

Health and Safety Policy

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SOUTH
KESTEVEN
DISTRICT
COUNCIL

Contents

General Policy Statement	3	Slips, Trips and Falls	20
		Smoking Policy	20
Organisation Structure	6	Work Equipment	20
		Display Screen Equipment (DSE)	21
General Duties and Responsibilities	7	Driving and Workplace Transport	21
The Council	7	Contractors and Sub-Contractors	22
Chief Executive	7	Hazardous Substances	22
Management Team	7	Asbestos	24
Service Heads	9	Legionella	24
Team Leaders/Supervisors	10	Personal Protective Equipment (PPE)	24
Employees	12	Manual Handling	24
		Unacceptable Behaviour	26
Lead for Health and Safety	14	Lone Working	27
Community Resilience	14		
Safety Representatives	15	Work Related Stress	28
		Working Time	28
Arrangements	16	Health, Work and Wellbeing	28
General	16	Employee Acknowledgment	30
Performance	16		
Consultation	16		
Training instruction and supervision	17		
Risk assessments	17		
First Aid	18		
Accident and Incident Reporting	18		
Fire and Evacuation Procedure	18		
Housekeeping	20		

Health and Safety Policy

General Policy Statement

South Kesteven District Council recognises and fully accepts its responsibilities under the Health and Safety at Work Act 1974 and gives its full commitment to doing everything reasonably practicable to protect the safety, health and welfare of all its employees and other persons whose health and safety may be affected by the Council's activities. The Council will take reasonable steps to ensure that all its contractors and partners in service provision conduct their activities in a manner that is safe and without risk to health.

High standards of health and safety are an integral part of our organisation's vision, values, priorities and performance standards. We are committed to the continuous improvement of our health and safety systems, building a positive health and safety culture for the benefit of our employees, customers and the efficiency of our service delivery.

It is the policy of the Council, in so far as it is reasonably practicable:

- To provide and maintain equipment and systems of work that are safe and without risks to health.
- To ensure safety and the absence of risks to health

in connection with the use, handling, storage and transport of articles and substances.

- To provide a competent source of health and safety advice to managers and to supply information, instruction, training and supervision as is necessary to provide for the health and safety at work of our employees.
- To maintain all places of work under the Council's control, including means of access and egress, in a condition that is safe and without risk to health and to provide appropriate facilities for welfare.
- To provide for the identification and assessment of health and safety risks and to eliminate or control those risks.
- To comply with the statutory requirements as a minimum standard of health, safety and welfare of employees at work and all others towards whom we have statutory health and safety obligations.
- To ensure that the roles of managers towards health, safety and welfare are defined with responsibilities clearly assigned and communicated.
- To ensure that our employees are aware that they have a duty to work safely and to co-operate in all matters that affect their health and safety at work.

The Council recognises the link between efficiency, safety and health and aims to minimise the costs, losses and disruption which arise from work related accidents, ill health and dangerous occurrences.

Appreciating that consulting and working in partnership with our employees and trade unions on health and safety matters is important in creating and maintaining a safe and healthy work environment, the Council will maintain suitable arrangements for joint discussion and employee involvement.

In order to ensure that adequate financial, human and other resources are made available for the effective implementation of this policy, procedures and systems will be maintained to monitor health and safety performance with all necessary feedback provided to members, managers and staff representatives.

Each service, service team or work site, whichever is most appropriate, will produce the necessary documentation and maintain local health and safety arrangements i.e. the local roles and responsibilities for health and safety together with the systems and procedures to put into practice the Council's Health and Safety Policy. Managers are responsible for ensuring that the Council's Health and Safety Policy and applicable corporate health and safety and local health and safety arrangements are brought to the attention of all employees, whether permanent or temporary, agency workers or those on fixed term contracts.

The Council's current corporate health and safety priorities are to ensure the wider development of guidance to support managers and employees, and the promotion of health and safety incident reporting to ensure all relevant incidents are being captured and investigated with proportionate action then taken.

Health and Safety is the responsibility of all Elected Members and all employees at every level.



Karen Bradford
Chief Executive



Councillor Richard Cleaver
Leader of the Council



Organisational Structure



It is the duty of Elected Members, the Chief Executive, the Management Team and Service Heads to ensure, so far as is reasonably practicable, that health and safety policy and legislation is adhered to by all and by those carrying out work for the Council.

The specific responsibilities of the Council, its members and employees under this policy are as follows:

General duties and responsibilities

The Council

The Council will, via the Cabinet, ensure so far as is reasonably practicable, that sufficient resources are provided to comply with the duties imposed by health and safety legislation and encourage the achievement of exemplar status in health and safety matters.

Chief Executive

The Chief Executive has overall responsibility for health and safety at the Council and is accountable to the elected members for the overall delivery of this policy.

Responsibilities include:

1. To advise the Council on arrangements, policies and resources necessary to fulfil the Council's responsibilities for the policy.
2. Make suitable arrangements to ensure the implementation and administration of the Council's instructions.

3. To ensure that health and safety matters are an integral part of Management Team meetings.
4. To ensure that the Management Team understands and implements its duties and responsibilities under this policy.

Management Team

The Management Team is responsible for ensuring its Health and Safety duties are carried out as outlined in the Policy and to obtain necessary support where identified to ensure compliance with Council Policy and Procedures.

Responsibilities include:

1. The implementation and compliance with statutory requirements in its area(s) of responsibility.
2. To ensure that this policy is implemented and administered within its area of responsibility.

Attend health
and safety
training as
advised

**Work Place Safety
Training Manual**

3. To make appropriate arrangements for advising the Council, through the Chief Executive, of the resources necessary to meet the health, safety and welfare requirements of their areas of responsibility.
4. To ensure that Heads of Service, Managers and Team Leaders understand and implement their duties and responsibilities under this policy and provide any necessary support and leadership.
5. To utilise, consult and co-operate with the Council's Health and Safety Officer.
6. To support and provide leadership to the Council's Health and Safety Group.
7. To attend health and safety training as advised.
8. To formally monitor the health and safety performance of all services within their area of control, including monitoring health and safety action plans and the health and safety management performance of Service Heads.

Service Heads

Service Heads are responsible for ensuring health and safety within their business area, both corporate matters and those specific to the business area, are effectively managed.

Responsibilities include:

1. The implementation of this policy and compliance with the statutory requirements in their area of responsibility.
2. The implementation of the controlled measures detailed within the Council's generic risk assessments.

3. The preparation and revision as directed within the health and safety risk assessment procedure of service, specific risk assessments and any necessary safety arrangements including safe systems of work and method statements.
4. To ensure that persons managed by Service Heads are adequately instructed, trained and supervised in health and safety related matters.
5. To take such measures as are appropriate to ensure that contractors employed or others acting on behalf of the Council within their service are aware of their responsibilities under this policy and relevant legislation and also complete the contractor health and safety competency assessment or checklist as appropriate.
6. To ensure that safety equipment is provided and used and any safety instructions are observed.
7. To ensure that the workplace, machinery, plant and equipment are maintained in a safe condition and that all defects are rectified promptly.
8. To ensure that satisfactory completion of the Council's accident and incident book including an investigation report of the incident, where necessary, and notification under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will be completed by the Corporate Health and Safety Team.
9. To ensure that the Unacceptable Behaviour Policy and Procedure is complied with and employees are protected from such persons, so far as is reasonably practicable.

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10. To take effective steps to ensure that persons under their control are familiar with procedures to be followed in case of fire or other emergencies.
 11. To ensure a suitable number of trained fire check staff are provided in conjunction with Corporate Health and Safety.
 12. To ensure that all new employees complete health and safety induction and attend the Council's "Health and Safety for Employees" training or equivalent.
 13. To ensure all statutory and advisory notices are displayed within the service area environs.
 14. To ensure health and safety related documentation is available and current.
 15. To ensure protective clothing or safety equipment is provided and the necessary arrangements are in place to store, issue and maintain it.
 16. To maintain good standards of housekeeping, paying particular attention to storage arrangements and access to means of emergency escape.
 17. To liaise and co-operate with the Council's Health and Safety Officer in matters affecting the health and safety of an individual in relation to work.
 18. To ensure that adequate arrangements are in place to protect members of the public and others who may be affected by the activities of the Council.
 19. To carry out and complete the health and safety Service Manager self-audit and self-assessment as and when requested by the Health and Safety Officer. This will form part of the process of measuring the performance of the Council on health and safety.
 20. To attend Health and Safety Training as advised by this policy or through the Corporate Health and Safety Advisor.
 21. To formally monitor the health and safety performance of all operations and services under their control, including monitoring health and safety action plans and the health and safety management performance of managers and supervisors.
- Team Leaders/Supervisors**
- The role and responsibilities of the Team Leaders and Supervisors will be directed to day to day operational implementation and checking of health and safety standards within their sphere of control; specifically Team Leaders and Supervisors are required to:
1. Ensure that they are aware of health and safety and other legal requirements and Council policies and expected standards applicable to the service area within their control.
 2. Ensure that good housekeeping standards are maintained in their area of responsibility.
 3. Risk assess and plan work activities including routine, non-routine and emergency situations in order to minimise the risk of accident or ill health.
 4. Ensure that new employees receive relevant health and safety information and instruction as part of their induction training.
 5. Highlight hazards to employees and ensure preventative and protective measures are understood.
 6. Ensure mechanisms are in place for employees



Ensure persons are familiar with fire or other emergency procedures.

to report any health and safety problems, near miss incidents and work related injuries or ill health. Ensure that reported matters are suitably investigated to prevent recurrence.

7. Ensure employees are competent by providing them with appropriate information, instruction, training and supervision to carry out their tasks safely. Ensure that staff attends training.
8. Check that health and safety rules, standards and controls are implemented and adhered to as part of their day to day supervisory duties and acting decisively should any shortcomings be identified.
9. Ensure protective clothing and equipment provided is available, worn and used where required.
10. Ensure that all staff are adequately supervised, particularly new, young and inexperienced staff.
11. Ensure that appropriate action is taken when personnel do not conform to safety requirements or rules and who work in an unsafe manner.
12. Ensure that the procedures are followed for the effective management of contractors when working for the Council.

This includes agreeing with the contractor the scope of the work, the associated hazards and risks, production of an agreed risk assessment and safe systems of work and monitoring the works to ensure compliance with the agreed safe systems.

Employees

All employees, are responsible for taking reasonable care for their personal health and safety and must not do anything which is likely to endanger themselves or other

persons, either working on behalf of or affected by Council actions.

All employees will:

1. Familiarise themselves/be provided with access to and comply with this policy, relevant guidance and observe safety rules and procedures.
2. Comply with all instructions and training given by persons responsible for health and safety.
3. Wear and maintain in good order appropriate safety personal protective equipment and clothing supplied by the Council.
4. Report all accidents/incidents, dangerous occurrences and near misses within the Service Accident Book and ensure the Service Manager is informed.
5. Report all dangerous property, practices, equipment and plant to their manager. If no satisfactory action is taken, seek further advice from the Corporate Health and Safety Advisor and/or refer the matter in accordance with the Council's Grievance and Whistle Blower procedures.
6. Report all incidents of unacceptable behaviour in accordance with the Unacceptable Behaviour Policy and Procedure.
7. Remain aware of the correct action to be taken in case of accident, fire or other similar emergency.
8. Provide assistance to visitors in the event of an emergency.
9. Revise all health and safety training sessions arranged on their behalf.

**CAUTION
WET FLOOR**



Lead for Health and Safety

Community Resilience

The Council's designated competent person for health and safety matters is the Health and Safety and Emergency Planning Manager. The health and safety advisory function is within Community Resilience and is provided through the Health and Safety Team.

Responsibilities include:

1. To assist in ensuring the Cabinet, CMT and relevant team leaders are adequately trained in the management of health and safety via Human Resources.
2. To ensure the provision of competent advice, guidance and assistance to managers at all levels of health, safety and welfare issues.
3. To promote the development and maintenance of health practices and be available for advice as necessary.

The Governance and Audit Committee within their frame of reference hold responsibility for monitoring the Annual Report on the effectiveness of the Council's Health and Safety Policy.

4. To assist the Council and the Chief Executive in ensuring that the Council fulfils its responsibilities through this policy to employees and others who may be affected by the activities of the Council.
5. To produce the Council's Safety Policy and modify

6. as necessary with a formal review every two years.
6. To produce and review the Council's generic Health and Safety Risk Assessments.
7. To advise on the application of any changes to statutory requirements affecting the Council.
8. To advise and assist in Health and Safety Training requirements.
9. To prepare and deliver an Annual Action Plan with target dates.
10. To prepare regular reports to the Management Team detailing the performance of the Council in health and safety matters.
11. To prepare the Corporate Health and Safety Annual Reports to the Management Team and relevant Committees.
12. To receive, maintain and analyse accident reports and work with managers to ensure that effective investigations are carried out and that measures are implemented to address the underlying and root causes.
13. To carry out and arrange health and safety audits of services and work activities on a frequency, determined by hazard and risk assessments.
14. To assist in the production of, and where necessary, produce guidance policies and procedures for health and safety matters.
15. To guide, instruct and, where necessary, participate in the training of Display Screen Equipment (DSE) to administrators and fire check staff.

16. To participate in, lead and, where necessary, co-ordinate formal or informal safety meetings.
17. To co-ordinate the Council's Health and Safety Group as led by the Service Heads for Environment.
18. To maintain a dialogue with all services, other local authorities and outside bodies (e.g. Fire Authority, Health and Safety Executive, etc.) on health and safety matters.

In fulfilling these responsibilities, the Health and Safety Team will have access to any Council work place. In extreme circumstances where it is felt there is imminent danger; the Health and Safety Team shall have the right to insist that particular work or use of equipment should cease or be changed until steps can be taken to rectify the defects. In addition, such equipment may be removed if deemed unsafe. The use of "Stop Notices" will be employed. Stop Notices will not be removed until such time as the defect has been shown to be rectified.

Safety Representatives:

The Council recognises the appointment of safety representatives by recognised trade unions. The Council will provide safety representatives with the necessary time off with pay to attend training courses approved by the Trade Union in order to carry out their functions. The Council will also provide such reasonable facilities as may be required to assist in the performance of these functions.

Functions include:

1. The investigation of potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to their attention by the employee they represent).
2. The examination of the causes of accidents at the workplace.
3. The investigation of complaints by any employee represented; related to that employee's health, safety or welfare at work.
4. To make representations to the Council on matters arising out of the above functions.
5. To make representations to the Council on general matters affecting the health, safety or welfare at work of the employees in the workplace.
6. To carry out workplace inspections.
7. To represent their members in employee consultations at the workplace with inspectors of the Health and Safety Executive and other enforcing authorities as required.
8. To receive information from inspectors in accordance with the Health and Safety at Work Act.
9. To attend meetings of safety committees in connection with any of the above functions.

Arrangements

General

The following arrangements supplement the policy but are not intended to be exhaustive. Constant observation of the policy adherence to the rules and maintenance of good practices and procedures will prevent personal injury and in some cases property and equipment damage. This policy and other specific policy protocol procedures and guides detailed within this policy can be found on the health and safety page of the intranet.

Performance

Measurement of health and safety performance forms a key part of the ongoing health and safety arrangements of the Council. In order to achieve satisfactory standards of performance; effective health and safety management is placed at the heart of the operating culture. To this end, opportunities to embed the management of health and safety will be part of the delivery of key corporate programmes and initiatives such as “Unlocking our Potential” and plans to enhance staff wellbeing. The following information is assessed to provide a baseline against which to measure progress and provide opportunities to learn and revise relevant operating factors:

- Attendance at Corporate Induction Health and Safety Training of 100% within six months of starting work (service specific health and safety induction is provided by line managers).
- All Service Heads and, where identified as appropriate, other Managers, to hold IOSH Managing Safely

qualification.

- Near miss incidents recorded and assessed.
- Requests for advice to Health and Safety recorded.
- Monitoring of RIDDOR notifications.
- Number of employer’s liability insurance claims.
- Numbers and results of internal Health and Safety reviews of service specific areas and activities.
- Results of health and safety culture surveys.
- Accident rates for services.
- Working days lost.

Consultation

Employees will be consulted on health and safety matters, either directly through line management at team /service meetings or 121s, through all staff briefings or by safety representatives. Employees can make suggestions to improve health and safety at any level of the organisation by whatever means or directly to the Corporate Health and Safety Team. Employees can raise concerns directly to the Corporate Health and Safety Advisor or by making use of the Council’s Whistleblowing scheme, details of which can be found on the Council’s intranet.

Training, Instruction and Supervisions

The Council recognises its responsibility for training instruction and supervision in health and safety for all employees. All employees must co-operate in undergoing training and instruction training. Instruction and supervision must be provided, particularly where employees are new, transferred from other workplaces/ jobs or before using new equipment/materials. This may include areas such as manual handling, use of work equipment, use of chemicals and personal protective equipment.

Where appropriate, the health and safety training session, "Health and Safety for Employees", is available to all employees, but is mandatory for new employees as part of the induction process. New employees will also complete an induction checklist with their line manager upon employment, a copy of which will be retained on the employee's personal records. Refresher training is available for existing staff and needs to be arranged by the line manager.

Additional and specific job related health and safety training will be arranged as necessary through the Service Heads or member of the Management Team and identified through the risk assessment process. All Service Heads, and relevant managers where a need is identified, will train to at least IOSH Managing Safety level and achieve the relevant accreditation. The Chief Executive, Management Team and relevant Cabinet Members will attend health and safety training as advised by the Corporate Health and Safety Team.

Risk Assessment

The Council is required under the Management of Health and Safety at Work Regulations to carry out health and safety risk assessments, in order to continue to fulfil the Council's commitment to providing a safe and healthy work environment. To comply with regulations, the Council has provided and maintains a suite of risk assessments and support via the Health and Safety Team.

Section 1:

Generic Risk Assessments which generally apply to a group of workers as a whole over several locations. It is the responsibility of the Health and Safety Team to review, alter, amend and add to these generic risk assessments as necessary.

Section 2:

Guidance on completing risk assessments is available on the Council's intranet, through the Health and Safety page.

All employees must be made aware of the significant findings of the risk assessments and their responsibilities for ensuring that the control measures are suitably implemented. Awareness will be provided initially as part of any new employee's induction and then through training.

After any incident or on an annual basis, assessments must be reviewed and any changes to the assessment relayed to all staff appraisals, meetings or any other such measures as deemed appropriate by the Service Heads or member of Management Team.

First Aid

Qualified first aiders and/or appointed persons are provided to cover the offices and areas of work activity of the Council. Names of first aiders and the location of suitably stocked first aid boxes are displayed on notices on the health and safety notice boards. Portable first aid kits will be provided within Council vehicles as determined by the relevant Service Head or member of the Management Team.

In the case of an injury requiring first aid and the absence of qualified first aiders; first aid should not be administered although the contents of the first aid box may be offered to the injured person, pending appropriate treatment. First aid treatment will only be offered by trained officers.

Accident and Incident

All accidents, incidents and near misses, which have any implications with respect to health, safety and welfare, must be recorded and reported in accordance with the Council's Accident and Incident Guide. All accidents must be reported using the Corporate Accident and Incident Form found on the Council intranet.

All accidents, incidents and near misses must be thoroughly investigated by the supervisor/line manager in order to identify measures required to prevent a re-occurrence. In the case of serious/significant incidents, then the Health and Safety Team can assist

with investigations. It is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report certain specified accidents and work related ill health. All forms to be completed and returned to the Corporate Health and Safety Team, who will decide on RIDDOR.

Fire and Evacuation Procedure

All employees are responsible for ensuring that they are fully aware of the Fire and Emergency Procedures for their place of work. Trained Fire Check Staff are available within all service/sites and tasked with duties which include carrying out fire safety audits and co-ordinating evacuation in the event of an emergency. Detailed information will be set out in the Council's Fire Safety Protocol and Procedure. All employees are required to complete the e-learning online fire safety training.

Bomb Threat and Suspect Package/Letter Procedure - a guide for Employees is available on the intranet. Employees should ensure that they are aware of this guidance and the action to be taken in the event of an emergency.

Qualified first aiders or appointed persons are provided to cover the offices and areas of work activity.

Housekeeping

Everyone has a vital part to play in ensuring good standards of housekeeping. It is essential to conform to the arrangements for:

- Items not in immediate use to be placed in proper storage, to keep floor/ground area clear.
- Storage and disposal of waste.
- Correct positioning of furniture, equipment and storage facilities.
- Maintaining corridors, access, egress and emergency escape routes free from obstruction and trip hazards at all times.
- Fire doors marked as such should be kept closed at all times as directed by the door signage.

Slips, Trips and Falls

Slips, trips and falls are the most common cause of major accidents at work and can happen for any number of reasons. In order to prevent slips, trips and falls the Council and, where appropriate, employees must ensure that:

- Flooring is suitable for the type of work activity and is also fitted and cleaned correctly and maintained in good order.
- Stairs have high visibility, non-slip square-nosed edgings to steps, suitable hand rails and steps of equal height and width.
- Contamination caused by anything that ends up on the floor, for example, water, oil, dust is cleaned effectively and quickly.

- There are effective levels of housekeeping in order to avoid obstacles, to include suitable walkways through the workplace, no trailing cables nor obstructions and suitable storage space.
- There is an effective cleaning regime which incorporates good communication, training and supervision, with the correct cleaning products and equipment.
- There is a positive 'see it, sort it!' attitude and consideration is given to how movement is carried out throughout work areas.
- Consideration is given to environmental issues such as lighting (natural or otherwise), the weather, humidity, condensation, etc.
- Suitable footwear/gloves for the work activity are worn and, where appropriate, provided by the Council as determined by a risk assessment.

No-Smoking Policy

The Council is committed to fully complying with the smoke-free legislation. The Council operates a No-Smoking Policy, which establishes a set of standards for ensuring a smoke-free working environment. In addition, Service Heads Guidance is provided to ensure employees and visitors to the Council adhere to the legislation and Council policy. This guidance and policy also applies to Council vehicles.

Work Equipment

Any work equipment which is used by an employee at work is covered by the Provision and Use of Work Equipment Regulations (PUWER) and Service Heads or

members of the Management Team must ensure that the equipment is:

1. Suitable for the intended use.
2. Suitably controlled through a risk assessment which clearly identifies control measures to be implemented to make it safe for use.
3. Maintained in safe conditions and where appropriate inspected to ensure this remains the case. Records will be kept to this effect.
4. Used only by people who have received adequate information, instruction and training, which is recorded for the individual.
5. Accompanied by suitable safety measures, e.g. protective devices, markings and warnings.

Display Screen Equipment (DSE)

In order to comply with the Health and Safety (Display Screen Equipment) Regulations, Service Managers or member of Management Team will ensure:

1. That all staff carry out the online DSE self - assessment, including the training programme.
2. Where issues are raised by staff, these are dealt with accordingly through their line management or where appropriate referred for specialist advice through the Corporate Health and Safety Advisor.
3. Eye and eyesight tests are made available to DSE users. Employees will be advised of this arrangement through the DSE online self- assessment process. Eye examination fees and any contribution towards the provision of spectacles or their adaptations,

where this is necessary for work purposes, is co-ordinated through Organisational Development.

Driving and Workplace Transport

- **Drivers;** all employees, where driving is part of their work, should be competent, trained and fit and healthy so as not to put themselves or others at risk. Detailed responsibilities for drivers acting on behalf of the Council are set out in a Driver Guidance document.

This includes checks of licences, MOT, penalty points, business use insurance and is overseen by the relevant Service Heads or member of the Management Team. Employees should satisfy the eyesight requirements set out in the Highway Code.

No employee should drive or operate vehicles if they have taken alcohol or illegal drugs or have reason to believe that they may be under the effect of alcohol or illegal drugs. Employees must inform their line manager if they are taking any medication, whether over-the-counter or prescription, which may affect their ability to drive safely.

It is illegal to use a mobile phone whilst driving and drivers could face legal action through the police and/or additional disciplinary action by the Council. Hands- free facilities may be available within vehicles or to drivers; however, the use of hands-free devices should be monitored as drivers may be distracted by calls taken while driving. In the absence of a hands-free facility, mobile phones should be set to answer phone and taken when it is safe and legal to do so.

Young drivers and those with limited experience will be offered support and coaching and their progress will be monitored through the relevant Service Heads or member of the Management Team.

- **Vehicles;** where vehicles are provided by the Council, these will be fit for purpose and maintained roadworthy order. Planned and preventative maintenance of Council vehicles will be carried out in accordance with manufacturer's recommendations. Additional basic safety checks must be carried out by drivers, as directed by the Council. The Council will maintain appropriate levels of vehicles' insurance. Where employees use their own vehicles for work they should maintain the vehicle in satisfactory roadworthy condition and ensure they have an appropriate level of vehicle insurance to include business use at all times, in accordance with SKDC's Driver Guidance.
- **Workplace;** the Council will ensure that traffic routes and surfaces under its control are suitable for purpose and not uneven, potholed, sloped or slippery. Suitable and sufficient lighting will be maintained and, where necessary, signs, signals and markings will be provided.

Those employees responsible for the receipt of deliveries should ensure that arrangements are in place so these are carried out in a safe manner with minimal risk to pedestrians, in particular where the reversing of vehicles cannot be avoided.

Contractors and Sub-contractors

Service Heads or a member of the Management Team engaging the contractor will ensure that contractors and sub-contractors employed by, or on behalf of, the Council or any other individuals or organisations acting on behalf of the Council, have the ability and resources for effectively managing health and safety, protecting all who may be affected.

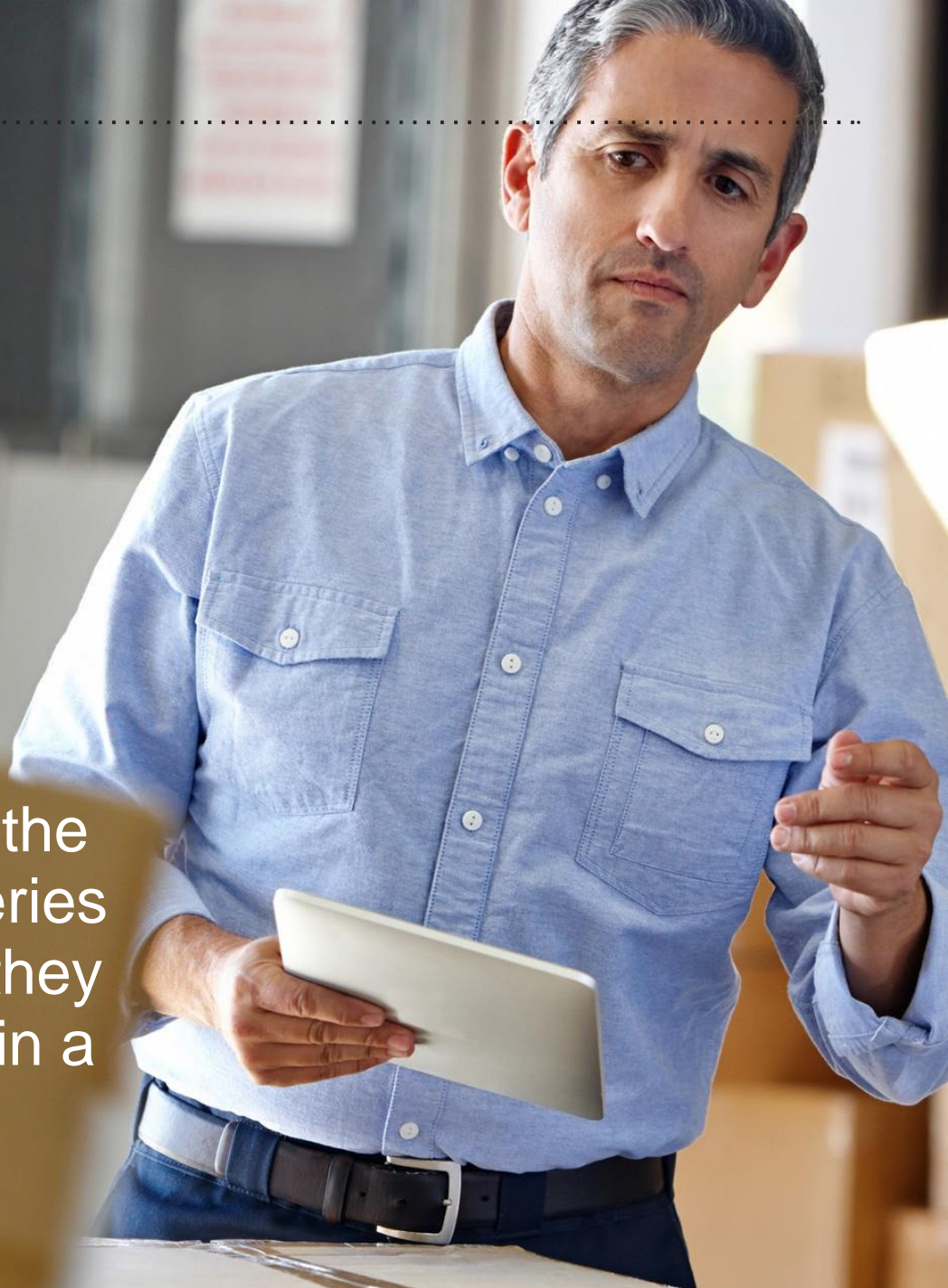
In order to determine competency of contractors prior to being offered and commencing work, either the Health and Safety Competency Assessment of Contractors or the Health and Safety Contractor Checklist must be completed in accordance with the Health and Safety for Contractors Guidance to Managers.

The responsible client officer must ensure that every contract awarded contains a provision that safe methods of work will be employed and full compliance with the health and safety legislation is expected. In addition, they should also ensure safety matters are monitored in order to ensure compliance with safe working methods and health and safety legislation. Where the contractor fails to meet the health and safety standards, suitable penalties may be instigated.

Hazardous Substances

Service Heads or a member of the Management Team engaging the contractor will ensure that all substances which require an assessment under the Control of Substances Hazardous to Health Regulations (COSHH) receive an assessment. An assessment form contained can be found on the intranet and must be completed. All control measures detailed within the assessment will be implemented and brought to the attention of those employees who may be affected.

Employees responsible for the receipt of deliveries should ensure they are carried out in a safe manner.



Asbestos

Asbestos was extensively used as a building material in the UK from the 1950s through to the mid 1980s. It was used for a variety of purposes and was ideal for fireproofing and insulation. Asbestos materials in good condition are safe unless fibres become airborne. The three main diseases caused by asbestos are mesothelioma, lung cancer and asbestosis. These diseases do not cause an illness immediately, but become evident in years to come.

The Control of Asbestos Regulations covers the prohibition of asbestos; the control of asbestos at work and asbestos licensing. In order to comply with this legislation, the Council operates an Asbestos Management Policy and associated Risk Assessment Procedure. In addition the Council carries out surveys of Council owned domestic and non-domestic premises respectively in order to demonstrate the “duty to manage” requirements of the legislation.

Legionella

Legionella bacteria is commonly encountered in environmental water sources and may eventually colonise within poorly maintained and vulnerable water systems such as, cooling towers, hot and cold water systems and other plant systems, which may use or store water. When colonisation occurs in significant numbers within a system capable of producing a water mist spray or droplets the bacteria can become airborne and be subsequently inhaled by an individual. In order to minimise the risk from Legionella, the Council has in

place a Legionella Management protocol, which clearly states arrangements that must be in place for all Council buildings to include:

- Water hygiene management plan
- Water hygiene risk assessments
- Written scheme of control
- Testing and monitoring
- Training
- Emergency procedures and actions

Personal Protective Equipment (PPE)

PPE will be issued to all employees, where a risk or COSHH assessment details this requirement. The Service Manager or member of Management Team in conjunction with the employee will ensure that PPE is:

- Appropriate for the risk/s involved
- Capable of fitting the wearer correctly
- Not affecting the state of health of the wearer

All employees should wear appropriate safety equipment for their work where provided and notify their line manager if this becomes damaged, defective or lost. The Service Head or member of Management Team should retain records in relation to the provision of PPE to include the date of issue, nature of equipment, training given in use and any date for replacement.

Manual Handling

The Manual Handling Operations Regulations apply to a wide range of manual handling activities including lifting,

All employees should wear appropriate safety equipment for their work



lowering, pushing, pulling or carrying. The load may be either inanimate, such as a box or a trolley, or animate, a person or animal. Work related Musculoskeletal Disorders (MSDs) include problems such as, low back pain, joint injuries and repetitive strain injuries of various sorts and are often associated with a manual handling operation.

Operations Regulations set no specific requirements such as weight limits, although they do establish the following:

- Avoid hazardous manual handling operations so far as is reasonably practicable, for example, by redesigning the task to avoid moving the load or by automating or mechanizing the process.
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations so far as is reasonably practicable, for example the provision of mechanical assistance such as a sack trolley or hoist.

All manual handling tasks with a significant risk of injury will be suitably risk assessed and control measures implemented where required and reasonably practicable in accordance with the Manual Handling Operations Regulations and the Council's generic risk assessment. Where the need for an assessment is identified, this will be carried out by the Service Heads or member of Management Team and where necessary advice will be sought through the Corporate Health and Safety Team. The assessment will cover the task, individual capability,

the load, the working environment and other factors such as PPE. Consideration will be given during any such assessment to the Health and safety Executives (HSE) Manual Handling Assessment Chart (MAC).

The MAC tool will assist in identifying high-risk manual handling operations and the completion of the risk assessment. The assessment will identify, where specific information and training on manual handling operations, injury risk and prevention is needed for employees. Completed assessments will be recorded within section 3 of the Service Site Risk Assessment Manual.

Unacceptable Behaviour

The Council will take all practical measures available to reduce the incident of unacceptable behaviour directed towards employees and those acting on its behalf during or as a result of the work activity. People may act out of character in times of trouble or distress, particularly following upsetting or distressing circumstances. The Council does not view behaviour as unacceptable just because a person is forceful or determined. However, the action of a person who is angry, demanding and/or persistent may result in unreasonable demands on the Council or unacceptable behaviour towards employees. Unacceptable behaviours include:

- Aggressive or abusive behaviour, which is not restricted to acts of aggression that may result in physical harm.
- Unreasonable demands, the use of inappropriate or threatening and offensive language in any communications be they in person or email and phone conversation.

- Unreasonable persistence where for example these are taking up an unreasonable amount of time and resources.

The Council operates an Unacceptable Behaviour Policy and Procedure. The procedure clearly states the way in which a report made by an employee will be addressed by all those with responsibility. Staff guidance notes and training is available. Training includes, customer care and quality, dealing with difficult customers and coping with aggression and violence within the workplace and is available to employees and elected members upon request or when the need is identified through a risk assessment Service Heads or a member of the Service Management Team are responsible for ensuring that employees are aware of the policy and procedure and provide appropriate support and investigation following a report of unacceptable behaviour. As part of the Unacceptable Behaviour Policy and Procedure the Council operates an “Exercise with Caution List”, which contains details of persons who have carried out acts of unacceptable behaviour towards Council employees and others acting on its behalf. The list also details persons provided through agreed third parties such as, the Police Probation Services, Social Services and Health Authority. The Exercise with Caution List can be accessed on Monty, but must be treated as highly confidential.

Lone Working

Lone workers face particular risks when carrying out work activities outside the security of Council premises. Service Heads or member of Management Team will at a minimum ensure the implementation of the control measures detailed within the Councils Lone Working Operation Procedure.

Further training, instruction and guidance notes will be provided through the Service Head or member of Management Team, particularly where employees are involved in cash handling or contentious matters. Arrangements will also be put in place by Service Heads and members of Management Team in order to ensure the protection of employees working within Council owned premises out of normal hours of opening.

Work Related Stress

Well designed, organised and managed work helps to maintain and promote individual health and well-being. Where there has been insufficient attention to job design, work organisation and management, the benefits associated with “good work” could be lost. One common result is work related stress. Work related stress means the process which arises where work demands of various types and combinations exceed an employee’s capacity and capability to cope. The Health and Safety Executives (HSE) definition of work related stress is: “The adverse reaction people have to excessive demand placed on them at work”. Staff have access to a range of support mechanisms including the Employee Assistance Program, trained mental health first aiders and regular 1-2-1 meetings where workloads can be reviewed. The Council also operates a flexible working policy to support staff with finding a work life balance.

Stress is not an illness; it is a state and a natural reaction to too much pressure. If stress becomes too excessive and prolonged, mental and physical illness may develop. Signs of stress in individuals include emotional symptoms, mental symptoms and changes in behaviour.

Everyone has a part to play, at every level of the Council, in recognising changes in behaviour, being aware that something is wrong with an individual or group and taking prompt action in dealing with work related stress.

Why Should Action Be Taken?

- Benefits to individuals, teams and the organisation
- Legal requirements
- Corporate Social Responsibility (CSR)

Policy and arrangements for dealing with stress are co-ordinated by Organisational Development. The Employee Assistance Programme (EAP) is available to all employees in order to provide confidential guidance or advice on either personal or work related issues as requested. In addition, the Council operates an Attendance Management Policy with full management and employee participation.

Working Time

The Council will comply with the relevant working time requirements. Advice can be obtained from the Corporate Health and Safety Team.

Procedures are in place to cover home visits, absentee contact, monitoring arrangements where necessary support and return to work arrangements.

Health, Work and Wellbeing

The Council through this Health and Safety Policy will contribute towards the Governments Health, Work and Wellbeing Programme, which aims to prevent people becoming injured or ill; keeping them healthy in work and providing accessible support to enable them to remain/ return to work more quickly.

Wellbeing for an Organisation Needs:

Effective leadership: Clearly communicating and leading by example to deliver the health and safety goals of the organisation.

Positive environment: Involving staff in health and safety decision making and encouraging and responding to feedback and suggestions to create an inclusive environment and promote cooperation.

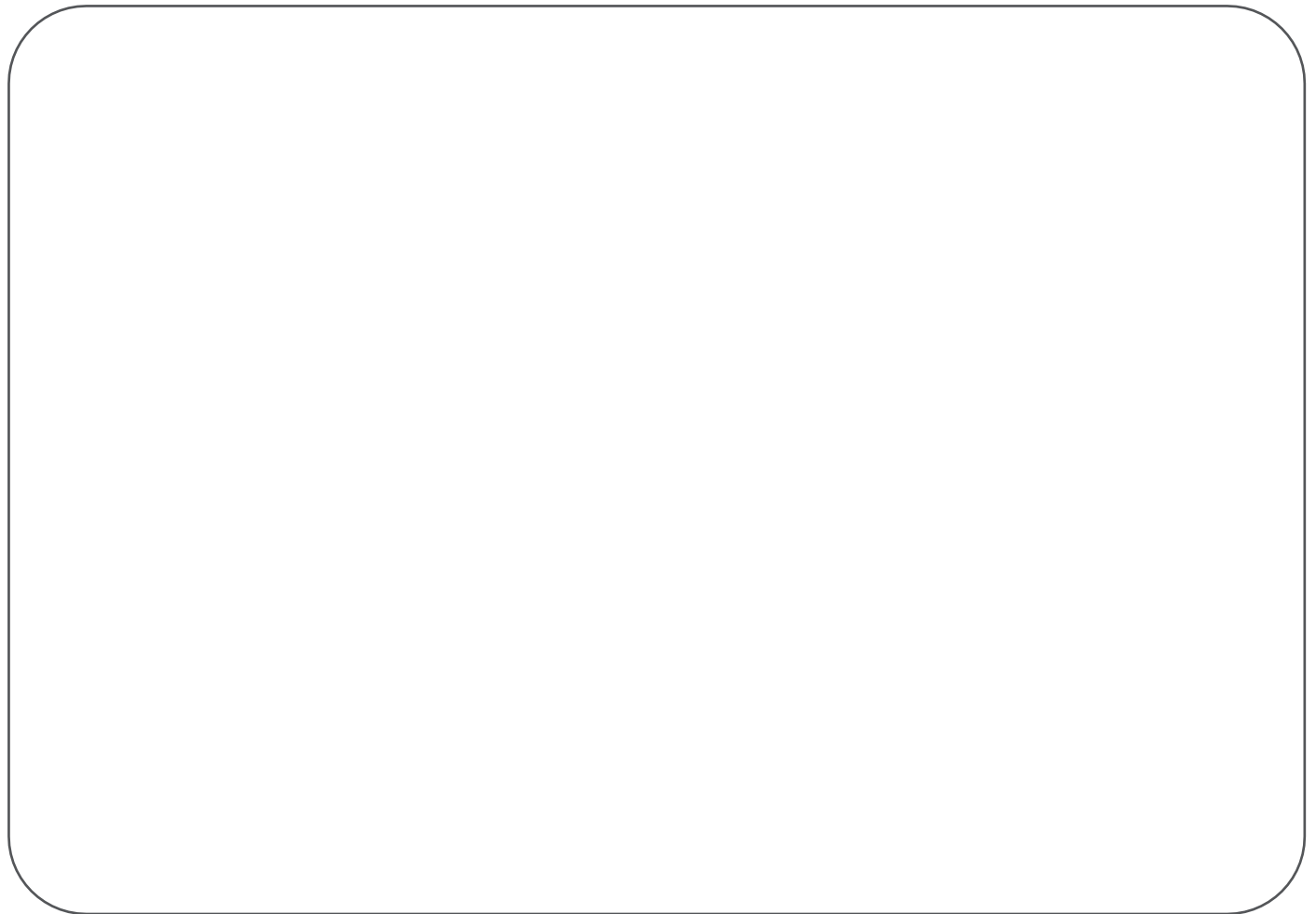
Focus on health: Considering both the physical and mental health demands which staff and Elected members may face and removing, so far as is reasonably practicable, or controlling and supporting all those acting for SKDC to improve health and mental wellbeing.

South Kesteven District Council is committed to providing a safe and healthy working environment for employee's, Elected Members, service users and partners in service provision. The Council will continue to seek improvements in safety and reduction of risk through the regular review and audit of safety controls and procedures. South Kesteven District Council will ensure that all those under the charge of this policy understand their role in supporting and implementing the Councils safety culture and values. Managers must retain a signed copy of the acknowledgment and address any safety questions or concerns raised either directly or with support from Corporate Health and Safety.



Employee acknowledgement

- I acknowledge that I have read and understood the Council's Health and Safety Policy booklet.
- I have been made aware of my responsibilities and the arrangements in place ensure my health and safety whilst at work.
- I have raised the following health and safety matters with my Line Manager, which they will address as appropriate:

A large, empty rounded rectangular box with a thin black border, intended for the employee to write down any health and safety matters they have raised with their Line Manager.

Induction checklist completed:

Health and Safety for employees or equivalent attended:

Employee Name: **Signature:**

Line Manager Name: **Signature:**

Business:

Service Head/ Management Team Name:

Date:

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Office Number: 01476 406 555
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