

CAERPHILLY COUNTY BOROUGH COUNCIL

CORPORATE HEALTH AND SAFETY POLICY

Version:	Version 5
Policy Ratified by:	Cabinet
Date:	February 2020
Area Applicable:	All Council employees, agency staff, volunteers and service users.
Review Year	2023



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This publication is available in Welsh, other languages or formats on request.

Mae'r cyhoeddiad hwn ar gael yn Gymraeg ac mewn ieithiodd neu fformatau eriall ar gais.

NOTE

Wherever the designation “manager” is used throughout this policy, it is taken to mean Head of Service, Head Teacher, Line Manager, Supervisor and the Officer in charge or anyone who has responsibilities for employees in the course of their work.

1. INTRODUCTION

- 1.1.** This policy sets out the Authority's approach to health and safety and arrangements and responsibilities for managing health and safety within Caerphilly County Borough Council relating to its work activities and premises under its control.

2. POLICY STATEMENT

- 2.1.** The Chief Executive, Corporate Management Team and Cabinet Members acknowledge their statutory and moral obligations to ensure the health and safety of employees whilst at work, and of others who may be involved in or affected by the Authority's activities and premises under its control.
- 2.2.** Health and safety considerations are recognised as an integral part of the Authority's work activities and are a prime responsibility of its Directors, Managers and Members. As such, the Cabinet and Corporate Management Team are committed to the responsible management of health and safety throughout the Authority's activities and fields of operation.
- 2.3.** In order to carry out this commitment, the Authority will:
- 2.3.1** Meet the requirements of health and safety legislation and, where possible, seek to demonstrate exemplary health and safety performance and practices.
- 2.3.2** Identify the health and safety hazards arising from the Authority's activities and assess and sensibly manage the associated risks.
- 2.3.3** Endeavour to improve health and safety performance, in a cost- effective manner, so that instances of work-related ill health and injuries are reduced.
- 2.3.4** Ensure that Members, employees, unions and management are consulted on health and safety issues, are involved in the health and safety management system and are provided with appropriate direction, information, training and supervision to enable them to meet their obligations to work safely and with due regard for the health and safety of others.
- 2.3.5** Have suitable and sufficient operating policies, procedures, programmes, arrangements, guidance and resources to ensure continuous improvement in health and safety standards.
- 2.3.6** Require contractors to demonstrate the same level of competence, implementation and commitment to legal compliance and to continuous improvement in health and safety performance.

- 2.4.** The Authority will implement this policy through:
- 2.4.1 Health and safety controls achieved through the implementation of management systems based on recognised safety management principles.
 - 2.4.2 Frequent, structured health and safety inspections, audits and monitoring of performance against agreed targets and objectives within a continuous improvement programme.
 - 2.4.3 Provision of competent health and safety advice and support through a competent Health and Safety Division and Occupational Health Service.
 - 2.4.4 Provision of funds and resources to ensure proper implementation of this policy.

Signed:

Date: February 2020

Interim Chief Executive

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3. SCOPE

- 3.1. This policy has been agreed with the Trade Unions and applies to all employees.
- 3.2. This policy will be reviewed at least every 3 years to ensure it is in line with current legislation and remains current.
- 3.3. The effective date of issue 5 of this policy is: February 2020

4. ROLES AND RESPONSIBILITIES

Please note: All employees have a legal responsibility to comply with health and safety law and the provisions of this policy. Failure to do so could result in personal and/or corporate liability and disciplinary action.

The Authority's structure and employees' roles and responsibilities are contained within organisation charts and job descriptions, which are held by People Services.

This section provides information on health and safety related responsibilities and links to health and safety specific organisational charts, as well as details of specific roles and responsibilities assigned to individuals and groups within the Authority.

4.1 Health and Safety Assistance:

Competent persons have been appointed to assist the Authority in meeting its health and safety responsibilities. These people have sufficient knowledge and expertise to ensure that the appropriate policies and management arrangements are in place to meet statutory requirements.

A centralised Health and Safety Division is headed by the Health and Safety Manager who acts as the 'competent person' for the Authority for health, safety and welfare. The Division provides health and safety support related to work activities undertaken by CCBC employees. The Division develops and implements corporate policy and guidance on health and safety issues and produces improvement plans for strategic and operational risks.

Specific Roles and Responsibilities for health and safety are detailed below:

4.2 Elected Members will:

- 4.2.1 Have an understanding of the main provisions of applicable health and safety legislation, and in particular the requirements of the Health and Safety at Work etc. Act 1974.
- 4.2.2 Be aware of their responsibilities under legislation and industry specific guidance and attend relevant health and safety training provided by the Authority.
- 4.2.3 Allocate the necessary resources to ensure implementation and adherence to policies and legislation.
- 4.2.4 Ensure that they are aware of the Authority's arrangements for maintaining an appropriate level of professional health and safety advice and ensure that sufficient resources are provided for successful health and safety management.
- 4.2.5 Nominate a Chair and Vice Chair to sit on the Corporate Health and Safety Committee.
- 4.2.6 Ensure that the standards and profile provided to other Members' functions are applied to health and safety management.
- 4.2.7 Ensure that health and safety is integrated into the culture of the organisation.
- 4.2.8 Promote and encourage a safe working culture and ensure behaviour is led by example.

4.3 The Chief Executive will:

- 4.3.1 Assume ultimate responsibility for the health and safety activities of the Authority.
- 4.3.2 Be ultimately responsible for ensuring compliance with this policy within Caerphilly County Borough Council.
- 4.3.3 Have an understanding of the main provisions of applicable health and safety legislation, and in particular the requirements of the Health and Safety at Work etc. Act 1974.
- 4.3.4 Ensure that the standards and profile provided to other management functions are applied to health and safety management.
- 4.3.5 Ensure that health and safety is integrated into the management structure.
- 4.3.6 Promote and encourage a safe working culture and ensure behaviour is led by example.

- 4.3.7 Allocate the necessary resources to ensure implementation of and adherence to policies.
- 4.3.8 Review the safety management performance of Directors and Management.
- 4.3.9 Ensure that the organisational structure is appropriate to manage the health and safety affairs of the Authority.
- 4.3.10 Support the Health and Safety Division and Heads of Service in policy setting and monitoring the effectiveness of the health and safety management systems.
- 4.3.11 Ensure that the standards and profile provided to other management functions are applied to health and safety management.

4.4 Directors will:

- 4.4.1 Understand and comply with the main requirements of statutory health and safety legislation applicable to their areas of control.
- 4.4.2 Ensure effective implementation of the Authority's Health and Safety Policies, Management Arrangements and Procedures within their Directorates.
- 4.4.3 Ensure that health and safety is integrated into the Directorate management structure and is promoted as a vital component of service delivery.
- 4.4.4 Ensure adequate training, information, instruction and supervision of Assistant Directors/Heads of Service and managers is available to allow work to be safely managed.
- 4.4.5 Promote health and safety and encourage a safe working culture and behaviour through leading by example.
- 4.4.6 Bring to the attention of the Corporate Management Team and/or the Health and Safety Division any health and safety issues that require their attention and advice to rectify.
- 4.4.7 Ensure a safe working environment is maintained.
- 4.4.8 Ensure adequate resources are available within their service area to ensure continued improvement in health and safety.

4.5 Heads of Service / Assistant Directors and Managers will:

- 4.5.1 Ensure that employees, contractors and visitors under their control are aware of relevant health and safety policies and procedures.
- 4.5.2 Understand and comply with the main requirements of statutory health and safety legislation applicable to their Service Areas.

- 4.5.3 Monitor the workplace to ensure safe conditions are maintained.
- 4.5.4 Ensure effective implementation of this policy, other health and safety policies, procedures and guidance. This will require incorporating health and safety into service improvement plans and/or setting service area health and safety targets.
- 4.5.5 Ensure completion of suitable and sufficient risk assessments as required within service areas.
- 4.5.6 Ensure that buildings, equipment, plant and substances used are suitable for the task for which they are provided and used, and are kept in good working condition, including being regularly inspected, maintained and serviced as appropriate and in line with statutory requirements.
- 4.5.7 Ensure and monitor that adequate training, information, instruction and supervision of employees is provided, to ensure that work is undertaken safely.
- 4.5.8 Promote health and safety and encourage a safe working culture and behaviour through leading by example.
- 4.5.9 Bring to the attention of the Director and/or the Health and Safety Manager any health and safety issues that require their attention and advice to rectify.
- 4.5.10 Maintain a safe working environment and safe access to and from the workplace.
- 4.5.11 Take immediate and appropriate action to investigate and rectify any risks to health and safety arising from work activities.
- 4.5.12 Ensure that where they have specific responsibilities they discharge them appropriately

4.6 The Head of Digital and Customer Services will:

In addition to the responsibilities in section 4.5 above:

- 4.6.1 Ensure that goods and services are purchased according to the Authority's purchasing policy and procedures, recognising the requirements of statutory legislation towards hazardous substances, product safety, vibration and management of contractors.
- 4.6.2 Accurately communicate to suppliers, the Authority's requirements for materials and services, as described on purchase requisitions and/or specifications.
- 4.6.3 Ensure processes are in place to appoint competent (CCBC vetted) contractors when tenders are appointed via Procurement.

4.7 The Head of Property Services will:

In addition to the responsibilities in section 4.5 above:

- 4.7.1 Ensure that all agreed Authority properties are compliant with the minimum statutory maintenance requirements as set out in relevant statutory instruments.
- 4.7.2 Where engaged to do so appoint competent contractors to undertake work on Authority properties and ensure that they undertake work in accordance with legislation and CCBC priorities.
- 4.7.3 Ensure that appropriate records and certificates of statutory inspection and testing are retained and uploaded to the RAMIS system.
- 4.7.4 In the case of remedial works allocated to Property Services to progress following a statutory inspection/examination ensure that faults are rectified within a timely manner and closed out on RAMIS.

4.8 The Head of People Services will:

In addition to the responsibilities in section 4.5 above:

- 4.8.1 Ensure where applicable that People Services policies and practices promote the health, safety and well-being of employees.
- 4.8.2 Ensure a close working relationship exists between People Services, the Health and Safety Division and Occupational Health on common issues such as staff well-being, rehabilitation, industrial injuries and illness.

4.9 The Head of Corporate Finance will:

In addition to the responsibilities in section 4.5 above:

- 4.9.1 Ensure corporate insurance policies are in place to cover legal requirements e.g. employers liability, public liability, Authority vehicle cover.
- 4.9.2 Ensure that adequate systems and resources are in place to deal with liability claims relating to health and safety.

4.10 The Fleet Manager and Managers with responsibility for vehicles will:

In addition to the responsibilities in section 4.5 above:

- 4.10.1 Ensure that Authority vehicles are subject to a system of regular maintenance, servicing and statutory inspections where appropriate.
- 4.10.2 Ensure that the management of occupational road risk is integrated into the

section's activities.

- 4.10.3 Ensure that those who drive CCBC vehicles are aware of their obligations under law and CCBC policy.

4.11 Managers with responsibility for premises will:

In addition to the responsibilities in section 4.5 above:

- 4.11.1 Ensure that statutory inspections and testing are conducted and appropriate records and certificates of statutory inspection and testing are uploaded onto RAMIS.
- 4.11.2 Seek advice from a Technical Division and/or the Health and Safety Division on any building related health and safety concern.
- 4.11.3 Ensure they progress any requirements from statutory inspections within a timely manner and evidence actions taken on RAMIS.
- 4.11.4 Ensure that corporate policies and management arrangements and guidance regarding building management are adhered to.

4.12 The Health and Safety Manager will:

- 4.12.1 Ensure that this policy is reviewed at least every three years to ensure it is in line with current legislation.
- 4.12.2 Develop corporate management arrangements and policy documents, guidance and procedures relating to health and safety legislation, relevant British Standards, and best practice guidance as applicable to the Authority.
- 4.12.3 Ensure implementation of Strategic and Operational Improvement plans covering the Authority's activities, which meets legal minimum standards and update annually on progress.
- 4.12.4 Ensure implementation of a health and safety monitoring plan which measures health and safety performance in key risk areas and update annually on progress.
- 4.12.5 Ensure support and training on use of the RAMIS System is provided to Authority and Contractor staff.

4.13 The Asbestos and Fire Team Manager will:

- 4.13.1 Strategically manage asbestos within the Authority's premises, ensuring that the risk from exposure to asbestos is adequately managed. Providing surveying, training and advice services via the Asbestos Management Team. Implementation of the Corporate Asbestos Management Plan and ensure that the RAMIS Asbestos System is maintained to provide accurate information on asbestos within the Authority's premises.
- 4.13.2 Ensure Fire Risk Assessments are undertaken across the Authorities premises in line with the risk priority schedule. Ensure technical advice, support and training on all fire safety related issues is provided.

- 4.13.3 Monitor compliance and progress against asbestos and fire safety and update annually on progress.
- 4.13.4 The Manager responsible for the Occupational Health Department will:
- 4.13.5 Ensure Occupational Health lead on health promotion activities and improvements to well-being of employees in all occupations.
- 4.13.6 Ensure health surveillance is undertaken as necessary to support the ongoing health and well-being of employees while at work.
- 4.13.7 Provide a Physiotherapy Service to proactively support the identification and treatment of relevant Musculoskeletal conditions.

4.14 Employees will:

- 4.14.1 Take reasonable care of their own health and safety whilst at work.
- 4.14.2 Consider, whilst at work, the health and safety of others who may be affected by their acts or omissions.
- 4.14.3 Work in accordance with the information, instruction and training provided.
- 4.14.4 Where required, attend Occupational Health for relevant appointments related to their health and wellbeing while at work.
- 4.14.5 Refrain from intentionally misusing or recklessly interfering with anything provided in the interests of health and safety.
- 4.14.6 Report any hazardous defects in plant, equipment, or shortcomings in existing safety arrangements, or the unsafe activities of work colleagues or contractors, to their Line Manager and/or Health and Safety Division without delay.
- 4.14.7 Not undertake any task for which authorisation and/or training has not been given.
- 4.14.8 Not participate in horseplay, or initiate types of activities that can lead to accidents, and deter others from doing so.

5. HEALTH AND SAFETY ARRANGEMENTS

5.1 Document arrangements:

- 5.1.1 The Authority's Corporate Management Team recognises the need to plan health and safety controls within the organisation's activities. There are, therefore, the following levels of health and safety documentation within the

Authority:

- Corporate Health and Safety Policies and Corporate Management Arrangements on specific issues
- Corporate Procedures and Guidance on specific issues (guidance sets out best practice and gives advice on managing health and safety issues and procedures set out the process for managing a specific issue)
- Health and Safety Bulletins – provided to address an urgent health and safety risk.
- Risk Assessments and Safe Systems of Work.

5.1.2 Corporate Health and Safety Documents are available on the Health and Safety Portal on the Authority's intranet site, on the RAMIS4Schools database for school staff and are available via line management and/or Health and Safety Officers where appropriate.

5.1.3 Managers need to ensure that the requirements of the Corporate and Directorate documents are transferred into working practices and are contained within their local working arrangements.

5.2 Health and Safety Policies and Arrangements

Managers must have a basic knowledge of all health and safety legislative requirements relevant to the work activities undertaken within their work area, by their employees and involving contractors they appoint, and ensure that detailed knowledge and understanding is gained of specific regulations (or parts thereof), which apply to their areas of responsibility. The following sections highlight topics that commonly apply to the Authority's activities.

5.2.1 The Authority has a Corporate Policy and Corporate Management Arrangements on the following topics:

- Corporate Asbestos Management Plan
- Domestic Asbestos Management Plan
- Display Screen Equipment
- Fire Safety
- First Aid
- Lone Working
- Manual Handling
- Risk Assessment
- Employee Well-being
- Violence at Work
- Driving
- Control of Substances Hazardous to Health (COSHH) and REACH
- Accident Reporting and Investigation
- Noise
- Vibration
- Electrical Safety
- Legionella (Draft Policy)

/Please refer directly to the relevant policy and corporate management arrangement for details of the agreed approach. A copy of all Corporate Policies can be viewed on the Authority's Intranet or obtained from a Manager and/or any Health and Safety Officer.

5.2.2 Contractor Management:

The Authority is committed to ensuring that competent contractors are appointed to undertake activities on its behalf including both contracts for work and services. Contractors will be selected, managed and monitored in accordance with HSE guidance and relevant legislation e.g. The Construction (Design and Management) Regulation 2015.

5.2.1 Musculoskeletal Disorders

Musculoskeletal Disorders (MSD's) - involve the muscles, tendons, joints and skeleton, particularly in the back, hands and arms – symptoms may be acute or chronic and can range from mild aches and pains to severe swelling and inflammation. This also includes Upper Limb Disorders (ULD), which is used as an umbrella term for a range of disorders of the hand, wrist, arm, shoulder and neck. It covers those conditions, with specific medical diagnoses (e.g. frozen shoulder, carpal tunnel syndrome), and other conditions (often called Repetitive Strain Injury) where there is pain without specific symptoms.

The Authority recognises its responsibility to ensure all reasonably practicable precautions are taken to provide and maintain working conditions and systems of work that are safe and healthy. This is to be achieved via risk assessment and compliance with the corporate policies and management arrangement on Manual Handling and Display Screen Equipment, resulting in recommended safe systems of work. Instances of MSD must where appropriate be referred to Occupational Health and supported by a workplace inspection/Risk Assessment where relevant.

5.2.2 Events Safety

Corporate guidance is available regarding event safety. All council run events will be organised and managed in accordance with HSE guidance and recommendations.

The Health and Safety Division provide support for key Corporate Events and a Health and Safety Officer attends the Events Safety Advisory Group meetings

It is the responsibility of the Event Organiser to ensure that all events organised by Caerphilly County Borough Council or which take place on the Authority's premises are risk assessed and organised in a safe manner.

Where Officers approve the use of the Authority's land for third parties to hold events, the Officer must ensure that there are arrangements in place within the third party organisation to ensure the health, safety and welfare of those who will be attending the event.

Where events are run in partnership with an external body then there must be

an agreement on responsibilities for health and safety.

5.2.3 Personal Protective Equipment (PPE).

The Authority recognises that at times it will be necessary to control exposure to substances and hazards through providing personal protective equipment, and will ensure that it complies with the Personal Protective Equipment at Work Regulations 1992.

Where it is not possible to eliminate the hazard by any other means, personal protective equipment (PPE) will be issued as a last resort, in accordance with the hierarchy of control measures. Where PPE is specified it will be suitable for both the task and the user, taking into account its compatibility with other forms of PPE also required to be worn at the same time.

Employees will receive instruction and training in its correct storage and use. Where PPE is issued for use when carrying out tasks, it is the employee's responsibility to ensure it is properly used, to report any defects and obtain new as necessary from their line manager. No charge will be made for PPE used by employees within the course of the Authority's activities. Line Managers will ensure that PPE use is supervised and that suitable storage is provided.

Supervisors/Line Managers will, through monitoring, ensure that PPE is worn and will take appropriate action if it is found that employees fail to wear the PPE provided.

5.2.4 Management of Occupational Road Risk.

The Authority is committed to ensuring the health and safety of its employees, clients and others during its use of vehicles. Vehicle use is a necessary part of the Authority's activities and ranges from refuse collection to transportation of school children or transport of employees between council premises.

The Authority has policies and procedures in place to ensure that vehicles are appropriately managed, serviced and used.

5.2.5 Working at Height

The Authority acknowledges that during its activities some working at height will occur. Working at height will be avoided where possible, where unavoidable it will be risk assessed and carried out in accordance with health and safety guidance and training.

5.2.6 Work Equipment

Plant and equipment used will be suitable and sufficient for the purpose for which it will be used. All work equipment will comply with the Provision and Use of Work Equipment Regulations 1998 and where appropriate will comply with the relevant British Standards e.g. guarding of machinery, Design and Technology in schools etc.

All equipment will be maintained and inspected as per legal requirements e.g. lifting equipment, fume cabinets, wood working equipment, council vehicles etc.

5.2.7 New and Expectant Mothers

Expectant mothers are asked to notify their line manager as early as possible of their pregnancy. Once notified line managers must undertake a new and expectant mother risk assessment and seek advice or guidance from the Health and Safety Division if required.

5.2.8 Workplaces

Workplaces will be appropriate for the activity being undertaken and Building Managers will ensure the following where necessary (in accordance with the Workplace [Health, Safety and Welfare] Regulations 1992):

- Adequate ventilation
- A suitable workplace temperature (not below 16°C inside buildings)
- Suitable lighting
- A suitable level of cleanliness
- Sufficient space
- Appropriate workstations
- Suitable maintenance arrangements
- Appropriate, safe and secure doors, windows (glazing) and gates
- Suitable numbers of toilets and washing/changing facilities
- A suitable supply of clean, fresh drinking water
- Appropriate rest facilities

This list is not exhaustive. There may be other regulations that affect your activities and not all of the regulations listed above will always apply. If you are unsure or require further clarification, please speak to a member of the Health and Safety Division.

5.3 Consultation arrangements:

5.3.1 The Authority is committed to ensuring effective consultation with Managers, Employees, Unions and Elected Members on all health and safety issues, in accordance with the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

5.3.2 Formal consultation on H&S policies will be through:

- Direct union consultation
- Corporate H&S Committee
- CMT
- Cabinet
- JCC as appropriate

5.3.3 Monitoring Arrangements:

The Authority monitors its health and safety performance in two different ways – proactive and reactive monitoring.

5.3.4 Proactive Monitoring

Active monitoring measures organisational progress in health and safety. It involves the inspection of systems and processes before something goes wrong in order to prevent future accident, injury, ill health or the breakdown of a system or process

The Health and Safety Division carries out proactive monitoring through general inspections and management audits.

The RAMIS system is used to monitor statutory compliance in buildings and is an up to date reference tool for the following disciplines:-

- Asbestos
- Fixed Wiring Inspections
- Fire Alarm Wiring Inspections
- Gas and boiler Inspections
- Legionella Controls
- Fire Safety
- Passenger Lifts and good lifts
- Portable Appliance Testing
- General Health and Safety Inspections
- Glazing Inspections
- Air Conditioning Systems

Compliance Statistics are reported to Statutory Maintenance Group, Corporate Management Team and the Corporate H&S Committee.

5.3.5 Reactive Monitoring

Reactive monitoring monitors organisational failures. It looks at events after something has gone wrong to establish what happened and how it can be prevented in future e.g. investigating accidents/dangerous occurrences, reporting on accident statistics, collecting data on violent incidents etc.

Results of reactive monitoring are reported to Corporate Management Team and the Corporate Health and Safety Committee.

Health and Safety performance is reported on annually and is presented to the Corporate Management Team and the Corporate Health and Safety Committee.

5.3.6 Annual Reports on Health and Safety performance will be provided to the Corporate Management Team, Corporate Health and Safety.

APPENDIX A - Health and Safety Policy Statement



HEALTH AND SAFETY POLICY STATEMENT

1. The Chief Executive, Corporate Management Team and Cabinet Members acknowledge their statutory and moral obligations to ensure the continued health and safety of employees whilst at work, and of others who may be involved in or affected by the Authority's activities.
2. Health and safety considerations are recognised as an integral part of the Authority's activities and are a prime responsibility of its Directors, Managers and Members. As such, the Cabinet and Corporate Management Team are committed to the responsible management of health and safety throughout the Authority's activities and fields of operation.
 - 2.1 In order to carry out this commitment, the Authority will:
 - 2.1.1 Meet the requirements of health and safety legislation and, where possible, seek to demonstrate exemplary health and safety performance.
 - 2.1.2 Identify the health and safety hazards arising from the Authority's activities and assess and sensibly manage the associated risks.
 - 2.1.3 Endeavour to improve health and safety performance, in a cost-effective manner, so that instances of work-related ill health and injuries are reduced.
 - 2.1.4 Ensure that Members, employees, unions and management are consulted on health and safety issues, are involved in the health and safety management system and are provided with appropriate direction, information, training and supervision to enable them to meet their obligations to work safely and with due regard for the health and safety of others.
 - 2.1.5 Have suitable and sufficient operating policies, procedures, programmes, arrangements, guidance and resources to ensure continuous improvement in health and safety standards.
 - 2.1.6 Require contractors to demonstrate the same level of competence, implementation and commitment to continuous improvement in health and safety performance.
 - 2.2 The Authority will implement this policy through:
 - 2.2.1 Health and safety controls achieved through the implementation of management systems based on recognised safety management principles.
 - 2.2.2 Frequent, structured health and safety inspections, audits and monitoring of performance against agreed targets and objectives within a continuous improvement programme.
 - 2.4.1 Provision of competent health and safety advice and support through a competent Health and Safety Division and Occupational Health Service.
 - 2.2.4 Provision of funds and resources to ensure proper implementation of this policy.

Signed _____ Interim Chief
Executive

November 2019