



## **CORPORATE HEALTH AND SAFETY COMMITTEE – 16TH NOVEMBER 2015**

**SUBJECT: HEALTH AND SAFETY POLICIES – REVIEW UPDATE**

**REPORT BY: INTERIM CHIEF EXECUTIVE**

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### **1. PURPOSE OF REPORT**

- 1.1 The following report is provided to Elected Members, Union Representatives and Officers as a formal update on the recent update to health and safety policies and Corporate Management arrangements, CMA's.

### **2. BACKGROUND**

- 2.1 Health and Safety division have numerous policies and CMA's in place to manage risks across the Authority. Part of the ongoing process of health and safety is the review of policies and CMA's, and as such, a formal review of each policy and CMA must take place every 3 years. The review allows policies and CMA's to be updated to reflect a change in working practices and to reflect any changes in health and safety legislation.

### **3. REPORT**

- 3.1 As part of the review process the following policies and CMA's have been updated:

- First aid at work,
- Lone Working,
- Accident reporting and investigation,
- Control of substances hazardous to health,
- Risk assessment,
- Display screen equipment,
- Fire safety,
- Manual handling.

All of the policies and CMA's have had wording changes to reflect minor changes, updated review dates etc. The following policies have additional duties added for heads of service, managers and employees:

First aid policy and CMA – The policy has been updated to reflect CMT recent approval to install Automated External Defibrillators, AED's, to all Corporate offices. For all other buildings, including schools, approval is needed from the head of services / head teacher to install an AED. Where an AED has been installed the policy requires that training is provided to ensure a trained employee is on site during opening hours, where an AED has been donated to a CCBC building, the relevant training must also be provided. The policy also requires the AED is serviced in accordance with manufacturer's recommendations and the necessary routine checks are carried out on a daily basis.

Lone Working policy and CMA – The policy has been updated to require Managers to determine if they have any night works and to ensure the employee completes a night worker assessment and thereafter on a three yearly basis, as required under the Working Time Regulations 1998, which implements the European Working Time Directive into British law. Under the Regulations night time is defined as the period between 11pm to 6am and a night worker is defined as someone who regularly works at least 3 hours of daily working time between these hours. The policy also requires the employee to notify their Manager immediately if there are changes in their personal health, which may affect their ability or suitability to night work.

Accident Reporting & Investigation policy and CMA – The policy has been updated to reflect the recent changes in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. The main changes are the simplification of the reporting requirements in addition the requirement for employers to notify the HSE of employees being off work (due to an accident) for 3 days or more, has now increased to 7 days or more. In addition, the policy has been updated to require employees to notify their line Manager of an accident the same day, if the employee does not notify their line manager the accident may not be classed as an industrial injury.

Control of substances hazardous to health CMA – The CMA has been updated to include examples of posts that may be required to have health surveillance and the type of surveillance, in addition, the requirement to undertake a baseline pre employment assessment for staff who will work with hazardous substances with ongoing health surveillance as required.

#### **4. EQUALITIES IMPLICATIONS**

4.1 There are no Equalities implications for the Council arising from this report.

#### **5. FINANCIAL IMPLICATIONS**

5.1 There are no direct financial implications for the Council arising from this report.

#### **6. CONSULTATIONS**

6.1 All consultations have been reflected in the report.

#### **7. RECOMMENDATIONS**

7.1 That Committee Members note the contents of the update report.

#### **8. STATUTORY POWERS**

8.1 Not applicable to the report.

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