



Health and Safety Policy

Torbay Council

Town Hall,
Castle Circus,
Torquay
TQ1 3DR

Issue Date: April 2019

Revision Status

Revision	Date Issued	Approved by	Signature
1	April 2019	Director of Corporate Services – Anne Marie Bond	
1	April 2019	Chief Executive – Steve Parrock	
1	April 2019	Elected Mayor of Torbay Council – Gordon Oliver	

On receipt of this document / revision, please destroy all previous and now obsolete copies.
The next review is due: **April 2020**

Contents

Section 1.0 Statements of Intent

Health & Safety Policy Statement of Intent

Section 2.0 Roles & Responsibilities

- 2.1 Introduction
- 2.2 Authority H&S Organisational Chart
- 2.3 Chief Executive and Director Responsible for Health and Safety
- 2.4 Leader of the Council and Cabinet Members.
 - The Leader of the Council will appoint a member champion of health and safety from within the Cabinet Members.
- 2.5 Member champion and Members
- 2.6 Duties under the Construction (Design & Management) Regulations 2015
- 2.7 Managers
- 2.8 Supervisors
- 2.9 Employees (including volunteers)
- 2.10 Contractors
- 2.11 Corporate Health and Safety team - Internal
- 2.12 Trade Union Health and Safety Representatives

Section 3.0 General Arrangements for Health and Safety

- 3.1 Advice and Guidance
- 3.2 Review and Update
- 3.3 Communication and Consultation
- 3.4 Contractor Management
- 3.5 Training and Competence
- 3.6 Risk Assessments and Safe Working Procedures
- 3.7 Permit to Work
- 3.8 Personal Protective Equipment
- 3.9 Employment of Young Persons
- 3.10 Employment of New and Expectant Mothers
- 3.11 Occupational Health and Wellbeing
 - 3.11.1 Well-being at Work
- 3.12 Occupational Health Referrals
- 3.13 Workplace Monitoring and Safety Inspections
- 3.14 First Aid Provision

- 3.15 Incident Recording, Reporting & Investigation - Injuries, Diseases and Dangerous Occurrences, Near Misses
- 3.16 Enforcement Authority Visits
- 3.17 Fire Safety
- 3.18 Smoke Free Environment Policy
- 3.19 Alcohol and Controlled Substances
- 3.20 Violence towards Employees
- 3.21 Visitors
- 3.22 Lone Workers
- 3.23 Working from Home
- 3.24 Mobile Phones
- 3.25 Welfare Provision
- 3.26 Safety Signage
- 3.27 Access and Egress

Section 4.0 Workplace Arrangements for Health and Safety

- 4.1 Abrasive Wheels
- 4.2 Air Conditioning Systems
- 4.3 Asbestos and Asbestos Containing Materials (ACMs)
- 4.4 Blood Borne Diseases / Infectious Diseases / Health Hazards
- 4.5 Bottled Gases
- 4.6 Chemicals / Hazardous Substances
- 4.7 Compressors and Compressed Air Tools
- 4.8 Compressed Air Systems and Lines
- 4.9 Confined Spaces
- 4.10 Display Screen Equipment
- 4.11 Driving on Council Business
- 4.12 Dust and Fumes, Respiratory Protective Equipment
- 4.13 Electricity and Portable Electrical Appliances
- 4.14 Flammable Liquids / Fuels
- 4.15 Gas / Oil Installations and Appliances, Plant Rooms
- 4.16 Hot Works
- 4.17 Soldering
- 4.18 Welding, Cutting and Burning
- 4.19 Housekeeping
- 4.20 Legionella / Water Hygiene
- 4.21 Lifting Operations and Lifting Equipment
- 4.22 Fork Lift Trucks

- 4.23 Passenger Lifts
- 4.24 Manual Handling Operations
- 4.25 Noise
- 4.26 Plant, Work Equipment and Machinery
 - 4.26.1 Hired Plant / Equipment
 - 4.26.2 Workshop Machinery
 - 4.26.3 Hand / Small Tools
- 4.27 Slips, Trips and Falls
- 4.28 Storage Racking, Materials Storage and Handling
- 4.29 Traffic Management
- 4.30 Weather Conditions
- 4.31 Working at Height / Working on Fragile Surfaces
- 4.32 General
- 4.33 Risk Assessment
- 4.34 Scaffolding and Towers
- 4.35 Ladders and Stepladders
- 4.36 Management and Use of Mobile Elevating Work Platforms (MEWPS)
- 4.37 Working Near or Over Water

20 History of Policy Changes

Section 1.0 Statements of Intent

Health & Safety Policy Statement of Intent

The objective of this policy is to attain and maintain high standards of health and safety performance throughout Torbay Council.

All persons conducting activities under the name of Torbay Council will adhere to this Health & Safety Policy.

Torbay Council will comply with the Health and Safety at Work etc. Act 1974 and Regulations subsequently laid under it and meet the standards required therein.

Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be achieved, so far as is reasonably practicable, by:

- Demonstrating a visible management commitment to high standards of health and safety performance and the promotion of a positive health and safety culture throughout the Authority.
- Providing and maintaining a safe working environment that is without risk to health, together with adequate facilities and arrangements for the welfare of employees.
- Providing and maintaining plant, equipment and systems of work that are safe and without risk to health.
- Providing and maintaining means of access to and egress from the workplace that are safe and without risk.
- Having in place adequate arrangements for the regular assessment of work activities in order to identify related hazards and to control associated risk.
- Having in place effective systems to protect employees and other persons affected by the Authorities activities.
- Having in place adequate arrangements to ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety of employees of the Authority.
- Obtaining the co-operation of employees in enabling statutory obligations under health and safety legislation to be met.

- Committing to a process of continual improvement with respect to health and safety management in all areas of the Authority, with the active engagement and participation of employees and contractors.

Signed..... (Name)

Chief Executive

Signed..... (Name)

Leader of the Council

Signed.....(Name)

Director Responsible for Health & Safety

Date:

Review Date: April 2020

Section 2.0 Roles & Responsibilities

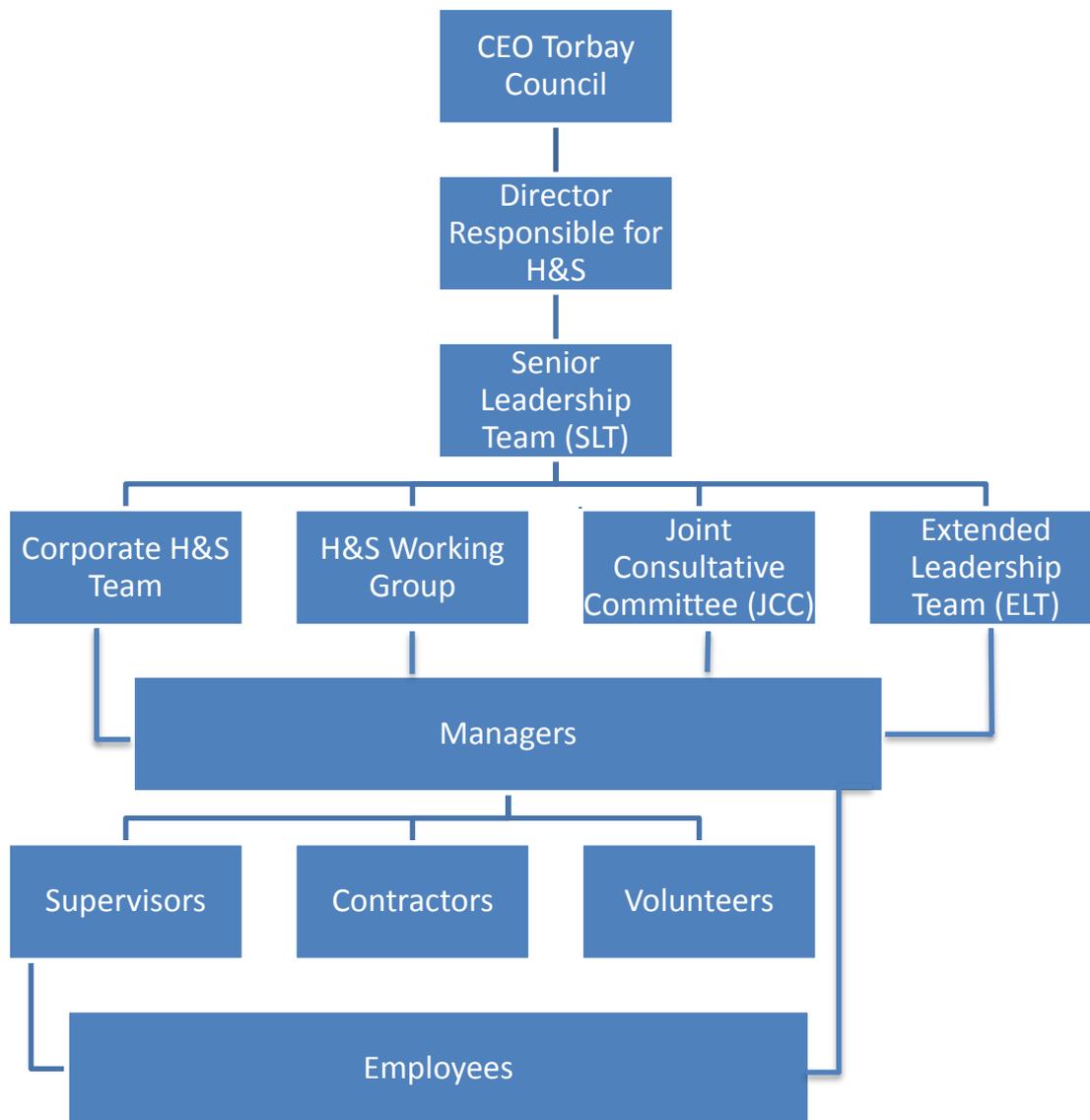
ROLES & RESPONSIBILITIES

2.1 Introduction

Health and Safety (H&S) management is the responsibility of all personnel of Torbay Council and is a joint responsibility with contractors. It is the responsibility of the Director responsible for H&S, Members, Managers, Supervisors and Team Leaders to ensure that all personnel and contractors are properly equipped, trained and motivated in order to ensure high H&S standards at work.

- Employees are deemed to be those persons directly employed, either on a full-time or part-time basis, by Torbay Council and those self-employed persons who undertake work on behalf of Torbay Council.
- Contractors are deemed to be those persons who work for Torbay Council but who are not direct employees. The term 'contractor' is understood to include all associated sub-contractors.
- Suppliers are deemed to be those persons who supply goods and/or services.

2.2 Authority H&S Organisational Chart



2.3 Chief Executive and Director Responsible for Health and Safety

The Chief Executive has overall accountability for the health, safety and welfare of all Authority employees and fulfilment of all legal duties imposed on him/her, as the Employer, by relevant legislation.

In recognition of the legal duties imposed upon him/her the Chief Executive will delegate to the Director responsible for Health and Safety who will:

- Understand the main requirements of the Health and Safety at Work, etc. Act 1974.
- Ensure that every aspect of health and safety and its implications is given due consideration in all executive decisions.
- Set, monitor and review the effectiveness of the Authority H&S Policy, ensuring that it meets current legislative requirements and accurately reflects Authority activities.
- Ensure adequate resources are available to implement the Torbay Council H&S Policy and to enable legal and moral obligations to be met.
- Seek advice, as and when appropriate, on H&S issues.
- Ensure that all new employees receive adequate induction training as soon as is reasonably practicable after joining the Authority.
- Ensure all employees receive suitable information, instruction, and training and where appropriate, supervision to assure their competence for the work they are to undertake.
- Ensure that all plant, equipment and materials are safe and suitable for the work for which they are to be used.
- Ensure that suitable and sufficient risk assessments of Authority activities are undertaken to identify and implement effective control measures required to eliminate, reduce or control the risk of harm occurring to employees or others who may be affected by the activity.
- Ensure that the results of the risk assessments are effectively communicated throughout the Authority and to others who may be affected by the activity.
- Ensure employees are provided with Personal Protective Equipment (PPE) as identified by risk assessment.
- Ensure employees are trained in the use and maintenance of PPE.
- In respect of hazardous substances, ensure that appropriate information is available to enable suitable assessment of the process to be conducted.
- Ensure that accidents and near misses are recorded.
- Ensure that all injuries, diseases, dangerous occurrences and significant near misses involving Authority employees and those involving other persons on Authority property are investigated and, where appropriate, reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Maintain effective communication routes throughout the Authority and ensure employees are aware of the Authority H&S Policy and other H&S matters as they arise.

- Take immediate action in respect of:

- Prohibition and improvement notices.
 - Matters of complaint by Health and Safety Executive (HSE) Inspectors.
 - Concerns by employees or others, of H&S standards; and
 - Accidents, incidents and near misses involving Authority employees and other persons on Authority sites.
- Ensure maintenance of registers and records as required by current legislation.
 - Ensure that H&S management within the Authority is periodically audited to ensure that high standards of H&S performance are being maintained and to identify areas where improvements are to be made.
 - Ensure that H&S performance is regularly reviewed.

2.4 Leader of the Council and Cabinet Members.

- The Leader of the Council supported by Cabinet Members, has the overall leadership role for the health, safety and welfare of employees and others within the Council's area of undertakings.
- They will:
 - Provide strategic direction and oversight by ensuring suitable resources are made available to discharge the Council's health, safety, welfare and fire responsibilities.
 - The Leader of the Council will appoint a member champion of health and safety from within the Cabinet Members.

2.5 Member champion and Members

The Member Champion will promote good health, safety, welfare and fire practice.

They will:

- Lead by example.
- Ensure that health, safety, welfare and fire precautions are considered in Council decisions.
- Provide regular feedback on health, safety, welfare and fire performance to the Leader of the Council and Cabinet Members.

Members are also covered by this policy in the same way as employees. Whilst they are elected by the public and are not employed by the Council, the Council has a responsibility for the health and safety of all Councillors and they in turn must ensure that they work in a safe way and in accordance with the Torbay Council Health and Safety Policy.

2.6 Duties under the Construction (Design & Management) Regulations 2015

Client Responsibilities

In recognition of the legal duties imposed under the Construction (Design & Management) Regulations 2015, for projects where the Authority is the **Client**, the Director Responsible for H&S will ensure that:

- Suitable arrangements are made for managing a project, including the allocation of sufficient time and other resources. Arrangements are suitable if:
- the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project; and
- Welfare facilities provided from the beginning and throughout the construction phase are in compliance with Schedule 2 of CDM 2015.
- Arrangements identified above are maintained and reviewed throughout the project.
- Where there is more than one contractor on site at any time (or it is foreseeable that there will be) the following are appointed in writing as soon as is practicable before the construction phase begins.
- A Principal Designer who controls the pre-construction phase.
- A Principal Contractor who controls the Construction Phase.
- Reasonable steps are taken to ensure that Designers (including Principal Designer), Contractors (including Principal Contractor), and other team members that are appointed have the skills, knowledge, experience and organisational capability to fulfil their role and secure health and safety of those working on the project.
- Reasonable steps are taken to ensure that the Principal Designer and Principal Contractor comply with their respective duties.
- Pre-construction information is provided as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.
- A Construction Phase Plan is drawn up before the construction phase begins.
- The Principal Designer prepares and maintains a Health and Safety File.
- The Health and Safety Executive (HSE), are notified in writing when a project is notifiable. A project is notifiable when:
- It lasts longer than 30 working days and has more than 20 persons on site at any one time.
- Exceeds 500 person days.
- All parties involved with the project cooperate with one another.

2.7 Managers

Managers are responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974, associated regulations and Authority policies are observed within their area of responsibility. Authority is delegated to Managers to oversee and enforce the implementation of the Authority H&S Policy throughout Authority operations. Managers' report through their line management to the Director Responsible for H&S

Managers will:

- Understand the Torbay Council H&S Policy.
- Ensure that the Torbay Council H&S Policy is effectively communicated to the personnel under their control.
- Ensure that employees comply with the Authority H&S Policy.
- Establish and maintain high standards of H&S performance within their area of responsibility.
- Foster a positive health and safety culture amongst all employees.
- Ensure a safe working environment with safe access and egress at all times.
- Ensure safe working practices are observed.
- Develop, implement, record, communicate and monitor the effectiveness of workplace arrangements, allocate necessary resources for H&S management within their area of responsibility.
- Ensure that suitable and sufficient risk assessments have been undertaken for work activities within their area of responsibility.
- Ensure that personnel under their control are adequately inducted, trained, instructed and informed in a communication style that meets the needs of all individuals, taking into account any reasonable adjustments that may be required.
- Ensure that there are appropriate lone working procedures within the service area, which all staff are aware of.
- Ensure that appropriate equipment is available and maintained in a safe condition.
- Ensure that accidents and near misses are reported to the Corporate Safety Team, recorded and investigated.
- Maintain all relevant H&S registers, records and documentation, as required by current legislation.
- Carry out routine documented safety inspections of working areas, plant and equipment to identify shortcomings in H&S standards and to initiate remedial action.
- Immediately bring to the attention of the Director Responsible for H&S through their line manager, matters relating to H&S standards or performance.
- Advise and support clients, contractors, etc. and their safety officers on matters relating to the Authority H&S Policy and all prevailing legislation.

- Ensure personnel at all work locations are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.
- Communicate H&S matters to employees and contractors via induction training or briefings.

2.8 Supervisors

Supervisors are responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974, associated regulations and Authority policies are observed within their area of responsibility. Authority is delegated to Supervisors to oversee and enforce the implementation of the Authority H&S Policy in the workplace. Supervisors report to Managers.

Supervisors will:

- Understand the Torbay Council H&S Policy.
- Ensure that employees comply with the Torbay Council H&S Policy.
- Ensure high standards of H&S performance are maintained within their area of responsibility.
- Foster a positive health and safety culture amongst all employees.
- Ensure a safe working environment within their area of responsibility with safe access and egress at all times.
- Ensure safe working practices are observed at all times.
- Ensure that suitable and sufficient risk assessments have been undertaken for work activities within their area of responsibility.
- Ensure that personnel under their control are adequately inducted, trained, instructed and informed in a communication style that meets the needs of all individuals, taking into account any reasonable adjustments that may be required.
- Participate in the risk assessment process.
- Maintain all relevant H&S registers, records and documentation as required by current legislation.
- Carry out routine documented safety inspections of workplaces, facilities, plant, machinery and equipment so as to maintain H&S standards and to initiate remedial action.
- Immediately bring to the attention of Managers management matters relating to H&S standards or performance.
- Advise and support clients, contractors, etc. and their safety officers on matters relating to the Authority H&S Policy and all prevailing legislation.
- Ensure personnel within their area of responsibility are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.
- Ensure that there are appropriate lone working procedures within the service area, which all staff are aware of.
- Ensure that accidents and near misses are reported as soon as practicable.
- Communicate H&S matters to employees via induction training or briefings.

2.9 Employees (including volunteers)

All employees of Torbay Council have legal duties under health, safety and welfare legislation while at work to ensure their personal safety and that of others who may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all employees will:

- Co-operate with the Director Responsible for H&S Managers, Supervisors and Corporate Health and Safety to enable legal duties to be met.
- Comply with ALL requirements of the Torbay Council H&S Policy and associated procedures.
- Not intentionally or recklessly interfere with, or misuse anything, provided by the Authority in the interests of H&S.
- Actively promote a positive health and safety culture throughout the Authority.
- Only undertake work for which they have been trained and are authorised, qualified and competent to undertake.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- Follow all Authority health and safety rules and procedures.
- Use and maintain in a serviceable condition all plant, machinery and equipment in accordance with the training provided.
- Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by the Authority.
- Make themselves aware of all workplace first aid, fire and emergency procedures.
- Raise all matters of concern relating to H&S as they arise to the appropriate responsible person.
- Ensure all accidents are entered on the Authorities accident reporting system either directly or through suitable departmental arrangements if they do not have access to the system.
- Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person on site to ensure appropriate investigation can be undertaken.
- All employees are to ensure that the Authority as their employer is made aware of any new or existing health condition that may affect their ability to undertake the work they are assigned. Line managers must be made aware at the earliest opportunity of any health condition or physical impediment to an employee so that a risk assessment can be carried out and measures taken to ensure that the employee is able to continue to work safely.

2.10 Contractors

All contractors who undertake work on behalf of Torbay Council have legal duties under health, safety and welfare legislation while at work to ensure the health and safety of themselves and others that may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all contractors who undertake work on behalf of Torbay Council will:

- Co-operate with the Director Responsible for H&S Managers, Supervisors and their own Employer to enable them to comply with their legal duties.
- Comply with ALL requirements of the Torbay Council H&S Policy and other rules and procedures in place and notified to them.
- Not intentionally or recklessly interfere with or misuse anything provided by the Authority in the interests of H&S.
- Actively promote a positive health and safety culture.
- Only undertake work for which they have been trained and are qualified and competent to undertake.
- Ensure that risk assessments and method statements relating to their work are presented to the appropriate commissioning manager prior to commencement of work, if they are not following the Safe System of Work provided by Torbay Council.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- When on Torbay Council premises, follow all Torbay Council health and safety rules and procedures.
- Use and maintain in a serviceable condition all plant and equipment, in accordance with the training provided.
- Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by Torbay Council and their own Employer.
- Make themselves aware of all Authority first aid, fire and emergency procedures.
- Raise all matters of concern relating to H&S as they arise to the appropriate responsible person.
- Ensure all accidents are reported to the employing managers and in their Employers Accident Book.
- Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person on site to ensure appropriate investigation can be undertaken.

2.11 Corporate Health and Safety team - Internal

Torbay Council has a competent and qualified internal Health, Safety & Team responsible for the provision and dissemination of advice and information to the Authority personnel. The H&S Team provides support to line management and ensures effective implementation of the H&S Policy and all associated policies and procedures, by means of regular reviews and monitoring of workplace activities.

The Corporate H&S Team will:

- Maintain close contact with the Health and Safety Executive, and any appointed H&S consultants / advisors or other organisations from whom information may be obtained regarding H&S matters.
- Ensure that Torbay Council is aware of statutory obligations and recommended codes of practice by interpreting and keeping management and employees informed of new and developing legislation, government advice and other standards.
- Provide guidance notes and H&S briefings to Senior Leadership Team and other employees.
- Assist in identifying appropriate training (in-house or external).
- Provide core H&S training courses to ensure staff competency.
- Attend meetings where H&S input is required.
- Collate and analyse accident/stress information and advise on trends and action areas.
- Carry out accident investigations and report as required.
- Undertake other such related duties as may be directed.

2.12 Trade Union Health and Safety Representatives

The Authority recognises trade union's safety representatives and their appointment and training. Health and Safety issues raised by Safety reps are dealt with as and when required by contacting the Health and Safety Team or head of HR. Formal consultation on H&S matters is with the trade unions is via the Corporate TJCC.

Section 3.0 General Arrangements for Health and Safety

GENERAL ARRANGEMENTS FOR HEALTH and SAFETY

The attainment and maintenance of high standards of H&S within Torbay Council will be achieved by the identification of hazards associated with the activities undertaken by the Authority. Effective precautions and control measures to eliminate, reduce or control the risk of harm to ALL persons exposed to the hazards will be identified and implemented.

3.1 Advice and Guidance

The internal Corporate Health and Safety team can be contacted on 01803 208293 or by e mail on healthandsafety@torbay.gov.uk

3.2 Review and Update

- Torbay Council's H&S Policy and performance will be reviewed annually and any necessary updates will be made.
- No alterations will be made to Torbay Council's H&S Policy, including the organisational structure and associated arrangements, without the prior consent of the Director Responsible for H&S.

3.3 Communication and Consultation

- H&S information, where it relates to Authority activities will be communicated throughout the Authority as it becomes available by the quickest possible means.
- Meetings and briefing sessions will be held at all levels in the organisation. At a minimum these will comprise:
 - Torbay Council staff induction.
 - Staff News Health and Safety briefings.
 - Managers Forums and Trade Union Joint Consultative Committee.
 - Quarterly Health and Safety Working Group meetings.
 - Annual 1:1s / staff appraisals/team meetings.
- Concerns over the standards of H&S within the Authority or issues relating to H&S are to be brought immediately to the attention of management.
- The Authority consults with its employees on H&S matters in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.
- In the absence of elected health and safety representatives, the Authority will consult staff individually or in groups on matters of health and safety.

3.4 Contractor Management

- Contractors are formally assessed to ensure that they are competent to conduct required work and to determine whether their systems for managing H&S meet Authority standards and requirements, including where appropriate, sub-contractor management.

- The Authority has a number of different Service Term Contracts for planned and reactive maintenance, held by Property Services within the TDA and also uses the Standing List of Approved Contractors (SLoAC) managed by Devon County Council, for Call Outs.
- The use of contractors outside of the Service Term Contracts and SLoAC must be procured in accordance with Contract Procedures.
- Contractor performance is assessed on completion of work and approved status is reviewed / updated accordingly.

Those responsible for the management of contractors will ensure that:

- Only approved contractors who are competent to perform the work, are sub-contracted to undertake work on behalf of the Authority.
- All contractors receive an induction on arrival at Torbay Council premises and that the induction is recorded and repeated at appropriate intervals.
- Contractors receive suitable information, instruction and training to assure their competence for the work they are to undertake.
- An appropriate level of supervision is provided to contractors working on Torbay Council premises.
- Authority risk assessments include measures to protect contractors.
- Contractors provide risk assessments, and where appropriate method statements, for approval prior to commencing work, making certain that their risk assessments have taken into account how their activities may affect Authority employees and other persons.
- Electrical appliances to be used by contractors have been tested and are safe to use.
- The quality of contractor's work is monitored to ensure that it is being conducted safely.
- All contractors on Torbay Council premises are accounted for.

3.5 Training and Competence

- All new Authority employees will receive induction training as soon as reasonably practicable.
- A record of the induction process will be maintained.
- Workplace-specific induction training will be given to employees and contractors whenever work commences in a new place of work. A copy of the workplace-specific induction training record will be retained by the Authority. Where work is conducted on a Client premises, a suitable briefing / premises induction shall be conducted by the Client. Training needs and competence requirements will be analysed to ensure the provision of appropriate training. The risk assessment process is used to identify specific training requirements associated with the use of hazardous machinery and equipment (e.g. call handlers) and for specific work activities (e.g. working at height).

- Individual training needs are initially identified on induction and are reviewed periodically by the Manager, Supervisor or Corporate Safety Team. Any specific Training needs should be identified and actioned as necessary.
- Managers and Supervisors should ensure that relevant Health and Safety training is delivered to meets the needs of the individual.
- Employees will be provided with a suitable level of supervision until deemed competent to undertake tasks unsupervised.
- Employees shall only carry out work for which they hold the appropriate competences.
- Further training shall be given:
 - For periodic refresher training.
 - When required by current best practice.
 - When being exposed to new or increased risks.
 - When being transferred or given a change in responsibility; and/or
 - When there is a change in work methods, technology, equipment or practices.
- A Training Record will be maintained for all employees.
- All health and safety induction and training records and, where issued, certificates of training, qualifications and competence will be held by Human Resources and the individual departments. Torbay Council's Core Competency Matrix can be found in Appendix 1.
- Training standards will be kept under review to ensure that the requirements of current legislation and risk assessments are met.

3.6 Risk Assessments and Safe Working Procedures

- Risk Assessments will follow a standard format.
- Risk Assessments will be reviewed at least annually or:
 - When Authority operations change.
 - Following an incident / near miss; and/or
 - Following a change in legislation or industry best practice.
- The Authority will generate Safe Working Procedures as and when required.

Management will ensure:

- Where significant hazards are evident and there is a risk of harm or injury from a work activity, an appropriate Risk Assessment will be undertaken and communicated to all those at risk, in accordance with the Management of Health and Safety at Work Regulations 1999.
- Safe Working Procedures are produced based on the findings of Risk Assessments.
- That all Risk Assessments and Safe Working Procedures are communicated to all who may be affected by the activity.

- That all personnel who may be affected by the activity are made aware, that if any aspect of the activity or the environment in which it is conducted alters then a review of the Risk Assessment must be undertaken and appropriate changes to the safe system of work effected before the work is continued.
- Copies of all Risk Assessments and Safe Working Procedures are maintained by individual departmental managers; and
- Risk Assessments, Method Statements and Safe Working Procedures are presented to the Client prior to work commencing on site.

3.7 Permit to Work

High risk work activities are additionally controlled via a Permit to Work system. The range of high risk activities for which a Permit to Work is required includes, but is not limited to:

- Confined space entry.
- Hot work.
- Working on roofs.

Permits to Work are communicated to and signed off by all workers involved with the activity. Work is immediately stopped if there is any deviation from documented permit controls.

3.8 Personal Protective Equipment

Authority managers will ensure that:

- Personal Protective Equipment (PPE) is provided and used at work wherever risks to health and safety cannot be adequately controlled in other ways, in accordance with the Personal Protective Equipment Regulations 2002.
- PPE is provided to employees as required by current legislation and as identified by risk assessment to supplement existing control measures.
- PPE provided is fit for purpose and appropriate to the risk involved.
- Suitable facilities for the storage of PPE are provided and used.
- Contractors provide and wear PPE to required standards.
- Information, instruction and training will be given to all employees on the safe use and maintenance of PPE.
- Employees and contractors will, in accordance with instructions given, make full use of all PPE provided by the Authority and maintain it in a serviceable condition and report its loss or defect immediately.
- On work sites, PPE is provided and worn in accordance with the requirements of the Client.
- On work sites, safety hard hats, safety footwear and hi-visibility jackets to the appropriate standard shall be worn at all times whilst work is being conducted on behalf of the Authority, without exception.
- Gloves, respiratory equipment and protective goggles are worn when using cutting, drilling or grinding equipment.

- Managers will check PPE use and enforce compliance. Disciplinary action may be taken if employees fail to wear PPE as directed.

3.9 Employment of Young Persons

- Risk assessments will be carried out, or reviewed, to identify and address the risks to young persons (i.e. those under the age of 18), when employed by the Authority. If a young person under the age of 16 is engaged to undertake volunteering or work experience further information can be obtained from Children's Services
- Protection will be provided from any risks to the health and safety of young persons associated with their lack of experience, lack of awareness of existing risks or immaturity, in accordance with the Management of Health and Safety at Work Regulations 1999.
- Unless as part of their training, or where the work is carried out under the supervision of a competent person and where the risk has been reduced to the lowest reasonably practicable level, young persons will *not* be employed where the work:
 - Is beyond their physical or psychological capability.
 - Involves exposure to toxic or carcinogenic substances or substances which cause heritable genetic damage, harm to unborn children or cause any other chronic health effect.
 - Involves an accident risk which they may not reasonably recognise due to their insufficient attention to safety or lack of experience or training; and/or
 - Involves a risk to health from extreme temperatures (hot or cold), noise or vibration.
- Young persons will be supervised at all times when performing any task which may put them at risk.

3.10 Employment of New and Expectant Mothers

- Risk assessments of the activities undertaken by Torbay Council will take into account the needs of pregnant employees and new mothers, in accordance with the Management of Health and Safety at Work Regulations 1999. The assessment will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother and will determine which tasks the employee can perform.
- The assessment will ensure that adequate steps are taken to avoid the risk to new and expectant mothers arising from exposure to physical, biological and chemical agents and from working conditions.
- Where the risk cannot be avoided then suitable alternative work will be offered. If this is not possible then Medical suspension on full pay will be considered for as long as is necessary to protect the health and safety of the mother and that of her child.

3.11 Occupational Health and Wellbeing

- Local Authority employees should declare any new or existing medical condition that may put them at risk while undertaking the work for which they are employed or that may be affected by the environment in which it is to be undertaken.

- The Authority is committed to the promotion of wellbeing in the organisation and preventing employees from being subject to undue stress whilst at work.
- To the extent that is reasonably practicable, the Authority will endeavour to balance job demands and pressures with individual capabilities, and to support staff experiencing stress or common mental health problems (CMHPs) such as anxiety and depression.
- A personal risk assessment may be undertaken to identify the extent and causes of employees' stress, together with reasonable adjustments to support staff, including any necessary interventions to prevent and manage stress more effectively. Working hours may be temporarily adjusted or suitable alternative work may be offered to staff.
- Further information on Staff Wellbeing can be found in Torbay Councils' Wellbeing Policy.

3.11.1 Well-being at Work

- As good practice Managers will discuss with staff any health related issues or concerns of their staff as part of their management and health and safety duties. Risk assessments will be completed, in accordance with the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended) and the Equality Act 2010.

3.12 Occupational Health Referrals

- Employees may need to be referred to the Occupational Health Services and when necessary if there is a new or existing medical condition or concerns that may impact their health or fitness to perform work duties. Any referral will be in accordance with the Managing Attendance policy available from Human Resources.

3.13 Workplace Monitoring and Safety Inspections

- Monitoring systems will be put in place to ensure that the activities of employees and contractors are carried out in a safe manner in compliance with Authority risk assessments and safe systems of work.
- Monitoring systems will be put in place to ensure that plant, equipment and the general working environment are maintained in a safe condition in line with Authority risk assessments and safe systems of work and where appropriate, manufacturers' requirements.
- Periodic, documented workplace safety inspections and audits will be conducted by management and the Corporate Health and safety Team.

3.14 First Aid Provision

- Torbay Council will provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work, in accordance with the Health and Safety (First-Aid) Regulations 1981.

- Suitably trained persons will be nominated as qualified First Aiders or Emergency First Aiders to ensure adequate provision of first aid. These details will be prominently displayed throughout Torbay Council workplaces, on the intranet and will be communicated via induction training.
- A qualified First Aider or Emergency First Aider shall be present or immediately contactable for assistance at all times whilst routine work is being undertaken.

Authority employees will familiarise themselves with workplace first aid arrangements and facilities.

- Where work is conducted on a Client premises, employees are to familiarise themselves with the first aid facilities and procedures arranged by the Client.

3.15 Incident Recording, Reporting & Investigation - Injuries, Diseases and Dangerous Occurrences, Near Misses

- **Accident Book Records**

All departments have access to the Council's Incident Reporting System which holds details of all incidents in accordance with general data protection requirements.

All injuries occurring no matter how trivial are to be recorded on the Incident Reporting System.

- **Incident Reporting**

All recordable incidents and near misses are notified to the Corporate Safety Team via the Incident Reporting System.

All reportable accidents and dangerous occurrences occurring on Torbay Council sites or involving staff are to be reported to the Corporate Safety Team via the Incident Reporting System so that an investigation can be conducted.

In the event of a written diagnosis of an occupational disease, a specified injury or fatality occurring to a member of staff statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be met via the Corporate Safety Team.

Accidents involving a member of the public / third party resulting in direct transport from the scene of the accident to hospital for treatment will be reported in accordance with RIDDOR 2013 via the Corporate Safety Team.

All accidents, dangerous occurrences and near misses occurring on Torbay Council sites are to be reported to site management, in the first instance, so that an investigation can be initiated.

Reports of accidents involving contractors will be forwarded to their Employer to enable statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to be met.

- **Incident Investigation**

All accidents, near misses and dangerous occurrences involving Council employees or third parties will be investigated to an appropriate degree in accordance with the actual / potential

severity of outcome, in order to determine root causes and identify remedial actions to prevent reoccurrence.

Learning outcomes and remedial actions taken are disseminated throughout the organisation following an incident investigation in order to reduce the potential for recurrence.

3.16 Enforcement Authority Visits

- HSE Inspectors, and Fire Officers all have statutory authority to visit Council premises and work sites to enforce legislation under their control.
- Management will ensure the fullest co-operation with all visiting enforcement officers and the Authority will always be responsive to recommendations and advice received. The Director Responsible for H&S and the Corporate Safety Team or their representative, will liaise with visiting Enforcement Officers and ensure that they are accompanied, as required, during their visits.

3.17 Fire Safety

- The Director Responsible for H&S is the designated Responsible Person tasked with ensuring that the Authority fulfils its duties under the Regulatory Reform (Fire Safety) Order 2005 for the Town Hall. Responsible Persons for all other Authority Sites will be appointed as appropriate and trained. All Responsible Persons will be trained in Fire Safety Management.
- In accordance with Article 8(1) of the RRFOS, the Responsible Person ensures that General Fire Precautions are in place, as set out below.
- The Authority has an established Fire Safety Policy and Fire Risk Management Strategy in place through its Facilities Management Contract for all Authority Buildings.
- A periodic Fire Risk Assessment to identify fire and explosion risks for all Authority premises will be undertaken prior to commencement of work, in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).
- Where the Authority office is part of a multi-tenanted building, Authority management will coordinate and co-operate with the landlord and other Responsible Persons within the building to ensure that fire safety regulations are met.
- Based on the results of the Fire Risk Assessment, adequate means of raising the alarm, fighting the fire and means of escape will be provided to ensure the safe evacuation of personnel in the event that a fire occurs on Authority premises.
- Fire precautions and prevention measures will be taken appropriate to the level of risk throughout Authority premises.
- An adequate Fire Plan will be in place, prominently displayed in offices and throughout the workplace, and communicated to all employees, contractors and visitors on induction.
- In the event of a fire on Authority premises, the priority will be to raise the alarm and ensure all personnel are evacuated safely. The alarm is to be raised and the local fire authorities called if required by the Incident Controller.

- The person discovering the fire may attempt to extinguish the fire using portable appliances if the fire is of a small nature, personnel are not put at risk and they are confident and competent to do so. The person should brief the Incident Controller as soon as possible so that information can be relayed to the Fire and Rescue Service. Under no circumstances should a person attempt to extinguish a larger fire. The primary aim should be to evacuate from the building in accordance with the Emergency Evacuation Plan.
- Designated Fire Marshalls are appointed for the office premises to assist with the safe and timely evacuation of all Authority facilities.
- Designated Fire Marshalls will be trained in basic fire safety and the use of portable fire-fighting appliances, as found on Authority premises and in Council vehicles.
- Emergency procedures and evacuation routes will be communicated to all employees on day 1 as part of their induction training.
- Maintenance of the fire detection and alarm system will be conducted by a competent, specialist authority under contract through the Authorities Facilities Management Contract.
- Stores or materials shall not be left along access or egress routes where they may hinder escape in an emergency.
- Consideration will be given to neighbours who may be affected by a fire to ensure that they are made aware of the fire and evacuate safely.
- Whilst working on sites or carrying out works within Client's premises as a contractor, the fire arrangements of the Client are to be adhered to and communicated to Authority employees by site-specific induction training prior to commencement of any work.
- Whilst working on Authority premises, contractors are to familiarise themselves with emergency procedures and evacuation routes.

3.18 Smoke Free Environment Policy

- In compliance with the Smoke-free Regulations 2006, Authority premises and workplaces are smoke-free. If an Employee is found to be in breach of this regulation then a formal Disciplinary investigation will be instigated if employees smoke whilst working for the Authority or on Authority premises or in Authority vehicles.
- Smoking is strictly prohibited in areas where flammable liquids are stored or used.
- Support will be provided for employees required to visit the home of individuals who smoke. Individuals will be asked in writing not to smoke when employees are present and employees will not be expected to enter or care for people when people are smoking.
- Employees required to visit other premises as part of their duties, (both commercial and domestic), should advise the occupant of the Council's/School's Smoke Free Policy when arranging a visit. Whilst the Council/School has the responsibility to protect its employees it cannot control the smoking policy or practice on these premises. Employees should request that the occupant arrange for a non-smoking area to be provided for the duration of the visit, where possible.

3.19 Alcohol and Controlled Substances

- If an employee is suspected of alcohol or drug misuse they will be initially interviewed by their manager in the presence of a member of the Human Resources Team. The employee will have the right to be accompanied by a union representative or work colleague. Please refer to the Council's Drug and Alcohol Policy available from Human Resources.
- Authority employees and contractors shall not have alcohol or controlled substances in their possession whilst working on Authority premises, work sites or driving Authority vehicles.

If the manager suspects that the employee is working under the influence of alcohol or drugs and is posing a risk to public safety and/or to the Council's business, the Council reserves the right to send home or suspend the employee on full pay, pending them seeing the Occupational Health Advisor.

- Where appropriate staff must notify their Line Manager if using prescribed drugs or over the counter medicines to ensure that their work is not adversely affected by the use of such drugs (e.g. some antihistamines can cause drowsiness, a particular risk while using machinery).

3.20 Violence towards Employees

- Incidents of violence, threatening and/or abusive behaviour by employees are not acceptable and will be investigated under the Council's Acceptable Behaviour Policy, available from Human Resources.
- In the event that employees are faced with aggression or threat of violence, a non-confrontational position is to be adopted.

3.21 Visitors

- Visitors to Authority premises are to be accompanied at all times and remain the responsibility of their host during fire, evacuation or other unusual, or unplanned, circumstances.

3.22 Lone Workers

- Wherever practicable, Authority employees are not to work alone in high-risk activities or areas. This will need to be assessed by departmental risk assessments.
- Lone working is not permitted where there is a reasonably foreseeable risk that the work may result in an accident, violence or harm. A log is maintained of sites where there has been an incident involving threatening, intimidating and/or violent behaviour.
- Staff are not permitted to return to a site on their own where a previous incident of threatening, intimidating and/or violent behaviour has occurred until a suitable and sufficient risk assessment has been completed and identified control measures put in place.
- Where it is unavoidable, the lone worker will ensure that management is aware of their whereabouts and the nature of the work being undertaken. The lone worker will make

contact with nominated personnel at pre-arranged times throughout, and on completion of, the activity. Such arrangements will be documented in a specific risk assessment or Authority procedure which will be communicated to all persons potentially involved.

- Lone workers are included in the Authority's Liability insurance cover.
- Further information can be found in the Authority's Lone Working Policy.

3.23 Working from Home

- A risk assessment is carried out in conjunction with the Line Managers for each home-worker to identify any potential risks.
- A Display Screen Equipment (DSE) assessment must be completed for all staff regularly home working in accordance with current Authority policies.
- Home visits are undertaken as and when required depending on the outcome of the risk assessment.

3.24 Mobile Phones

- It is an offence under the Road Vehicles (Construction and Use) Regulations 2003 (as amended) to use a hand-held phone or similar device when driving.
- No calls are to be made or received by the driver of a moving vehicle unless the vehicle is fitted with a working 'hands free' kit and it is considered that it is safe to do so.
- Calls dealt with in this way are to be short duration calls only. Longer duration calls are to be dealt with by pulling over to the side of the road into a suitable parking area when it is safe to do so to continue the conversation.
- No calls are to be made / received on mobile phones while operating any plant, machinery or equipment unless the plant, machinery or equipment has been safely stopped, switched off or made safe.
- Mobile phones must not be used whilst employees carry out hazardous work activities.
- Mobile phones must not be used in the vicinity of gas storage areas, chemical and oil storage areas or in the vicinity of other flammable substances.

3.25 Welfare Provision

- The Council is committed to providing a safe and healthy work environment that takes into account the welfare needs of all its employees, including those with disabilities.
- Welfare provision will be in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.
- Ventilation will be adequate to ensure the comfort of employees. Where mechanical ventilation or air conditioning is provided, regular cleaning, maintenance and inspection will be conducted.
- In offices, temperature will be maintained not less than 16°C.
- Lighting will be suitable and sufficient and, so far as is reasonably practicable be from natural light to enable people to work, use facilities and move from place to place safely and without experiencing eye strain.

- Eating and rest facilities with adequate access to boiling water and a means to heat food will be provided.
- Welfare facilities will be adequate with sufficient toilets, hand washing and drying facilities. A wholesome supply of drinking water will be available.
- Workstations will be comfortable, with safe and suitable chairs and sufficient space.

3.26 Safety Signage

- Appropriate safety signs and notices will be posted throughout Authority premises, as identified via risk assessment and in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.

3.27 Access and Egress

- All workplace access and egress routes are kept clear at all times.
- Emergency escape routes are unobstructed. Stores or materials shall not be left along access or egress routes where they may hinder escape in an emergency.
- If employees are unable to access their working area safely, they must inform their Line Manager and not take personal risks.

Section 4.0 Workplace Arrangements for Health and Safety

**WORKPLACE ARRANGEMENTS FOR
HEALTH and SAFETY**

The following topics have been identified as significant in terms of workplace hazards and detail the Authority's policy on how the risk to personnel exposed to them will be reduced or controlled.

4.1 Abrasive Wheels

- The abrasive wheel marking system should conform to Annex A of BS EN 12413 and BS ISO 525.
- Only trained personnel who have been appointed by management are permitted to change any class of abrasive wheel.
- The Authority will ensure that suitable storage facilities are available in order to keep wheels clean and free from damage and that a sufficient quantity of suitable eye protection to BSEN 166B is available when required.
- Guards or shields supplied by the manufacturer are correctly fitted to all machines while in use and are not altered in any way.
- Defective abrasive wheel machines are taken out of use immediately.
- All operators will be trained and competent to operate machinery with abrasive wheels.

4.2 Air Conditioning Systems

- A written scheme of inspection is in place for air conditioning systems that operate at 0.5 bar above atmospheric pressure in accordance with the Pressure Systems Safety Regulations 2000.
- Air conditioning systems are fit for purpose and maintained in good working order, according to manufacturers' guidelines. Filters are regularly cleaned and replaced.
- Records are kept of all inspections, tests and maintenance performed on air conditioning systems.
- Air quality is periodically tested to ensure a sufficient supply of fresh / purified air from air conditioning systems, uncontaminated by injurious or offensive fumes, gas or vapour.

4.3 Asbestos and Asbestos Containing Materials (ACMs)

- The Authority will comply with its duty to manage asbestos in Council premises as required under the Control of Asbestos Regulations 2012. Torbay Council has delegated TDA as the responsible person for Management of Asbestos.
- An Asbestos Management Survey will be conducted for all Council premises constructed prior to 2000 by a competent surveyor to assess the risk and determine appropriate controls.
- The Authority will act on the recommendations of the survey report in order to manage any associated risk.
- Prior to any refurbishment work a Refurbishment & Demolition Survey will be conducted.

- All locations where asbestos or ACMs are identified as being present will be recorded in an Asbestos Register.

Council employees shall not generally conduct work involving exposure to asbestos / ACMs. Confirmation will be obtained from the Client, if practicable, that the nature of the work does not involve exposure to asbestos / ACMs prior to work commencing. If asbestos / ACMs are discovered or suspected that have not previously been identified in the Asbestos Survey then the following action is to be taken:

- Work is stopped, the area is secured and measures are put in place to ensure that the asbestos / ACM remains undisturbed; and
- Authority management / the Client are to be informed in order to ensure that an assessment is undertaken and an action plan developed before work is allowed to continue.

In compliance with the Control of Asbestos Regulations 2012, training is mandatory for anyone liable to be exposed to asbestos fibres at work. As a minimum, a half day UKATA approved asbestos awareness course will be undertaken, supplemented by annual refresher training.

Any work undertaken on Authority premises on licensed asbestos products will be undertaken by a specialist licensed contractor. Work on non-licensed asbestos products will be undertaken by a suitably competent contractor. In such cases, it is the responsibility of the contractor to notify the HSE of the work, to keep appropriate records and to conduct health surveillance for their workers.

4.4 Blood Borne Diseases / Infectious Diseases / Health Hazards

Managers will need to carry out a risk assessment to assess whether their staff need the following:

- An employee brief in the risk of needle-stick injury and the potential for infection from cuts, including contraction of blood-borne viruses such as hepatitis, and the precautions to take.
- An employee brief in the risk of exposure to, and the symptoms of biological hazards such as tetanus and Leptospirosis / Weils Disease and the precautions to take.
- Health monitoring / surveillance may need to be undertaken as and when identified as appropriate via risk / CoSHH assessment.
- If a manager determines from their risk assessment that vaccinations are required they will need to contact their HR advisor who may need to refer them to Occupational Health.
- Any needle stick injuries will need to be reported on the Torbay Council Accident Reporting system.

4.5 Bottled Gases

- Gas bottles shall be stored in a designated, secure gas storage facility in the open air when not in use. Cylinders are secured in position to prevent toppling.
- Bottled gas storage facilities comply with BCGA Code of Practice CP44: The Storage of Gas Cylinders.

- Clear signage is displayed on gas storage facilities identifying products stored, warning of access restrictions and prohibiting smoking / naked flames.
- Minimum recommended separation distances are adhered to.
- Segregation rules shall be observed at all times. Cylinders of oxidant gases are separated from cylinders of flammable gases by a distance of at least 3m or by a 30 minute fire-resisting wall, in accordance with the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002. Empty and full cylinders are stored separately.
- Only those cylinders in use or connected to equipment may be kept in work areas. Empty cylinders and cylinders not in use shall be removed to the storage area as soon as practicable.
- Empty gas cylinders are collected by the supplier on a regular basis to prevent build-up.
- An inventory of gas cylinders stored on site (location and quantity) is maintained and provided to emergency services in the event of an incident.

4.6 Chemicals / Hazardous Substances

All hazardous substances / chemicals used or generated by the Council will be subject to a CoSHH assessment to identify the measures required to reduce the risk of harm occurring to employees as a result of exposure, in accordance with the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).

Authority management will ensure that:

- All hazardous substances / chemicals used by the Council are identified and inventoried.
- Safety Data Sheets for all hazardous substances used by the Council will be obtained from suppliers.
- A comprehensive assessment of the processes involving the use of hazardous substances or those generating hazardous by-products such as dust and fumes is carried out.
- Regular reviews of assessments of processes involving the use of, or contact with, hazardous substances are undertaken.
- Appropriate control measures are put into place to prevent, reduce or control the exposure of all personnel to the harmful effects of hazardous substances and by products of processes.

Suitable and sufficient Personal Protective Equipment (PPE)/Respiratory Protective Equipment (RPE), is provided to employees exposed to hazardous substances and materials. Employees are adequately trained in the use of any specialist PPE / RPE.

- Appropriate information, instruction and training will be given to employees exposed to hazardous substances and materials.

4.7 Compressors and Compressed Air Tools

- Compressors owned or hired by the Authority are subject to documented examination by a competent person (accredited to BS EN ISO/IEC 17020:2004) and will have a current Certificate of Thorough Examination in accordance with the Pressure Systems Safety

Regulations 2000 Approved Code of Practice L122, if the pressure vessel is greater than 250 bar litre capacity. Records of statutory examinations are held on file.

- Compressors owned by the Authority will be subject to regular maintenance in accordance with manufacturers' recommendations.
- Regular inspections of compressors and compressed air tools will be conducted to detect leaks / corrosion / other problems.
- All safety valves and gauges will be functioning correctly with the safe working pressure clearly marked on the air receiver.
- Compressors and compressed air tools are only to be operated by trained and competent persons, within specified safe working temperatures and pressures and in accordance with operating procedures.
- Defective compressors, hoses or tools are to be removed from service immediately to a place where they cannot be introduced back into service until a repair has been effected by a competent person.
- Only trained personnel who have been authorised by management may operate gas cartridge-operated and portable compressed air tools i.e. nail guns.
- Operators must ensure that the work area is clear of other persons, that all protective devices / safety valves are fitted and adjusted to correct settings and that the equipment is in a serviceable condition prior to use.
- All connections are fitted with safety whip-checks to prevent injury due to hose / coupling failure.
- All persons operating compressed air lines must wear the PPE provided to prevent injury from flying debris.

4.8 Compressed Air Systems and Lines

Management will ensure that:

- A written scheme of examination is established as per the Pressure Systems Safety Regulations 2000 Approved Code of Practice L122, by a competent person, detailing the nature and frequency of inspections and examinations of the compressed air system and lines. In the absence of a specified scheme of examination, compressed air system and lines will be inspected at least annually.
- All pressurised systems (cylinders, valves and pipework) are subject to documented examination by a competent person (accredited to BS EN ISO/IEC 17020:2004), in accordance with the written scheme of examination. Records of statutory examinations are held on file.
- A safe system of work is established for the service and maintenance of the compressed air system and lines.
- Regular inspections of the compressed air system and lines are conducted to detect leaks / corrosion / other problems.
- The compressed air system and lines are operated according to written instructions within specified safe working temperatures and pressures.

- The compressed air system and lines have been designed, constructed and installed as suitable for the intended purpose.
- The compressed air system and lines are fitted with appropriate protective devices / safety valves, adjusted to correct settings.
- All connections are fitted with safety whip-checks to prevent injury due to hose / coupling failure.
- The compressed air system and lines are maintained and serviced according to manufacturer's recommendations.
- All persons operating compressed air lines have been trained in their use and are aware of the operating procedures to follow.
- All persons operating compressed air lines wear the PPE provided to prevent injury from flying debris.

4.9 Confined Spaces

- A confined space is defined as a place that is substantially, though not necessarily entirely, enclosed and where there is a foreseeable risk of serious injury from hazardous substances or conditions within the space or from nearby.
- Where work in a confined space is unavoidable it is conducted in accordance with a Safe System of Work as required under the Confined Spaces Regulations 1997.
- Activities conducted within the confined space are the subject of a risk assessment to ensure adequate control measures are in place to protect personnel involved or affected by the activity. Where a significant risk is identified a formal Permit to Work system shall be in operation.
- No person shall work alone when working in a confined space. All persons will be trained for confined space work and a trained competent 'Topman' will always be in attendance when confined space work is being undertaken.
- Contractors who undertake work on behalf of Torbay Council are to comply with this policy and follow safe working procedures when working in confined spaces.
- Persons working in dark spaces will be provided with portable lighting. Support personnel will be on hand at all times with hand torches.

4.10 Display Screen Equipment

- The Authority recognises the need to protect staff from the risks of working with display screen equipment (DSE), such as Pcs, laptops, tablets and smartphones.
- All staff who use DSE daily, for an hour or more at a time, are classified as 'DSE users' and are subject to the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.
- In accordance with DSE regulations, all DSE users will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm as a result of DSE use.

- Employees whose work requires them to use DSE daily for a significant part of the day will be entitled to a free eye test on request. Where such examinations identify the requirement, the Authority will provide, free of charge, corrective appliances required specifically for DSE work.
- Employees whose work requires them to use DSE for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment. Where practicable, discretion will be exercised as to when employees can take breaks. It is recognised that short, frequent breaks are more satisfactory than occasional, longer breaks: e.g. a 5-10 minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be more effective than a 15-20 minute break every 2 hours.

4.11 Driving on Council Business

- All staff driving on Council business must be qualified and medically fit to drive the vehicle and hold adequate insurance. Employees must inform the Authority of any disqualifications or other reasons such as medical conditions that may affect their ability to drive or operate vehicles or plant.
- All staff who drive on Council business possess a valid driving licence. Drivers are required to report any endorsements or penalty points incurred to their Line Manager.
- If driving their own vehicles on Authority business drivers are required to provide a copy of their MOT and insurance certificate to their Line Manager on an annual basis, in order to verify business use insurance cover. Drivers are required to have eye tests in accordance with DVLA requirements.
- Where considered necessary employees will be provided with Council vehicles to allow them to travel to and from locations where they are required to undertake work on behalf of the Authority.
- The Authority will provide vehicles for use that are in roadworthy condition, meet all current legislative requirements and are fit for their intended use. Vehicles will be insured, taxed, serviced and maintained in a roadworthy condition at no expense to the individual user.
- Employees provided with a Council vehicle will ensure the vehicle remains in a safe and roadworthy condition and servicing schedules, as recommended by the manufacturer, are adhered to. Defects are to be immediately reported to the Authority and remedial action taken at the earliest opportunity.
- All those driving on Council business will at all times meet the requirements of the Road Traffic Act and follow the guidance detailed in the Highway Code.
- All those driving on Council business will drive courteously and in a non-aggressive manner.
- Penalties incurred for breaches of the Road Traffic Act and other relevant legislation will be met by the individual employee. A formal Disciplinary Investigation may be instigated where employees frequently or excessively incur penalties for breaches of road traffic legislation whilst driving on Council business.

- All driving activities will be managed in accordance with the Torbay Council Driving at Work Policy.

4.12 Dust and Fumes, Respiratory Protective Equipment

- All processes conducted by Council employees and contractors that result in the generation of dust or fumes will be subject to an assessment under the Control of Substances Hazardous to Health Regulations 2002 (as amended).
- If considered necessary, a dust / fume survey will be undertaken in order to establish dust / fume concentrations and the requirement for LEV / RPE.
- Control measures to protect personnel exposed to dust or fumes will be identified and put in place. All personnel likely to be exposed to dust or fumes are to be informed of the harmful effects and of the precautions and control measures to be implemented to prevent, reduce or control exposure.

Dust that is to be swept up is first damped down to reduce the potential for generation of airborne dust.

- Where identified by risk assessment, suitable personal protective equipment will be provided to supplement other control measures. Personal protective equipment is to be worn by all personnel identified in the assessment in accordance with the training and instruction provided.
- Where the need to wear respiratory protective equipment (RPE) is identified via CoSHH assessment, suitable and appropriate RPE with the required assigned protection factor (APF) will be provided in accordance with HSE Guidance (HSG53, 4th edition 2013, Respiratory Protective Equipment at Work – A Practical Guide).
- Each person who is required to wear RPE with tight-fitting face pieces will undergo a fit test for each type of RPE worn, prior to first use and at suitable intervals thereafter, in accordance with HSG53, Appendix 4.

4.13 Electricity and Portable Electrical Appliances

The Authority recognises the need to ensure that all fixed electrical installations shall be safe at all times. This will be achieved by:

- Conducting a documented inspection of the fixed electrical installation at intervals not exceeding five years, or at a frequency specified on the Electrical Installation Condition Report.
- Ensuring access to electrical distribution panels is unobstructed.
- Ensuring all electrical distribution panels and points of electrical isolation are clearly marked, identifying the circuits and equipment they control.
- Restricting access to all rooms containing electrical installations to authorised persons only.
- Ensuring adequate signage is in place warning of access restrictions and potential hazards (fire, electrocution).

The Authority recognises the need to ensure that all electrical equipment shall be safe at all times. This will be achieved by:

- The use of battery operated tools or 110 volts within the workplace wherever practicable.
- Wherever practicable, circuits will be protected by residual current devices (RCD) where mains voltage is to be used.
- Electrical appliances used outdoors (such as electrical pressure washers) will be protected by a 30mA RCD. RCDs will be tested regularly by operation of the test button and will undergo a combined inspection and test, conducted by a competent person, at regular frequencies in accordance with HSE guidance.
- Sufficient socket outlets will be provided. The use of adaptors and extension leads is to be discouraged. Sockets are not to be overloaded.
- Workplace tools used will be in good condition and double insulated.
- All equipment is to be switched off before unplugging or cleaning.
- All electrical equipment shall be switched off and unplugged when not required for use.
- Undertaking assessments to identify hazards associated with each individual item of machinery and implement specific safety rules and procedures for the authorised operator to follow.
- Ensuring all electrical appliances and equipment are periodically examined and tested at a frequency in accordance with current HSE guidance, HSG107 Maintaining Portable Electrical Equipment.
- Maintaining a record of all inspections / tests of electrical equipment and appliances.
- Ensuring that equipment operators regularly carry out a visual inspection of equipment and associated cables and plugs for signs of obvious damage.
- Ensuring that all safety devices and guards are serviceable and in place prior to the use of equipment.
- Immediately reporting and prohibiting the use of defective equipment, including leads and plugs.
- Only authorised and competent persons will be permitted to repair or alter electrical equipment. Temporary or makeshift repairs are not to be undertaken.
- Staff are not permitted to bring their own electrical equipment to the workplace unless with the permission of their manager.
- Where the manager gives the permission the item must be PAT tested before being used (this would need to be costed to the department concerned).

4.14 Flammable Liquids / Fuels

- All flammable liquids / fuels shall be stored in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

Management will ensure that:

- Only the required quantity of flammable liquids / fuels is stored on Council premises for immediate use.

- All flammable liquids / fuels shall be kept in approved containments and in approved storage. Each storage area shall be designated as a 'No Smoking Area'.
- The storage and use of flammable liquids / fuels are subject to a risk assessment to ensure adequate control and mitigation measures are in place to protect against foreseeable incidents.
- All persons involved in the storage, handling, use and transport of flammable liquids / fuels will be supplied with suitable information, instruction and training on the precautions and actions to take to safeguard themselves and others.
- When not in use, containers of flammable liquids / fuels are kept closed and stored in suitable cabinets or bins of fire-resisting construction, which are designed to retain spills (110% capacity volume).
- Containers are located in designated areas away from the immediate work process area and do not jeopardise the means of escape from the area.
- Flammable liquids / fuels are stored separately from other dangerous substances that may enhance the risk of fire or compromise the integrity of the container (e.g. energetic substances, oxidizers and corrosive materials).
- No more than 50 litres of highly flammable liquids or 250 litres of flammable liquids with a higher flashpoint of up to 55°C will be stored on site.
- The carriage of flammable liquids / fuels will satisfy The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009.

4.15 Gas / Oil Installations and Appliances, Plant Rooms

The Authority recognises the need to ensure that all gas / oil installations and appliances shall be safe at all times. Management will ensure that:

- Gas-fired boilers, appliances and associated pipework / flues are inspected and serviced by a Gas Safe registered engineer every 12 months and that records are kept on file.
- Oil-fired boilers, appliances and associated pipework / flues are inspected and serviced in accordance by a competent Oftec registered engineer every 12 months and that records are kept on file.
- Plant / boiler rooms are kept locked / secure, with access restricted to authorised persons only.
- Adequate signage is in place warning of access restrictions and potential hazards (fire, explosion).
- Smoking and naked flames are strictly prohibited in plant / boiler rooms.
- Hot surfaces / pipes are insulated to retain heat and protect against burns.
- Plant / boiler rooms are maintained in a clean and tidy state. Storage of materials and equipment in plant / boiler rooms is not permitted.
- Clear access is maintained to all control panels.
- Emergency shut-off / isolation switches are installed and clearly labelled as to function.

- Carbon monoxide detectors are installed in all plant / boiler rooms and in rooms containing gas / oil appliances.

4.16 Hot Works

Hot work results from equipment utilising a naked flame or generating heat and sparks and includes the following:

- Soldering and brazing.
- Welding and cutting.
- Use of blow lamps.

All hot work will be subject to risk assessment and if it is considered foreseeable that accidental injury or damage is likely to occur as a result of the hot work, a Hot Work Permit system will be employed.

When conducting hot work:

- Appropriate fire-fighting provisions shall be available.
- All sources of fuel shall be removed prior to work commencing.
- The area of the work shall be monitored on completion of the work until the risk of fire has been removed; and
- No hot work shall be conducted within 30 minutes of the end of the working day.

All hot work conducted by contractors shall be subject to a Safe System of Work approved by management prior to work commencing.

4.17 Soldering

The Authority recognises the need to minimise exposure to solder flux fumes. This will be achieved by:

- Monitoring employees' exposure to solder flux fumes.
- Utilising a CoSHH assessment to determine the potential health risks caused by exposure to solder flux fumes and deciding whether or not exposure is 'significant' and what precautions are needed to protect workers health, including suitable health checks (health surveillance); and
- Putting in place appropriate safe systems of work and controls, e.g. tip extraction, local extraction ventilation, to prevent or control exposure to solder flux fumes and keeping equipment in efficient working order.

4.18 Welding, Cutting and Burning

- Welding, cutting and burning operations are only to be undertaken by trained and competent personnel.
- All welding, cutting and burning activities are subject to risk assessment.
- All welding equipment is maintained in good working order and stored securely.
- All welding equipment, including gas bottles, hoses and connections, is inspected prior to use for leaks and damage / defects.

- Damaged / defective welding equipment is put out of service until replaced / repaired.
- On oxyacetylene rigs, flashback arrestors are fitted to regulators on both the fuel and oxygen supply.
- Arc welding rigs are fitted with appropriate fuse protection and mechanical interlocks to prevent the plug being inserted or withdrawn with the switch in the 'on' position.
- All welding equipment is checked annually by a competent inspector and replaced every five years.
- Welders wear appropriate clothing i.e. gloves (chromed leather, gauntlets), flame retardant coveralls (BS EN 470), safety boots (BS EN 4676) and eye protection (EN 175, EN 169, EN 379).
- Adequate ventilation is to be provided to remove the various gases and fumes emitted during welding processes. Where adequate ventilation cannot be achieved suitable respiratory protection will be provided to protect personnel from the harmful effects of exposure to gas and fumes.
- All welding operations are to be screened to protect persons working nearby. The use of portable screens will be utilised at all times.
- Welding and burning operations are only to be conducted in areas where there is no risk of fire due to the proximity of combustible materials, flammable liquids or flammable gases. An appropriate fire extinguisher is to be available prior to commencing the hot work and an inspection of the working area is to be conducted on completion to ascertain that no fire risk exists. All welding activities are halted 30 minutes before the end of the working day.

4.19 Housekeeping

- In order to promote a safe working environment and good hygiene standards, high standards of housekeeping will be maintained at all times throughout Council premises.
- All materials will be stored to reduce the risk of injury to personnel and to minimise fire risk.
- Combustible materials will not be stored adjacent to heat / ignition sources.
- Rubbish will not be allowed to accumulate and will be safely disposed of on a regular basis.
- All spillages will be cleared up immediately.
- Vehicular and pedestrian access and egress routes shall be maintained at all times, both internally and external to buildings. Routes are to be kept clear for emergency purposes.
- Room sensors will not be blocked by rubbish or other materials.
- Room sensors must not be blocked by rubbish or other materials.

4.20 Legionella / Water Hygiene

- Legionnaires' disease is contracted through inhalation of tiny airborne droplets or particles of water containing viable Legionella bacteria. Given the right conditions, the bacteria can grow in hot and cold water systems, air conditioning, etc. The bacteria grow

rapidly in water temperatures that range between 20°C - 45°C. Those most at risk at contracting the disease are the elderly and people whose immune system is impaired.

- Torbay Council has appointed the TDA as the Responsible Person and deputy who shall be responsible for identifying and assessing sources of risk and putting in place a management plan (including a written scheme for the prevention and control of the risk for each water system) to comply with general legislation and the Approved Code of Practice L8: The Control of Legionella Bacteria in Water Systems.
- Appropriate control measures for individual premises will be identified in legionella risk assessments.
- Call-out arrangements for automatic water systems are in place.
- Annual audits of the arrangements in place to control legionella in water systems will be undertaken.

4.21 Lifting Operations and Lifting Equipment

The Authority recognises the need to ensure that all lifting equipment and lifting operations shall be safe at all times. This will be achieved by:

- Hiring in suitable equipment, together with operators and banksmen, where necessary.
- Ensuring all lifting operations and lifting equipment conform to the Lifting Operations and Lifting Equipment Regulations 1998.
- Ensuring all those employees involved in lifting operations are suitably competent to perform the work and operate the equipment.
- Ensuring all lifting equipment used for the movement of persons is inspected and tested by a competent person every 6 months and that the results are recorded as necessary.
- Ensuring all lifting equipment not used for the movement of persons is inspected and tested by a competent person every 12 months and that the results are recorded as necessary.
- Ensuring that all wire ropes, strops and chains are fitted to crane hooks correctly.
- Ensuring that all lifting accessories are inspected and tested by a competent person every 6 months and that the results are recorded as necessary.
- Ensuring that all lifting gear is fit for purpose and capable of safely carrying out the work it is employed to do.
- Performing a risk assessment prior to any lift to identify the measures required to protect those involved with the lift.
- Effectively communicating to all personnel involved with the lift the established Safe System of Work which includes:
 - Thorough planning of the operation, along with the selection, provision and use of suitable lifting devices and equipment.
 - A suitable and sufficient Lifting Plan.
 - The maintenance, testing and examination of all equipment.

- Supervision by a trained and competent person/banksman with the necessary authority to progress or stop a job as is necessary.
- The prevention of unauthorised use or movement of equipment by any unauthorised person; and
- The safety of all personnel involved in the lift as well as those not involved in the lift but who may be affected by the lifting operation.
- Marking all lifting gear and equipment with a means of identification to show its safe working load.
- Ensuring that all lifting equipment is subject to thorough ongoing examination, and where appropriate, inspection by competent persons.
- Communicating Lifting Plans to all employees and others involved in or affected by the lift.

4.22 Fork Lift Trucks

The Authority recognises the need to ensure that all operations involving the use of fork lift trucks shall be as safe as reasonably practicable at all times. This will be achieved by adhering to the following:

- Fork lift trucks are only to be operated by suitably competent and authorised personnel.
- A risk assessment and safe working procedure will be established for all fork lift truck operations to protect those at risk.
- The results of the risk assessment and safe working procedure will be communicated to all relevant employees.
- Appropriate PPE as identified by risk assessment will be worn at all times when operating a fork lift truck or when working in areas where fork lift trucks operate.
- In addition to PPE requirements, fork lift truck operators must wear a seat belt at all times when in the truck cab.
- A documented check of each fork lift truck must be conducted prior to use / on a daily basis.
- Operational areas for fork lift trucks are designated and communicated to appropriate staff. Appropriate signage is erected warning of the hazard.
- The maximum capacity for a fork lift truck is clearly signed. Operators do not lift loads that exceed the specified maximum capacity.
- The carriage of passengers on a fork lift truck is strictly prohibited.
- Keys are removed when not in use.

4.23 Passenger Lifts

The Authority recognises the need to ensure that lifts are used safely and maintained in a safe working order at all times. This will be achieved by adherence to the following:

- New lifts are manufactured and installed according to the Lifts Regulations 2016 and EN81-20:2014 and have a current declaration of conformity.

- Only suitably competent persons, accredited by the United Kingdom Accreditation Service to BS EN 45004, are selected to inspect, examine, test and maintain lifts.
- A preventive maintenance programme is in place for all lifts.
- Different contractors are used to perform routine maintenance and to conduct inspections / examinations of lifts.
- All lifts are thoroughly examined by a competent person at statutory intervals (every 6 months for those carrying people), or in accordance with an examination scheme drawn up by a competent person, as required by the Lifting Operations and Lifting Equipment Regulations 1998. Individual lift components are tested and examined in accordance with EN81-50:2014. Records of examination reports are kept available for review / inspection for at least two years.
- A thorough examination is also performed following substantial and/or significant changes to a lift, a long period of inactivity or following damage to, or failure of, the lift.
- Any reported defects / problems with lifts are promptly addressed - where necessary, lifts are taken out of service whilst awaiting remedial maintenance.
- All lifts are fitted with emergency stop / alarm devices that are easily identifiable and accessible.
- The maximum number of passengers and safe working load is clearly signed in all lifts.
- Employees do not exceed the maximum number of passengers or safe working load in lifts.
- A risk assessment will be carried out on all lifts.
- The results of the risk assessment will be communicated to all employees.

4.24 Manual Handling Operations

The Authority recognises the need to ensure that all manual handling operations shall be as safe as reasonably practicable at all times, in accordance with the Manual Handling Operations Regulations 1992 (as amended). This will be achieved by:

- Wherever possible, the requirement to conduct manual handling operations will be avoided by use of a trolley or other suitable mechanical means. Where manual-handling operations cannot be avoided then mechanical aids will be utilised, or the load split to reduce the risk of harm, or group-handling techniques will be used.
- An assessment of manual handling operations will be conducted to identify control measures required to protect those at risk from the manual handling operation.
- The results of the manual handling operations risk assessment will be communicated to all employees.
- Employees will be adequately trained in correct manual handling techniques.
- Appropriate information relating to the weight, centre of gravity or the heaviest side of the load will be provided to those personnel involved in the manual handling of the load.

- Where vehicles are used to eliminate or reduce manual handling operations, loads shall be checked as secure by the driver prior to moving the vehicle.

4.25 Noise

- The Authority aims to protect employees hearing from excessive noise whilst at work, in accordance with the Control of Noise at Work Regulations 2005.
- The Authority will seek to ensure, so far as is reasonably practicable, that all equipment used, hired or purchased will only generate noise levels below those recommended by applicable approved codes of practice and official guidance notes.
- Where noise levels are likely to exceed the Lower Exposure Action Value perceived at the operator's ear an assessment will be conducted and control measures identified and implemented to reduce or control personal exposure.
- Suitable ear defenders providing adequate attenuation will be provided where appropriate to all affected personnel, at no cost to them, together with appropriate instructions on their use.
- Where noise levels are likely to exceed the Upper Exposure Action Value perceived at the operator's ear the wearing of hearing protection will be enforced and hearing protection zones identified.
- In no situation will the exposure limit value (ELV) be exceeded.
- All employees will use hearing protection provided for their protection.

4.26 Plant, Work Equipment and Machinery

- Where appropriate, a Work Equipment & Machinery Assessment will be conducted for plant and work equipment.
- Authority/employees will only use plant and work equipment that is correct and suitable for the job and will ensure that the plant / equipment is maintained in an effective state, in efficient working order and in good repair, in accordance with the Provision and Use of Work Equipment Regulations 1998.
- Sufficient clear and unobstructed working space will be provided around plant / work equipment to allow persons to work without the risk of injury.
- Adequate lighting and ventilation will be provided to allow personnel to operate plant / work equipment safely.
- Plant and equipment will be regularly inspected and tested as required by current legislation and defects or loss reported immediately. Defective equipment will be taken out of service immediately to a place where it cannot be brought back into use until it has been repaired by a competent person.
- Only authorised and competent persons will undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.
- Where required all safety devices and guards will be operable and in use.

- Where the use of the equipment involves a specific risk to health and safety, the use of the equipment will be restricted to personnel who are trained, competent and authorised in its use.
- All employees will receive adequate training and instruction in the use and safe operation of all plant and equipment that they are required to operate.
- Plant and work equipment must not be used when unprotected persons are present.

4.26.1 Hired Plant / Equipment

- Where required, plant / equipment will be hired as and when necessary from a reputable company.
- All reasonable precautions shall be taken to ensure that hired plant / equipment is safe to use.
- When plant / equipment is hired in for use by the Authority, suitable instruction, training and demonstration of its safe use is to be provided by the Hire Company before it is operated by employees.
- If employees are not deemed competent to operate the hired plant or equipment, a competent operator will be obtained to operate that equipment.

4.26.2 Workshop Machinery

- Machinery within the Workshop will only be operated by trained and qualified personnel authorised by management.
- Personnel under the age of 18 will not be permitted to operate machinery unless they have completed approved training and are under the supervision of a competent person.
- Guards on machinery will be in place at all times and correctly adjusted prior to use.
- Defective machinery shall be immediately reported to management, and taken out of service.
- PPE provided will be worn at all times by all personnel within the Workshop subject to relevant assessments.
- Sufficient clear and unobstructed working space will be provided around the machines to allow persons to work without the risk of injury.
- Adequate lighting and ventilation will be provided to allow personnel to operate machinery safely.
- Local Exhaust Ventilation and dust extraction equipment must be checked running prior to the use of equipment.

4.26.3 Hand / Small Tools

- All hand / small tools are of a suitable quality and are used only for their intended purpose and in the correct manner.
- All hand / small tools are kept clean, well maintained and are stored in a safe manner and condition so as not to cause an obstruction or danger to others when not in use.
- Employees are adequately trained in the use of hand / small tools.

4.27 Slips, Trips and Falls

- Trailing leads and hoses are laid to minimise the risk of trips. Cable protection is fitted when possible to reduce the risk of tripping. Where practicable, trailing cables are eliminated by routing cables above head height.
- Floor coverings will be sound and in good state of repair. All spillages will be cleared away immediately.
- All corridors, accesses, egresses and stairwells will be adequately lit and kept clear of obstacles and rubbish.
- Offices and working areas will be kept tidy at all times and all rubbish will be removed at the end of each day.

4.28 Storage Racking, Materials Storage and Handling

- All racking designed for the storage of materials will be fit for purpose and capable of supporting the required loads.
- All racking systems will be of good mechanical construction, of sound material, adequate strength and installed and maintained in accordance with the manufacturer's instructions.
- Racking will be securely fixed to the floor in areas where forklift trucks or other mechanical handling equipment are used.
- The maximum safe working load and design configuration is conspicuously displayed.
- Authority personnel will be trained in safe methods of stacking materials on the racking and removing materials from the racking.
- Materials will be stored and stacked to reduce the risk of manual handling injuries and injuries from falling objects.
- All storage racking will be visually inspected on a weekly basis and a record of inspections will be kept on file.

4.29 Traffic Management

- The Authority will ensure that there is adequate segregation between plant, vehicles and pedestrians on work sites / in the workplace and that adequate arrangements are in place to prevent persons being put at risk from operated plant and vehicles. These measures may include:
 - Provision of sufficient parking away from the work area.
 - Provision of separate entrances / exits for pedestrians, together with designated walkways and crossings. Barriers may be installed where required to protect these.
 - Keeping pedestrian routes clear of obstacles / obstructions.
 - Ensuring visibility of pedestrians (e.g. by wearing hi-vis clothing in areas of vehicle / plant operation).
 - Minimising vehicle movements by limiting site access and controlling entry to work areas.

- Avoiding the need for reversing where possible, by means of one-way systems and turning circles.
- Ensuring drivers have clear vision over the work area and access routes, providing aids such as mirrors and CCTV cameras where necessary.
- Provision of competent and authorised signallers where necessary to assist with vehicle /plant movements.
- Provision of adequate signage, instructions and lighting in all areas where vehicles / plant operate and along pedestrian routes.
- Ride-on plant will be fitted with reversing alarms and proximity sensors as standard.
- A specific risk assessment will be undertaken for works involving ride-on plant operating close to water edges where there is a significant drowning risk.
- The Authority applies a zero-tolerance approach for employees who fail to wear seat belts where fitted, unless a documented risk assessment process determines that these are not required.

4.30 Weather Conditions

Consideration of the anticipated weather conditions will be given to ensure that suitable precautions are taken to safeguard those undertaking or those who may be affected by the work.

- Employees are aware of the increased risk of slips, trips and falls in wet, muddy, and icy conditions and the need to wear appropriate footwear.
- Employees are aware of the effects of working in cold conditions and the precautionary measures to take to avoid hypothermia or cold stress.
- Employees are aware of the effects of strong sunlight and the precautionary measures to take to avoid sunburn or heat exposure.

Industry guidance will be consulted when deciding the maximum wind speeds for working at height.

The decision to continue or suspend work at height will be based on wind speed, control measures already in place to prevent the fall of personnel or materials, position and height of the work activity and the size of materials being handled.

4.31 Working at Height / Working on Fragile Surfaces

4.32 General

- All work at height will be conducted in accordance with the Work at Height Regulations 2005 (as amended).
- The Authority's overriding principle is to do all that is reasonably practicable to prevent anyone from falling.
- The Authority shall:
 - Avoid work at height where they can.

- Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distances and consequences of a fall should one occur.
- The Authority will ensure:
 - All work is properly planned and organised.
 - All work at height takes account of weather conditions that could endanger health and safety.
 - Those involved in work at height are trained and competent.
 - The place where work at height is done is safe.
 - Equipment for work at height is appropriately inspected.
 - The risks from fragile surfaces are properly controlled.
 - The risks from falling objects are properly controlled.
- It is prohibited to drop or throw anything from a height unless sufficient and adequate controls have been identified via risk assessment and implemented. Lowering materials must be conducted in a controlled manner, using ropes or via chutes into skips.

4.33 Risk Assessment

- Before carrying out any work at height, including the use of ladders, a risk assessment of the work to be undertaken will be conducted. The risk assessment will take into account weather conditions and other aspects of the environment to ensure the safety of personnel at height and identify the measures required to protect persons working at height and all others affected by the activity.
- All equipment identified by the risk assessment and provided for working at height will be sound and fit for purpose and will be the subject of regular inspection and testing to ensure its continued suitability for the job.

4.34 Scaffolding and Towers

- All scaffolds and towers shall be erected by fully trained, competent contractors (i.e. PASMA certified) in accordance with current legislation, British Standards, approved Codes of Practice, Company procedure and Industry standards (NASC TG20:13 Good Practice Guidance for Tube and Fitting Scaffolds).
- ‘Designed’ scaffolds will be designed by a competent person in accordance with current standards, guidance and Codes of Practice, as outlined in TG20:13.
- Scaffolds will be erected by appropriately trained, competent employees in accordance with industry standards (NASC SG4:15) and design specifications. All scaffolds will be inspected by a trained and competent person, and records of such inspections kept:
 - Prior to use.
 - After any substantial addition or dismantling.
 - After alteration.
 - After any event likely to affect its strength or stability; and
 - Weekly.

- Where practicable, hand-over certificates will be issued to the Company and a joint inspection carried out.
- Employees of Torbay Council shall not use any scaffold unless it has been erected and inspected as above.
- During erection, unauthorised access to scaffolds will be prevented by the use of appropriate barriers and signage.
- Where Torbay Council use portable tower scaffolding the person responsible for erecting, dismantling and using the equipment will be trained (PASMA) and competent.

4.35 Ladders and Stepladders

- All persons using ladders and stepladders will be fully trained and aware of the hazards and risks.
- Ladders, including stepladders, used by the Authority will be of the correct type (Class 1 or EN 131) and in good condition. Measures must be taken to ensure that ladders and stepladders are secure, on a solid footing and, in the case of access ladders, are effectively secured to prevent movement.
- Ladders will be the subject of regular inspection by a competent person and defective ladders will be taken out of service immediately and reported to line management.

4.36 Management and Use of Mobile Elevating Work Platforms (MEWPS)

- All work involving the use of MEWPs is planned and conducted in accordance with HSE guidance GIS6 -The Selection, Management and Use of Mobile Elevating Work Platforms.
- Mobile Elevated Work Platforms shall only be operated by fully trained, competent operators with current IPAF certification.
- Safety Harnesses will be worn at all times whilst work is being conducted from boom-style MEWPs (e.g. cherry pickers). The requirement for use of a safety harness in other types of static MEWP (e.g. scissor lift) will be determined via risk assessment.
- Where a harness is worn, this is used in conjunction with a short work restraint lanyard secured to a suitable anchorage point within the basket.
- When working next to or over water a risk assessment is carried out to determine whether the greatest risk of injury to the operator is from falling from the MEWP basket or drowning, if the MEWP falls into the water. Life jackets are worn in preference to harnesses where the risk of drowning is greater.
- A rescue plan is in place for falls from MEWPS which is incorporated into emergency procedures.

4.37 Working Near or Over Water

Hazardous areas include: docks, locks, canals, wharves, lakes, ponds (natural and artificial), reservoirs, water-filled pits, sewage ponds, slurry ponds, rivers, streams, swimming pools, water-holding tanks and the sea.

- As a statutory Harbour Torbay Harbour Authority will adhere to the Port Marine Safety Code.
- All employees will have suitable training and instruction before working near or over water.
- Before carrying out any work near or over water a risk assessment of the work to be undertaken will be conducted. The risk assessment will take into account weather conditions and other aspects of the environment to ensure the safety of personnel and identify the measures required to protect persons working at height, including a safe system of work.
- Appropriate rescue equipment must be provided for the location, taking into account any reasonably foreseeable changes that may occur (e.g. tides or spate rivers).
- Whenever possible, entry into the water shall be prevented by physical barriers, unless the presence of barriers would make carrying out work more hazardous e.g. lifting operations over a quay edge.
- The requirement for use of PPE / Personal Fall Prevention Equipment (PFPE), (including life jacket, safety harness or combined harness / lifejacket, high-visibility clothing) will be determined via risk assessment. All employees will wear PPE / PFPE as specified. Appropriate training will be given in its use and maintenance.
- Where the requirement for use of safety harnesses is identified, these shall be attached to suitable anchor points. All safety harnesses/man anchor systems shall be tested, certified and checked 'in date' for inspection prior to use.
- All life jackets and buoyancy aids provided conform to the appropriate BS EN standard (393, 395, 396 or 399).
- Lifebuoys and or throw lines will be available where there is a possibility of employees being carried away by the water.
- A rescue boat manned by competent operatives or other suitable means of extracting a casualty from the water will be available whenever work is undertaken over or adjacent to deep, tidal or fast flowing water as determined by the risk assessment.
- A means of raising the alarm will be provided.
- Where necessary, the surface of water will be illuminated at night.
- All personnel will be accounted for at all times.

Should you have any comments regarding this policy, please address them to the H&S mailbox – HealthandSafety@torbay.gov.uk

20 History of Policy Changes



Date	Page	Details of Change	Agreed by:

Appendix 1 Core Health and Safety Competencies

Key: **Mandatory** **Recommended** **Suggested**

Course	Members/Member Champion	Directors and Executive Heads	Managers with identified H&S management responsibilities	Employees undertaking work off site, supervisors and other managers	Employees (office based)	Fire Marshals	DSE Assessors	Risk Assessors	First Aiders
Level 2 H&S (Foundation)									
Level 3 H&S (Intermediate)									
H&S For Directors and Executives									
Fire Awareness									
Risk Assessment									
Display Screen Equipment RA									
First Aid At Work									
I Learn Modules	Mandatory for all staff and to be repeated every 3 years with the exception of staff required to undertake the Level 2 or Level 3 H&S Courses								
Asbestos									
Back Safely									
DSE									
Driving Safely*									
Fire Awareness									
First Aid									
Stress Awareness									
	*Only where driving at any time for the Authority.								