

To: Finance, Resources and Customer Services Policy Board

On: 27 March 2019

Report by: Director of Finance and Resources

Heading: Revised FARS Health and Safety Policy 2019

1. Summary

- 1.1 Finance and Resources (FAR) recognise the importance of effective identification, evaluation and control of any health, safety and wellbeing risks which employees and others receiving our services may be exposed to. It is therefore necessary to ensure the continued application of an effective health and safety management system within the service department. The revised FAR Health and Safety Policy has been developed to reflect service changes in recent years and the current health and safety risk profile for the service.
- 1.2 The aim of this revised policy is to support the corporate policy and set out the service department arrangements, including roles and responsibilities within the service, to:
- control the risks to employees and others who may be affected by their activities;
 - comply with current legislation;
 - promote best practice; and
 - continually improve on health, safety and well-being.
- 1.3 The FAR Health and Safety Policy promotes the council's corporate approach towards a health and safety culture and promotes and encourages service ownership.
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2. Recommendations

- 2.1 It is recommended that the Board approves the revised FARS Health and Safety Policy 2019.
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3. Background

- 3.1 The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended) place duties on the council to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees at work.
- 3.3 To manage the service health and safety risks it is first important to understand the health and safety risk profile of the service. This profile has changed considerably in recent years with the creation of customer and business services and the integration of property services within Finance and Resources. The revised policy describes the health and safety profile and the key health and safety risks for the service department.
- 3.4 In addition to the above, following on from an internal audit of corporate health and safety governance arrangements an opportunity arose to revise the roles and responsibilities for service department health and safety activities and the new FARS Health & Safety Policy addresses this. A significant point of note is that the Head of Property Services is now the Service Director's nominated Head of Service who will champion health and safety arrangements across the service department. The Head of Property Services is the new chair of the FAR Health and Safety Planning Group.
- 3.5 The revised policy has been developed in consultation with corporate health and safety and all members of the FAR Health and Safety Planning Group. The policy is to be valid for a period of 3 years but will be updated sooner should any material changes arise regarding service activities. The policy is now presented to Board for approval.

Implications of the Report

1. **Financial - None**
2. **HR & Organisational Development - None**
3. **Community/Council Planning - None**
4. **Legal - None**
5. **Property/Assets - none**
6. **Information Technology - none**
7. **Equality & Human Rights – none**
8. **Health & Safety – as per the subject matter of this report**
9. **Procurement – none**
10. **Risk – as per the subject matter of this report**
11. **Privacy Impact - none**
12. **Cosla Policy Position - none**

List of Background Papers

- (a) Background Paper - none

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Renfrewshire Council

Service Health and Safety Policy

Finance and Resources

Document Title:	FAR Health and Safety Policy		
Owner:	Director of Finance and Resources	Lead Reviewer	J Lynch
Version No.	2.0	Superseded Version:	1.0
Date Effective:	April 2019	Review Date:	April 2022

Foreword

This policy reflects the legal obligations placed upon the service by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended).

This policy underpins the corporate policy on health and safety which was approved and adopted in March 2018. Finance and Resources wholly supports the corporate policy, principles and ethos, and all our employees should be familiar with the corporate policy and additionally the service specific information contained within this separate service policy.

The service is committed to continually improving health and safety performance in the delivery of its services which will lead to reduction of injury and ill health. This will be achieved by the implementation and management of an effective health and safety management system, which reflects the objectives set out in the corporate health and safety strategy. The management systems should reflect the key elements contained within the British Standard BS OHSAS 18001:2007 and the Health and Safety Executive's publication "Successful Health and Safety Management" (HSG65).

Managers are responsible for motivating and empowering employees to work in a safe and healthy manner and to encourage a positive attitude towards health, safety and wellbeing in the workplace.

Under the Management of Health and Safety at Work Regulations 1999 (as amended), the corporate Health and Safety section based within Finance and Resources are the 'appointed competent persons' to assist the council in overseeing the application and provision of health and safety legislation and will provide advice, guidance and assistance regarding implementation of this policy. The corporate Health and Safety section are authorised by the Chief Executive to stop or prohibit any activity that poses an imminent health and safety risk or danger and report this to the Chief Executive and relevant Head of Service.

This document requires the commitment, support and action from everyone working within Finance and Resources and is central to the ongoing effective management of health and safety.

To this end, I commend this document to you.



Alan Russell
Director
Finance and Resources

Date... 25/2/19

1. Our service health and safety profile

1. Finance and Resources provide a diverse range of corporate services. To manage the health and safety risks across the service it's important to first understand the service health and safety risk profile. The first table below sets out each area of service along with the approximate number of employees in each and the approximate number of locations where employees within each area are based.

Service area	No. of Employees	No. of Locations where staff are based
CBS – Customer Services & Advice Works	120	10 + homework & home visits
CBS – Outlying areas - Adult Services	76	34
CBS – Outlying areas - Operations	60	13
CBS – Revs & Financial Support	130	11 – including homeworkers
CBS – RH Hub	110	01
CBS – Schools Support	184	49 primary, 2 ASN and 11 pre-5 centres
Corporate Finance	45	01
Corporate Governance	61	01
ICT	72	01 (+ site visits)
Internal Audit Services	11	01
Property Services	60	01 (+ site visits)
Transformation & OD	65	01
Total:	994	129

2. The table below sets out the key health and safety risks that each area has identified as relevant to them. This information was gathered through an exercise carried out by the FAR health and safety planning group in January 2019.

Service area	Key Service H&S Risks						
	Musculo-skeletal	Stress	Work at Height	Lone Working	Occupational Driving	Violence & Aggression	Slips, trips, falls
CBS Customer Services & Advice Works	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/>
CBS Outlying areas, adult servs and operations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
CBS – Revs & Financial Support	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
CBS – RH Hub	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CBS – Schools Support	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Corporate Finance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Corporate Governance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ICT	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Internal Audit Services	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Property Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transformation & OD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3. Later in this policy, section 3 and paragraph 3 set out the arrangements for managing the identified risks.

2. Roles and responsibilities

Part 2 of the corporate health and safety policy sets out organisational responsibilities for Health and Safety Assistance/Advice.

Within Finance and Resources, roles and responsibilities are as follows.

1. The Service Director is, so far as is reasonably practicable, responsible for ensuring the health, safety and well-being of employees and others who may be affected by the service's activities. The Director has overall responsibility to ensure that advice on matters relating to health, safety and well-being is provided throughout the service. The Director is responsible for:
 - a. the service health and safety policy and its promotion throughout the service
 - b. ensuring there are adequate resources to support the policy
 - c. ensuring that all areas of the service identify and appropriately manage their key health, safety and well-being risks
 - d. employing the use of relevant performance indicators that will both support the council's corporate health and safety strategy and demonstrate continued improvement in health and safety performance across the service.

The Service Director has nominated the Head of Property Services to support them in this role.

2. The Head of Property Services supports the Service Director by:
 - a. chairing the FAR Health and Safety Planning Group and updating the Senior Management Team on the work of the group
 - b. chairing the FAR Health and Safety Committee
 - c. ensuring service areas are appropriately represented on the planning group and committee
 - d. preparing the service annual health and safety report which evaluates the service's health and safety performance for the previous year. The service will follow the corporate template to ensure all matters to be reported are included
 - e. preparing the service health and safety plan with objectives, performance indicators and timescales for completion in the year ahead
 - f. ensuring ongoing engagement with the council's corporate health and safety team as 'competent persons' who will provide advice, guidance and assistance on the implementation of this policy and other appropriate support as required.

The Service Director has nominated Karen Locke (a service manager) to the role of service health and safety co-ordinator, to support the Head of Property Services in their role. Primarily this will involve gathering information for health and safety reporting, preparing information (such as accident data and performance data), for meetings of the planning group and committee and representing the service on the corporate health and safety committee.

3. All Heads of Service will:
 - a. fully support implementation of the service policy across all their teams
 - b. actively promote a positive health and safety culture across all teams, engaging and consulting with employees and ensuring safe systems of work
 - c. ensure all risk assessments for their teams' activities are undertaken and reviewed appropriately
 - d. support actions required to eliminate or control the risks, so far as is reasonably practicable
 - e. ensure reporting and investigation of near misses and accidents to enable trends analysis and a positive learning environment that seeks to reduce recurrence of unwanted events or incidents
 - f. ensure the corporate health and safety team is notified of any RIDDOR reportable incidents (Business World should produce relevant alerts for this).
 - g. respond in a timely manner to any health, safety or well-being concerns raised within their teams.

It is expected that while Heads of Service are accountable for the above, on a day to day basis this will be undertaken by team managers and supervisors on their behalf. Forms are available on-line to assist.

All employees are reminded that health, safety and well being is everyone's responsibility and everyone has a responsibility to implement the service Health and Safety Policy, procedures and safe systems of work by:

- a. behaving while at work with due care for their own safety and that of others who may be affected by their acts or omissions at work
- b. supporting the service in complying with any health and safety legislation in force
- c. using work equipment correctly, safely and in accordance with appropriate training and instruction; and
- d. notifying their manager or supervisor of any situation they believe, reasonably, represents a workplace health, safety or well-being concern.

Raising health & safety concerns:

Step 1. Raise the concern with your supervisor. If not resolved:

Step 2. Raise the concern with your service manager. If not resolved:

Step 3. Raise the concern with safety representative. If not resolved:

Step 4. Safety representative can raise concerns at the service health and safety planning group.

At any stage during this process, any employee/ safety representative can contact the corporate health and safety section for further guidance.

The Occupational Health Service is committed to the identification, assessment and management of work-related health risks and, as appropriate, non work-related health risks.

4. Safety Representatives appointed by recognised Trade Unions are entitled to inspect work places every three months, accompanied by management, and if necessary more frequently. Safety Representatives are allowed to inspect any statutory document which the service is required to maintain. On request, they will also be given information necessary to carry out their functions as defined under the Safety Representatives and Safety Committees Regulations 1977. The service will consult the relevant Safety Representatives in keeping with the corporate policy.
5. The Service Health and Safety Planning Committee has representation from all areas of the service as well as staff side representatives appointed by the relevant Trade Unions. The committee monitors the implementation of good health and safety practice across the service and progress being made in relation to agreed priorities.
6. The Health and Safety Planning Group has established terms of reference with membership representing all areas of the service. The planning group assists with development and implementation of the service health and safety policy and plan. The Group provides a forum where members can review relevant statistics, identify trends, areas for improvement and potential solutions, can take forward corporate initiatives and essentially can come together to share both good practice and lessons learned from across the service department. Service representatives on the Planning Group are noted as per the table below (at the time of policy approval).

Service Area	Representative	
CBS Adult Services	Alison Allan	Service Delivery Officer
CBS – Customer Services & Advice Works	Rhona Barnes	Senior Service Delivery Officer
CBS – Outlying areas	Lynne Mitchell	Team Leader
CBS – Revs & Financial Support	Mary Sweeney	Development Officer
CBS – RH Hub	Craig McEwan	Team Leader
CBS – Schools Support	Sylvia Easton	Senior Service Delivery Officer
Corporate Finance	John McIntyre	Assistant Business Partner
Corporate Governance	Fiona Ross	Senior Solicitor
ICT	Gillian Dickie	Partnering & Commissioning Manager
Internal Audit Services	Karen Locke	Risk Manager
Property Services	Craig Thorpe	Corporate Asset/Energy Manager
Transformation and OD HR	Clare McGivern	Administrative Officer

3. Practical matters

1. Communication – this will happen through a number of different channels. A key source of information is the H&S material on the intranet/ safety flashes etc. Finance and Resource employees should be aware of this source of information.

Each member of the service Health and Safety Planning Group will play an important role in ensuring that key health, safety and wellbeing messages are shared across the whole service. Within the Planning Group itself, Microsoft Teams will be used to facilitate communications about meetings and key messages to be relayed across the service department.

2. Recruitment, induction and training - employees who are new to the service should be clear, from their job descriptions, corporate and local induction, about the health, safety and wellbeing risks that are relevant to them in the workplace.

Employees should have the relevant competencies to undertake their duties and any relevant health and safety training required should be arranged through orgdev.cs@renfrewshire.gov.uk. Health and safety training courses are included in the Training Course Planner, available from Organisational Development and on the intranet.

The corporate health and safety team can also provide bespoke health and safety training on request, at times and locations suitable to the service's requests.

3. Identifying and managing health, safety and well-being risks

As noted in our service health and safety profile, our service department is quite diverse, and risks differ from team to team. Generic risk assessments for the key health, safety and well-being risks to be managed across our service department will be recorded in Business World (in the Generic Risk Assessment Database). Each area of the service will tailor the relevant assessments for their teams and ensure these are communicated to the teams. Health and safety planning group representatives will support this activity. Where possible, relevant Key Performance Indicators will be established and monitored to aid understanding of how the service is performing in relation to managing its key health and safety risks as well as the service's performance in relation to corporate health and safety KPIs.

The planning group will also consider arrangements for emergency procedures and ensure all teams are aware of the arrangements. These include fire safety and emergency evacuation procedures, first aid, security, and welfare arrangements.

Corporate health and safety and the Civil Contingencies Service can provide further advice.

4. Health and safety audits and inspections

An important part of good risk management is to check that the arrangements in place to manage the health, safety and well-being risks (safe systems of practice and controls), are checked and tested. The corporate health and safety team will audit the service's health and safety management systems in liaison with the health and safety planning group and in keeping with the service's health and safety plan. The team will carry out safety inspections with management and union safety representatives. The standard applied requires accreditation to BS OHSAS 18001:2007.

Although corporate health and safety oversee this process, **all areas of the service are encouraged** to undertake their own regular audits (such as checking that exits aren't blocked or that items aren't lying around that create trip hazards), and feedback results to the health and safety planning group. As a very minimum, managers and supervisors should ensure that they undertake an annual self-inspection of the areas they work in, using the Workplace Observation Inspection Report (WOIR) inspection template (appendix 1).

Appendix 1**Workplace Observation and Inspection Report**

Service	Name of Inspector:
Division	Date
Location:	

GENERAL WORKPLACE	Adequate	Action Required Y/N/ NA	Comments
1.1 Floors & Working Areas	<input type="checkbox"/>		
1.2 Stairs & Passageways	<input type="checkbox"/>		
1.3 Exits & Egress	<input type="checkbox"/>		
1.4 External Emergency escape routes	<input type="checkbox"/>		
1.5 General Housekeeping	<input type="checkbox"/>		
1.6 Authorised Access Arrangements	<input type="checkbox"/>		

Chemical (COSHH) STORAGE AND OPERATIONS	Adequate	Action Required Y/N/ NA	Comments
5.1 COSHH - Identification	<input type="checkbox"/>		
5.2 COSHH - Assessments	<input type="checkbox"/>		
5.3 COSHH - Containers	<input type="checkbox"/>		
5.4 Storage Cupboards & Shelves	<input type="checkbox"/>		
5.6 Spillage kits / arrangements	<input type="checkbox"/>		
5.7 PPE - Storage Facilities	<input type="checkbox"/>		

ENVIRONMENT & WELFARE	Adequate	Action Required Y/N/ NA	Comments
2.1 Ventilation & Fresh Air	<input type="checkbox"/>		
2.2 Lighting	<input type="checkbox"/>		
2.3 Temperature	<input type="checkbox"/>		
2.4 Toilets & Wash Rooms	<input type="checkbox"/>		
2.5 Kitchens	<input type="checkbox"/>		
2.6 Eating Areas	<input type="checkbox"/>		
2.7 Clothing Storage	<input type="checkbox"/>		

EMERGENCY ARRANGEMENTS	Adequate	Action Required Y/N/ NA	Comments
3.1 First Aid Boxes & Facilities	<input type="checkbox"/>		
3.2 Fire Extinguishers	<input type="checkbox"/>		
3.3 Fire Alarms	<input type="checkbox"/>		
3.4 Fire Doors	<input type="checkbox"/>		
3.5 Assembly Points	<input type="checkbox"/>		
3.6 Emergency Instructions & Notices	<input type="checkbox"/>		
3.7 Safety & Fire Signs	<input type="checkbox"/>		
3.8 Fire Risk Assessment	<input type="checkbox"/>		

WORKING PRACTICES	This is an inspection form – NOT an Audit. Therefore, remove these questions from this Inspection Checklist
4.1 Use of PPE	
4.2 Use of Equipment	
4.3 Manual Handling Techniques	
4.4 Communication	
4.5 Working Methods	
4.6 Working Safety	

OFFICE	Adequate	Action Required Y/N/ NA	Comments
7.1 Furniture	<input type="checkbox"/>		
7.2 Chairs	<input type="checkbox"/>		
7.3 Filing Cabinets/Storage	<input type="checkbox"/>		
7.4 DSE Workstations RA	<input type="checkbox"/>		
7.5 Portable Steps / Kick stools	<input type="checkbox"/>		

EQUIPMENT, PLANT and TRAFFIC MANAGEMENT	Adequate	Action Required Y/N/ NA	Comments
6.1 PA Testing	<input type="checkbox"/>		
6.2 Electrical Fittings	<input type="checkbox"/>		
6.3 Electrical Wiring & Cabling	<input type="checkbox"/>		
6.4 Machinery Guarding	<input type="checkbox"/>		
6.5 Machinery Safety Devices	<input type="checkbox"/>		
6.6 Apparatus Locks & Interlocks	<input type="checkbox"/>		
6.7 Mechanical Handling Devices	<input type="checkbox"/>		
6.8 Lifting Tackle & Equipment	<input type="checkbox"/>		
6.10 Mobile Plant Test & Maintenance	<input type="checkbox"/>		
6.11 Pressure systems	<input type="checkbox"/>		
6.12 Compressed Air usage	<input type="checkbox"/>		
6.13 Vehicle/Equipment Daily Pre- use checks	<input type="checkbox"/>		
6.14 Traffic & Pedestrian Segregation	<input type="checkbox"/>		
6.15 Hand Tools	<input type="checkbox"/>		
6.16 Stacking (SWL)	<input type="checkbox"/>		
6.17 PUWER / LOLER Risk Assessments	<input type="checkbox"/>		

STATUTORY INSPECTIONS	Adequate	Action Required Y/N/ NA	Comments
Electrical	<input type="checkbox"/>		
Gas	<input type="checkbox"/>		
Legionnaires	<input type="checkbox"/>		
Ladder / Kick Steps/ Platforms, etc.	<input type="checkbox"/>		
Asbestos	<input type="checkbox"/>		

Possible Comments (Drop Down)	
1 Repair	6 Clean
2 Replace/Obtain /Arrange	7 Schedule Maintenance/Test
3 Arrange Training	8 Conduct Risk Assessment
4 Notify Supervisor/Manager	9 Rectify Immediately
5 Condemn	10 Other – free type

Responsible person:	Approved: Y/N
Date:	Review date: