularly reviewed, for the significant tasks or services for which they are responsible.
- adequate arrangements are in place so that contracts are procured and monitored to ensure that health and safety risks to service users and the public are adequately controlled.
- health and safety matters are addressed as a regular item at management team meetings. They will also ensure that regular consultation takes place with the relevant Trades Union regarding health and safety matters.
- adequate resources, financial or otherwise, are allocated for health and safety and inform their Executive Director or Director of any likely shortfall.

### 3.9 **Team Managers/Supervisors**

With support from Health and Safety Service, as required, team managers and/or supervisors must:

- develop written safe working procedures for all significant tasks or services for which they are responsible. It must be ensured that written safe working procedures conform to a relevant external standard.
- ensure that relevant safe working procedures have been issued to all personnel for whom they are responsible on a recorded basis, and monitor, on an ongoing

basis, that safe working procedures are being followed, both within Council owned premises and other working environments e.g. home.

- take all necessary steps to ensure that personnel for whom they are responsible are familiar with the control measures, identified by assessment as necessary for safe working, and that they are used at all times. They will report any problems with identified control measures to their senior manager.
- ensure that procedures have been implemented to regularly keep in touch with employees who are working from home or an alternative work environment to ensure they feel connected to the organisation and valued for their contributions to delivering the service outcomes and that any safety issues are discussed.
- be vigilant regarding signs of isolation, anxiety and stress that may occur due to hybrid agile working.
- ensure that there are regular discussions with employees who are working at home to assess any additional steps that may be required in relation to the use of display screen equipment arrangements, adverse effects of working in isolation and stress and mental health and wellbeing.
- ensure that the requirements of the Working Time Regulations in relation to excessive hours are complied with, particularly in connection with hybrid-agile working arrangements where employees may find themselves working beyond their required hours.
- complete a programme of risk assessment for the significant tasks or services for which they are responsible as required by the Management of Health and Safety at Work Regulations 1999, which will be recorded and retained on a St Helens Borough Council Risk Assessment form.
- ensure that a comprehensive programme of assessment has been completed under legislation, including:
  - Control of Substances Hazardous to Health Regulations 2002 (as amended)
  - Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)
  - Manual Handling Operations Regulations 1992 (as amended)
  - Control of Noise at Work Regulations 2005
  - Control of Vibration at Work Regulations 2005
  - Personal Protective Equipment at Work Regulations 1992 (as amended)
  - Work at Height Regulations 2005 (as amended)
  - Regulatory Reform (Fire Safety) Order 2005
  - Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

- ensure that a record of assessment is kept, and copies are provided to their management team. In order to ensure their continuing effectiveness, assessments will be reviewed as a regular item at management meetings.
- ensure that all contracts under their control are procured and subject to appropriate monitoring so as to ensure that health and safety risks from those activities to service users and the public, are adequately controlled.
- ensure that a suitable workplace inspection regime is in place for all premises under their control, based upon the relevant Health & Safety template, and that records are retained.
- consider any risks associated with an employee's lone working as part of an employee's risk assessment and in line with the St Helens Borough Council's Lone Working Policy.
- be alert to any ill-health which may be attributable to working conditions. They should investigate and report those found to be of a serious nature and, where necessary, take practical steps to prevent recurrence. Consultation must take place with the Occupational Health Advisor and the Health & Safety Section.
- ensure that all personnel for whom they have responsibility are provided with appropriate Personal Protective Equipment (PPE). A record of PPE issued will be maintained and employees who consistently misuse or fail to use equipment will be reported to the Head of Service.
- ensure that all personnel for whom they are responsible are familiar with the corporate accident reporting procedure and understand that they must report an accident or near miss if incurred whilst working at home or another environment. They will also carry out an initial investigation following a personal injury accident, ensure that a report is recorded on the Council's Corporate Accident Reporting System, and take any necessary steps to prevent a recurrence.
- ensure that personnel are competent, by virtue of appropriate safety training assessment and observation, to carry out their work tasks. A record of employee safety training will be maintained and updated as necessary.

### 3.10 **All Employees**

All employees:

- must read this policy, follow its advice and act in accordance with its requirements as set out below.
- have a legal responsibility to ensure their own health and safety and that of others who may be affected by their actions or omissions.
- have a legal duty to follow any procedures issued by the Council which are designed to protect their health and safety. Employees must follow the guidance contained in written safe working procedures particularly with respect to the use of machinery, equipment and substances. If you are unsure about the procedures that apply to your job, contact your line manager immediately.

- must follow the safe systems of work put in place to minimise the risks associated with workplace hazards.
- must report accidents and potential hazards of which they are aware, that are work related, no matter how trivial, to their line manager.
- must report defective equipment, defects in premises, hazards, defective safety devices or damaged equipment to their line manager immediately. All electrical equipment must be visually checked for obvious damage prior to usage. Any items of Personal Protective Equipment that become lost or damaged must be reported to their line manager immediately.
- must report to their line manager any changes in their health which may impact on their ability to safely undertake their role.
- must observe the requirements of the Working Time Regulations in relation to excessive hours, particularly in connection with hybrid-agile working arrangements.

Failure to follow the guidance contained in this policy may mean that you are committing a criminal offence under the Health and Safety at Work etc. Act 1974.

If you have any concerns relating to health and safety, that you feel have not been adequately dealt with by your line manager, you may wish to contact your Union Safety Representative. If you feel that you have become ill due to your work, advice can be obtained by contacting the Council's Occupational Health Unit or Health & Safety Officers within the Audit and Risk Service.

### 3.11 **Health and Safety Service**

The Council's Health and Safety Service is part of an integrated Audit and Risk Service that helps the Council manage its risks and identify areas for improvement in its governance and control environment. The Council's Health and Safety function is a responsive and proactive service that provides knowledgeable and accurate advice on health and safety responsibilities to the Chief Executive, Executive Leadership Team, Directorate Management Teams and all managers, supervisors and employees.

- 3.12 The Health and Safety Manager oversees the work of the Health and Safety Officers which is co-ordinated according to an agreed plan of work as agreed with the Safety and Risk Management Forum. The Plan sets out the programme of health and safety work for each year and comprises audits, inspections, accident monitoring, training, advice and guidance. The Health & Safety Manager ensures that a consistent and appropriate approach is taken by all members of the Team when assisting in the development of safe working procedures and the completion of risk assessments.
- 3.13 The Health & Safety function maintains a record of all accidents and uses this information to identify trends and areas for improvement. Accidents are investigated to identify the cause and where remedial action is required. The outcomes of health and safety audits, inspections and accident statistics including those accidents that must be notified to the Health and Safety Executive are outlined in the Annual Report. Performance is monitored throughout the year and any concerns reported to the relevant Director as and when they arise.

- 3.14 The Health & Safety Advisors/Officers provide technical assistance to the Council's leadership, managers and supervisors to enable them to complete a programme of assessment as required by legislation.
- 3.15 The Health & Safety Advisors/Officers carry out regular workplace and service inspections to monitor the effectiveness of the control measures identified by assessment and that safe working procedures have been implemented. They will report any non-conformance to the relevant directorate management team.
- 3.16 The Health & Safety Advisors/Officers, in conjunction with managers, will ensure that appropriate Health & Safety training records are maintained by managers for all personnel within their departments.

### **3.17 Occupational Health**

The objectives of the Occupational Health Unit are to promote and support a culture where the physical and psychological health and well-being of staff is respected, protected and improved whilst at work, providing advice to facilitate a person's ability to work based upon their capabilities pre-placement and throughout their employment.

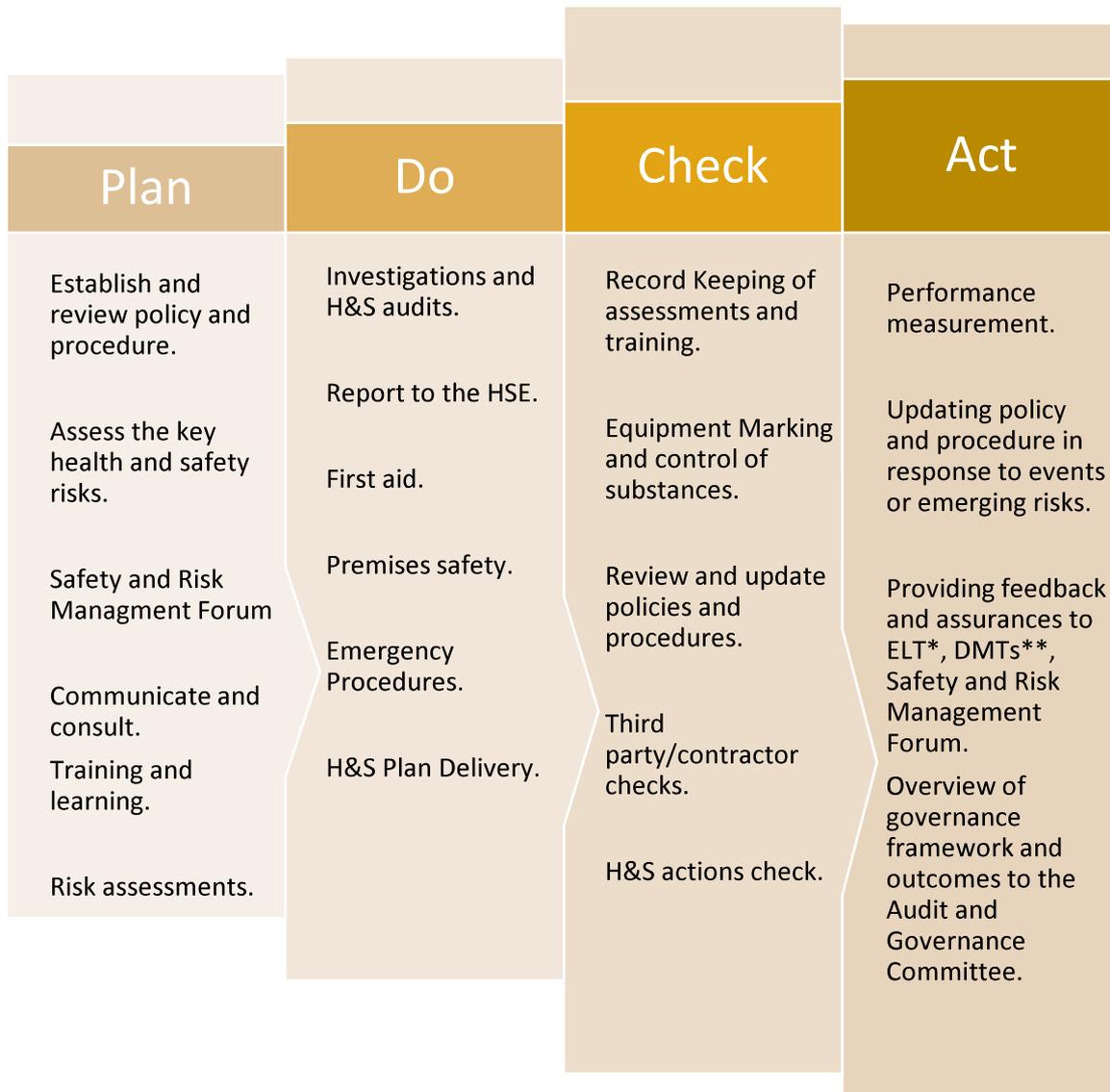
- 3.18 The key priorities for the service reflect those set out in the Department for Work and Pensions (DWP) document 'Working for a Healthier Tomorrow', focusing on early intervention, musculo-skeletal disorders, physical agents such as noise and vibration, and managing attendance.
- 3.19 Information on the range of services provided by Occupational Health will be promoted to employees through internal media such as: Council at Work, the corporate intranet and posters, this will include the opportunity for self-referral.

## **4.0 Consultative Procedures**

- 4.1 St Helens Borough Council practices full and effective consultation with recognised Trades Unions on matters of Health and Safety.
- 4.2 Managers will be available to any Trades Union appointed Safety Representative and will co-operate with them so far as is reasonable in their efforts to carry out their function. They will also receive written reports from any such Safety Representatives and respond in writing within a reasonable time.
- 4.3 St Helens Borough Council welcomes the appointment of Safety Representatives and the setting up of departmental and central consultative groups where health and safety issues are an agenda item.

## **5.0 Arrangements for implementing the Health and Safety Policy**

- 5.1 The arrangements for implementing health and safety will be applied in all services and activities across the Council. The key elements of the Council's health and safety management system are detailed below and follow the HSE guidance (HSG 65) and the Plan, Do, Check, Act approach. Separate to this Policy, there are more detailed and specific guidance and procedures relating to individual risk areas such as fire safety, hazardous substance, manual handling, working at height etc.



\* Executive Leadership Team

\*\* Directorate / Departmental Management Teams

## PLAN

### 5.2 Health and Safety Policy

This Policy sets out the Council's framework for health and safety management and all directorates are required to adhere to the content of this Policy. Whilst individual directorates and premises may also develop their own health and safety policies to incorporate specific responsibilities, those policies must be aligned with the Council's overarching Policy.

### 5.3 Consultation and Communication

This Policy will be communicated to all Council employees, using the IT compliance system or a personal issue hard copy. The policy will be supported by corporate and departmental risk assessments and safe working procedures, which relate to specific

departments, sections or operations of the Council. It is intended, whenever possible, to bring forward safe working procedures and policy documents on a corporate basis through the mechanism of the Safety and Risk Management Forum. All of these documents are available on the Council's intranet.

#### 5.4 Corporate Groups

The Safety and Risk Management Forum chaired by the Executive Director of Corporate Services on behalf of the Chief Executive, is attended by appropriate representatives of the Council's leadership in addition to representatives from the Audit and Risk Service including the Health and Safety Manager and the Head of Audit and Risk. Representatives from the Trade Unions are also invited to attend the meeting and the forum provides an opportunity for health and safety issues to be addressed. This forum also provides a mechanism by which the Council can demonstrate the effectiveness of its health and safety performance and report on any areas for remedial action. The Safety and Risk Management Forum will also provide a consultative framework for the consideration of corporate and departmental safety policies.

#### 5.5 Training

The Council will provide health and safety related training, as appropriate, to ensure that all employees are equipped to carry out their tasks safely and competently. Training will be identified in response to the individual's responsibilities and all new employees will receive an induction, which includes details of the St Helens Borough Council Health and Safety Policy, relevant safe working procedures, first aid provision and emergency procedures. A record will be kept of the safety training received by each employee.

5.6 St Helens Borough Council is committed to ensuring that all its senior managers /head teachers and designated managers achieve IOSH accredited management safety training.

#### 5.7 Accident Prevention

Hazardous conditions, arising out of St Helens Borough Council activities, which present a significant health and safety risk will be controlled by a programme of risk assessment undertaken using the St Helens Borough Council risk assessment template. Control measures and remedial action identified by the assessment process will form the basis of written safe working procedures.

Risk assessment for a particular task or function will normally be carried out by the relevant service managers with technical assistance provided by the Health & Safety Section. On a day-to-day basis, it will be the responsibility of supervisors to ensure that the measures identified by the risk assessment are implemented. Review of assessments will take place on a regular basis, or more frequently if circumstances change.

#### 5.8 Communication

Health and safety information will be communicated through corporate and directorate health and safety documentation, bulletins, toolbox talks and signage/notice boards in Council premises.

## 5.9 Health and Safety Plan

An annual Health and Safety Plan will be prepared that sets out the programme of work for the Health and Safety Officers/Advisors. The plan consists of proactive and reactive work including health and safety audits, accidents monitoring, themed health and safety audits, policy and procedural updates, risk assessments, fire risk assessments and advice and guidance. The Plan will be reported to the Safety and Risk Management Forum and monitored throughout the year.

### **DO**

## 5.10 Accident Investigation and Reporting

All personal injuries, accidents and near-misses must be reported via the Council's accident reporting mechanism on the Council's intranet. Each accident or near miss will be investigated to determine the cause and, where appropriate, remedial action will be taken to prevent a recurrence. Health and Safety Officers monitor the number and type of accidents to identify trends and areas of control weakness. The Health & Safety Section will notify the Health and Safety Executive where necessary under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

## 5.11 First Aid

First Aid facilities within St Helens Borough Council will meet the requirements of the Health and Safety (First Aid) Regulations 1981. All premises will have sufficient trained first aiders/ and/or appointed persons in accordance with the Approved Code of Practice: First Aid at Work.

The names and locations of trained first aiders will be displayed in a prominent position in all St Helens Borough Council premises.

## 5.12 Premises

In all St Helens Borough Council premises, in which personnel are habitually employed, the welfare facilities and environment will meet the requirements of the Health and Safety etc Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992. Executive Directors will have responsibility to ensure that standards are maintained in premises for which they are responsible, including a regular workplace inspection regime.

A programme of surveys to detect asbestos containing materials has been completed in Council premises in accordance with the Control of Asbestos Regulations 2012. Copies of the survey reports will be held electronically by the Assets and Buildings Section.

An effective management system to control the risks from legionellosis in premises water storage distribution systems is in place in all Council Premises in Accordance with L8 - Legionnaires' disease, The control of legionella bacteria in water systems.

Health & Safety Advisors/Officers will undertake periodic workplace inspections covering all Council premises.

In accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005, a fire risk assessment will be completed for all relevant sites.

### 5.13 Emergency Procedures

Executive Directors will ensure that adequate emergency procedures have been developed for the premises for which they are responsible.

The Responsible Person under the Regulatory Reform (Fire Safety) Order will ensure that there are a sufficient number of Fire Wardens in each of their premises to meet the needs of emergency procedures.

The Public Buildings Officer, with the assistance of the Health & Safety Service, will ensure that a programme of regular fire drills is in place in all public buildings

Fire drills will take place once a term in all St Helens Borough Council schools.

A Fire Safety Logbook will be maintained at all St Helens Borough Council sites.

### 5.14 Health and Safety Plan Delivery

The Health and Safety Officers/Advisors will deliver the agreed programme of audits, investigations and advisory work throughout the year and will report on outcomes and any significant issues identified.

#### **CHECK**

### 5.15 Monitoring and Record Keeping

Team Managers will ensure that a record is kept of assessments required under health and safety legislation for the significant tasks or services for which they are responsible.

The Health & Safety Section will keep a record of all corporate level assessments and safe working procedures. They will carry out a regular review of assessments in order to ensure that they remain valid to the changing needs and structure of St Helens Borough Council.

Copies of assessments will be made available to Trade Union Safety Representatives upon request.

The Health & Safety function, in conjunction with Managers, will ensure that health and safety training records are maintained for all personnel within their departments.

### 5.16 Equipment, Material and Substances

All new equipment used by St Helens Borough Council must be appropriately CE marked where required, and conform to a relevant British, European or International Standard.

All substances that come under the requirements of the Control of Substances Hazardous to Health Regulations 2002 (as amended) will be subject to an assessment prior to use. It is the policy of St Helens Borough Council to purchase, whenever practical, the least harmful materials and substances.

All equipment and plant will be fit for the purpose for which it is to be used and will be maintained in accordance with suppliers' instructions. Team Managers/Supervisors will monitor the use of plant and equipment, reporting any defects or problems to their Head of Service.

Team Managers/Supervisors will ensure that all electrical equipment used by the service is subject to regular electrical test and formal visual inspection in accordance with the requirements of the Electricity at Work Regulations 1989 and the advice contained in the HSE publication INDG236 (rev 3): 'Maintaining portable electrical equipment in low-risk environments.

#### 5.17 Procurement and Management of Third-Party Services

Every effort will be made to identify and use competent contractors. No contract may be tendered or awarded without an assessment of health and safety implications to the public, service users, contractor staff and Council employees.

Contracts consequently identified as higher risk may require the tender documentation, and in some cases the individual tenders, to be reviewed by the Health & Safety Section prior to award.

No construction or maintenance contractor will be accepted onto the Council's contracts, until they have been approved by an appropriate health and safety representative. (They are accepted providing they have been accredited under Safety Schemes in Procurement (SSIP).

All relevant contractors will be provided with a copy of the Council document: 'Safety Guidelines for Contractors', prior to the commencement of work.

The performance of contractors must be monitored by the relevant Contract Manager, to ensure the highest standards possible of health and safety at work are implemented/achieved to protect employees, clients/pupils and others. Any issues concerning health and safety must be reported to the Health & Safety Section.

#### 5.18 Health and Safety Actions

The Health and Safety Officers/Advisors will check that remedial action identified via audits and investigations have been implemented and that the necessary control improvements are in place.

#### **ACT**

- 5.19 The agreed health and safety performance measures will facilitate the monitoring of performance of the health and safety control framework. Health and safety matters will be discussed, as required, at directorate management teams and at the Safety and Risk Management Forum. Elected Members will be informed of the Council's health and safety performance via an overview of health and safety audit outcomes which will be reported to the Audit and Governance Committee as part of the overall Audit and Risk update. Any areas for action will be identified.

Directorates/Departments will take responsibility for ensuring that recommended health and safety audit actions are implemented according to the priority and target dates.

### **6.0 Review and Revision**

- 6.1 This Policy will be reviewed at least every two years or in response to significant organisational or regulatory changes.