

# Corporate Health, Safety & Wellbeing Policy

Version: 3

## Safety In Mind



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<b>Version Number</b>	<b>Effective Date</b>	<b>Details of Last Revision</b>
3	January 2023	New Chief Executive Added. Updated Org Structure. More info on DSE to include Home Working. Policy Statement updated.
2	30.01.17	Complete revamp of contents and updated onto new policy template
1	August 2010	New

<b>Equality Impact Assessment</b>	10.01.17
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## Section 1

# Health & Safety Policy Statement & Organisation Structure

### Introduction

North Ayrshire Council, as an employer, has ultimate responsibility for ensuring the health, safety, and welfare of employees and also for the health and safety of all other persons who could be affected by our work activities.

Our people are a key resource, and keeping all of our people safe, healthy, and fit is one of our key corporate aims. Health and Safety is therefore a key business objective and we recognise that the effective management of health and safety can contribute to business performance by reducing injuries, ill-health and absence, and reducing unnecessary losses and liabilities.

As an employer of choice, we are committed to pursuing progressive improvements in our health and safety performance with the principle that compliance with legal requirements is our minimum acceptable level of achievement.

We recognise: -

- That accidents, ill-health and incidents can result from failings in management control and are not necessarily the fault of individual employees
- That employees can make a significant and positive contribution in the implementation of Health and Safety in the workplace
- The importance of consultation with employees and their representatives on health and safety matters; and
- The importance of effective systems of reporting and communication on Health and Safety matters

North Ayrshire Council as an employer is responsible for setting the direction for effective health and safety management and for developing and approving the Corporate Health, Safety and Wellbeing Policy. In addition, it is responsible for monitoring the health and safety performance of the Council on a 3 monthly basis through the reviewing of reports on health and safety matters submitted by the Corporate Health and Safety Manager and all Directorates.

# North Ayrshire Council

## Health, Safety & Wellbeing Policy Statement

North Ayrshire Council is committed to excellence in Health, Safety and Wellbeing by preventing or minimising any adverse impact of our activities and services, and by ensuring that its employees and communities are safe and protected.

### Our commitments will ensure that:

- We set high standards for Health and Safety that always comply with the relevant legal requirements
- There is effective management of Health and Safety and active promotion of a positive Health, Safety and Wellbeing culture at all levels throughout the Council
- We promote continuous improvement and strive for best practice
- Our suppliers and contractors share in our commitment
- We consult, listen to, and communicate openly and effectively with our employees, elected members, service users and our local communities
- We provide and maintain facilities, equipment and systems of work that are safe and without risks to health
- Processes are in place to assess the risks arising out of work activities, with the aim of eliminating or controlling the risks
- We integrate Health and Safety into our business processes and activities
- Every place of work under the Council's control is in a condition that is safe and without risks to health, and that provision and maintenance of means of access and egress is safe
- We will provide the relevant information, instruction, training, and supervision in order for employees to undertake their duties and responsibilities
- We monitor, review and report on Health and Safety performance at regular intervals
- We encourage reporting of incidents and Near Misses and a culture of "Don't Walk By"
- The Council's Health, Safety & Wellbeing Policy is reviewed and revised on a regular basis and/or when new legislation comes into force



Endorsed by:

*Craig Hatton*

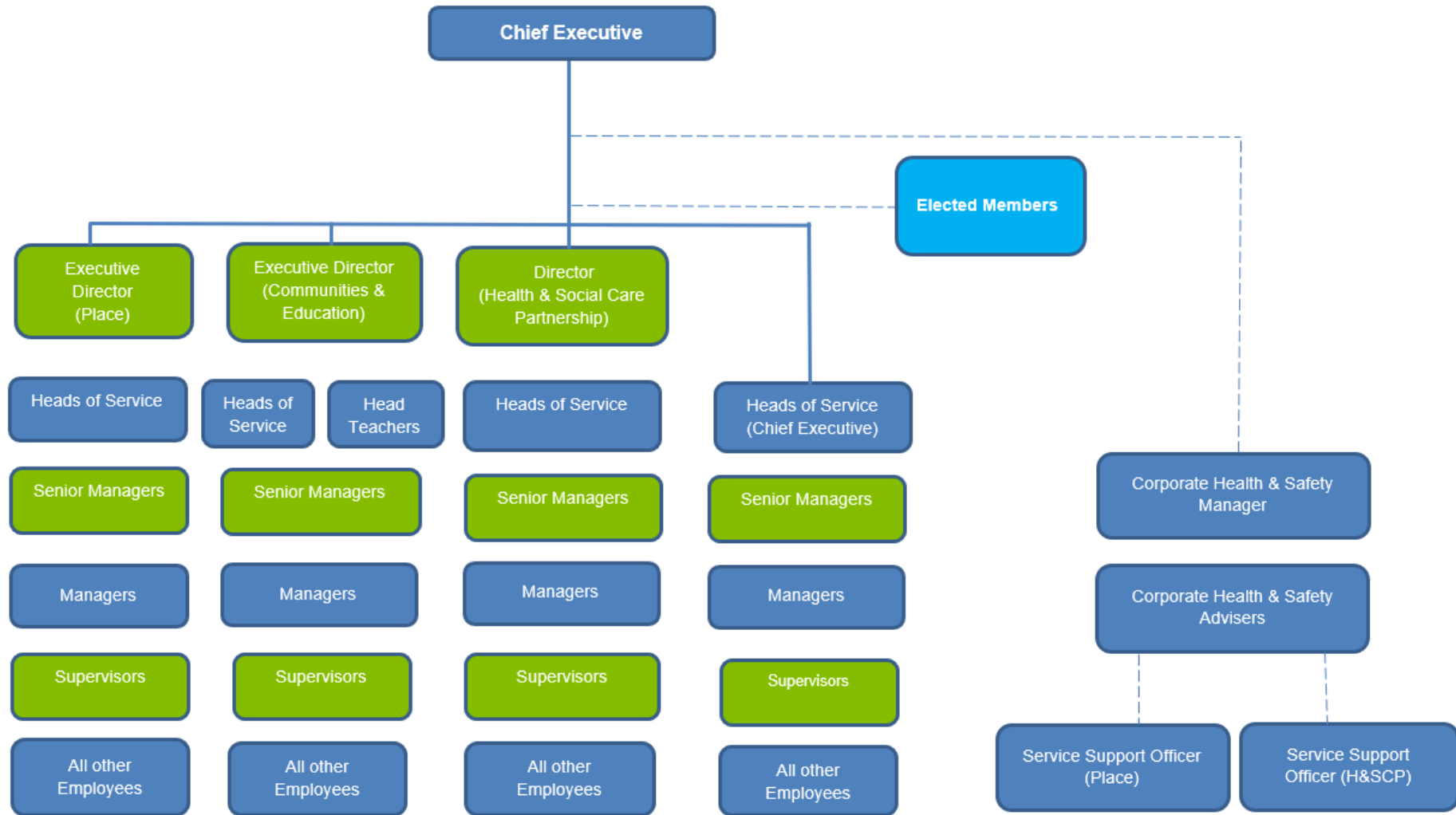
Chief Executive

January 2023



North Ayrshire Council  
Comhairle Siorrachd Àir a Tuath

# North Ayrshire Council Health and Safety Organisation Structure



## Section 2

### Organising for Health, Safety & Wellbeing Responsibilities

Within Section 2, the Responsibilities lists are not exhaustive and can be added to where deemed necessary to meet the requirements of new legislation or the Health, Safety & Wellbeing Policy.

#### 2.1 Chief Executive

The Chief Executive has ultimate executive responsibility for the effective leadership of Health and Safety within the Council and for implementing this Health, Safety and Wellbeing Policy.

The Chief Executive shall ensure that:

- Appropriate management structures are in place to implement this Policy and for delegating the day to day responsibility for such implementation within Council Services to Executive Directors, Heads of Service and Senior Managers
- Adequate resources are made available to ensure the efficient and effective management of Health and Safety
- A risk assessment process is embedded throughout the Council that adequately identifies the hazards, risks and relevant protective measures required to ensure the Health and Safety of employees and others
- There is access to adequate levels of competent Health and Safety assistance and advice and that the Council acts on such advice
- An effective Health and Safety Management System is in place that follows the Plan, Do, Check, Act process for implementation
- Appropriate Health & Safety training is provided to Executive Directors (such as IOSH Directing Safely)
- This Policy is reviewed on a regular basis and updated where necessary
- The Council's Health and Safety performance is reported to elected members and trade unions for consideration on a quarterly basis

#### 2.2 Executive Directors

Individual Executive Directors are responsible for:

- Demonstrating strong leadership within their Directorate in respect of Health and Safety Management (Leading by Example)
- The participation and compliance with Health and Safety requirements of their respective Heads of Service and Senior Managers
- Where relevant, make the Chief Executive aware of Health & Safety Incidents within their Directorate
- Reviewing Health & Safety Performance with their respective Heads of Service
- Acting on any matters pertaining to Health, Safety and Wellbeing that are brought to their attention
- Ensuring that relevant Health & Safety training is provided to Heads of Service

- Ensuring resources are made available within their Directorate for the efficient and effective management of Health and Safety
- Working with Corporate Health & Safety in coordinating specialist advice necessary for the effective planning and implementation of this Policy
- Working with Corporate Health & Safety in keeping up to date with changes in Health and Safety Legislation, Standards and Good Practice relevant to their Directorate
- Ensuring appropriate management arrangements, risk control systems and workplace precautions together with associated procedures and safe systems of work
- Ensuring that Health and Safety objectives are part of their Directorate Business Plans
- Notifying the Health and Safety Manager of matters requiring specialist advice
- Ensuring that a Chief Officer/Head of Service chairs the Directorate Health & Safety Planning Group meeting

### 2.3 Heads of Service

Individual Heads of Service are responsible for:

- Implementing this Policy and any specific arrangements made under this policy within their scope of authority and responsibility
- Demonstrating strong leadership within their Service in respect of Health and Safety Management (Leading by Example)
- Coordinating their activities with others, where necessary, to secure the effective management of Health and Safety
- Providing periodic feedback to Executive Directors on Health and Safety Performance
- Arrangements to ensure the Corporate Risk Assessment Process is fully implemented within their respective Service
- Where relevant, make their respective Director aware of Health & Safety Incidents
- Ensuring that relevant Health & Safety training is provided to Senior Managers/Head Teachers
- Working with Corporate Health & Safety in keeping up to date with changes in Health and Safety Legislation, Standards and Good Practice relevant to their Service
- Ensuring employees within their Service have received appropriate safety related training
- Chairing the Directorate Health and Safety Planning Group Meetings;
- Notifying the Health and Safety Manager of matters requiring specialist advice
- Ensuring that recommendations from Incident Investigations and Internal Audit Findings are actioned
- Appointing Senior Managers or Line Managers as the responsible person for premises specific Health & Safety Management. Where there are Services from different Directorates sharing premises, Heads of Service will nominate a Senior Manager or Manager from their Service to form a premises Health & Safety Management Team



- Ensuring that there is good communication of Health and Safety information throughout their respective Service
- Ensuring resources are made available within their Service for the efficient and effective management of Health and Safety
- Ensuring that Trade Union Health & Safety Representatives within their Service are provided with sufficient time and other resources to allow them to discharge their duties

## 2.4 Senior Managers/ Head Teachers

Senior Managers/Head Teachers are responsible for:

- Assisting the Heads of Service in implementing this Policy and any specific arrangements made under this Policy within their scope of authority and responsibility
- Setting the standard within their area of authority in respect to Health and Safety Management (Leading by Example)
- Notifying their respective Head of Service following an incident that is reportable under RIDDOR (Reporting of Incidents, Diseases or Dangerous Occurrences Regulations)
- Ensuring that all incidents within their Service are investigated and that recommendations are implemented to prevent recurrence
- Ensure that relevant Health & Safety training is provided for Managers
- Taking on responsibility for premises safety management  
**Note:** Where multiple Services are operating within a building, heads of service will nominate a senior manager from each Service to form a premises management team, who will jointly take on the role as the responsible person for premises management
- Ensuring that Managers and Supervisors effectively carry out their duties for Health and Safety
- Ensuring that the Corporate Risk Assessment Process is implemented within their area of authority
- Ensuring that meetings are undertaken to review Health and Safety performance within their area of responsibility
- Ensuring that safety inspections are carried out within the specified timeline
- Monitoring Health Safety & Wellbeing issues within their area of authority

## 2.5 Managers

All Managers are responsible for:

- The effective implementation of this Policy and any specific Health and Safety Guidance and Operating Procedures within their area of authority and responsibility
- Implementing local arrangements to ensure that responsibility and accountability for Health and Safety is clearly established in their area of authority
- Ensuring that relevant Health & Safety training is provided to all employees within their area of authority and responsibility
- Ensuring safety inspections are carried out

- Assisting in the arrangements to ensure the ongoing implementation of the risk assessment process as defined within the relevant risk assessment guidance document
- Ensuring that control measures identified by risk assessments are implemented and monitored for their effectiveness
- Notifying their respective Senior Manager following an incident that is reportable under RIDDOR (Reporting of Incidents, Diseases or Dangerous Occurrences Regulations)
- Ensuring that all incidents within their area of authority are investigated and that recommendations are implemented to prevent recurrence
- Ensure that all new employees receive the relevant Health and Safety Induction including emergency arrangements
- Making local arrangements to ensure that all members of staff are able to familiarise themselves with the Health, Safety and Wellbeing Policy
- Ensuring that Health and Safety information is communicated to all personnel within their area of authority including necessary information, instruction and training on the use of equipment, plant, substances and machinery
- Ensuring employees have the necessary competencies to carry out their duties
- Coordinating their activities with others, where necessary, to secure the effective management of Health and Safety
- Providing periodic feedback to the relevant Senior Manager on Health and Safety Performance
- Ensuring that Health and Safety matters are taken into consideration in all operational decisions
- Ensuring the provision of relevant Personal Protective Equipment for employees and that the employees wear the PPE and carry out the required PPE checks
- Ensuring that where required, health surveillance is carried out for specific employees

## 2.6 Supervisors

All supervisors are responsible for ensuring that:

- They are aware of the contents of this Corporate Health Safety & Welfare Policy
- Employees under their control are made aware of this Policy
- Employees under their control receive adequate and appropriate supervision proportionate to the work activity
- Risk assessments are in place for work activities and that control measures identified within risk assessments are implemented and monitored for their effectiveness
- Feedback is provided to their relevant manager on Health and Safety issues
- The relevant PPE is being worn by those within their area of control
- The company process is followed for the reporting of accidents and incidents
- Where relevant, personnel will receive a local operational induction before the commencement of work

- Action is taken following reporting of defective equipment or unsafe conditions to ensure the prevention of injury or ill health
- Relevant safety information is briefed out to employees within their area of control

## 2.7 Employees

This applies to all employed individuals within the Council and the scope of the term 'employee' includes all persons employed by the Council under a contract of employment and includes senior management, temporary workers, trainees, and those participating in work placement programmes.

All employees are responsible for:

- Taking reasonable care for the Health and Safety of themselves, other colleagues, contractors, and members of the public, who may be affected by their actions or failures to act while at work
- Cooperating with the Council, or any other person, to enable them to perform and comply with any duties or requirements imposed on them by Health and Safety Law
- Taking care not to intentionally or recklessly interfere with or misuse anything that has been provided for the purposes of Health, Safety and Welfare
- Using machinery, equipment, substances, transport, equipment, or other safety device in line with any information, instruction and training provided
- Notifying their supervisor or line manager of any shortcomings in any protective measures or any instances that they reasonably believe to be of serious or imminent danger
- The immediate reporting of any incident or near miss they are involved in or witness happening or any unsafe condition they may be aware of
- Participating in incident investigations
- Cooperating with any enforcing officer such as the HSE
- Adhering to the controls within risk assessments
- Using the Personal Protective Equipment supplied and carrying out the necessary checks on the equipment
- Complying with emergency procedures
- Attend relevant training for their specific role to ensure that they are competent to perform their duties safely

## 2.8 Corporate Health and Safety Manager

The Corporate Health and Safety Manager will support the Chief Executive along with Directors and Heads of service with their responsibilities to administer and monitor the implementation of this Health and Safety Policy and the Health and Safety Management Systems by:

- Assisting with the development and implementation of the Health and Safety Management System and reporting to the Chief Executive and the leadership team on any matters requiring their attention
- Informing the Leadership Team on any developments to the regulatory framework relevant to the Council; providing assistance and support in

formation and implementation of safe systems of work; and safe working procedures

- Assisting Management to assess the risks to health and safety of staff and others who may be affected by work activities. This will enable any necessary preventive and protective measures to be identified and implemented
- Assisting Management to make arrangements for putting into practice any Health and Safety control measures identified from the risk assessment programme
- Assisting Management with their general duties under the requirements of the Health & Safety at Work Act 1974

## **2.9 Corporate Health and Safety Advisers**

Health and Safety Advisers shall be responsible for assisting Council Directorates and Services by:

- Developing and formulating health and safety policies
- Promoting a positive health and safety culture to secure the effective implementation of the policy
- Assist services with the risk assessment process
- Implementing plans and monitoring control measures employing active and reactive techniques
- Reviewing performance and auditing the health and safety management system
- Interpreting health and safety law and implications for the Council
- Assisting in the establishment and maintenance of risk control standards relating to the places of work, equipment, plant, and substances in use
- Maintaining the procedures for recording, reporting, investigation and analysis of accidents, incidents, and cases of ill- health
- Establishing and maintaining adequate and appropriate active monitoring and auditing systems
- Establishing professional relationships at all levels within the Council and with key external stakeholders
- Delivering corporate health & safety training

## **2.10 Powers of Health and Safety Advisers**

Health and Safety Advisers are authorised to exercise the following powers to ensure the effectiveness of the Council's health and safety management system:

- The right to enter any Council premises at any time
- To inspect and audit all Council premises.
- In the event of major incident/accident to require that plant and equipment is not disturbed, to enable measurements, statements, photographs and any other relevant information to be gathered
- To take away or impound any, machine, substance or product which is required to complete an investigation

- To issue an inspection report which should be implemented in situations where a Health and Safety Adviser is of the opinion that a breach of statutory requirements, Policy/Procedures has or is likely to take place
- Where a Health and Safety Adviser is of the opinion that a building or structure is a serious danger to staff or others, then they may, in consultation with the Corporate Health and Safety Manager and Senior Service Managers take proportionate action which may include the temporary closure of any premises in serious situations
- To require those employees who possess knowledge or information relevant to any health and safety issue or investigation, to give that knowledge/information either verbally or in a written statement
- To inspect and take copies of any records; books; documents or databases or any other such information or images on any Council storage device that may be required by them as part of their investigations
- To require assistance and co-operation within a person's limits of responsibility/authority

### **2.11 Disciplinary Action**

Disciplinary action may be initiated against any employee who fails to comply with the requirements of this health and safety policy, or the requirements of any health and safety procedure made under this policy.

In serious cases, the neglect of a health and safety duty under the Health and Safety Policy or Health and Safety procedures may be regarded as an instance of gross misconduct

## **Section 3 Monitoring and Consultation**

### **3.1 Health & Safety Monitoring**

The Chief Executive will ensure that the Health and Safety performance of the Council is effectively monitored and subject to continuous improvement. To achieve this, the Corporate Health and Safety Manager shall develop and implement a planned programme of Health and Safety Management System Audits to evaluate and establish that:

- the appropriate management arrangements are in place
- adequate risk control systems exist, are effectively implemented, and consistent with the hazard profile of the Council
- appropriate workplace precautions are in place, and are effective

The audit programme will benchmark the Health and Safety Management performance of the Council against internal and external standards to ensure that it is operating effectively and will recognise positive achievements as well as areas for improvement.

A planned programme of actions required to correct any shortcomings will be prepared and implemented, as well as any necessary revisions to the Health and Safety Policy and procedures. The Corporate Health and Safety Manager will prepare a Corporate Report on the Health and Safety performance of the Council for the consideration of the Corporate Health and Safety Group.

To ensure ongoing compliance with all Health & Safety Policies, Procedures, Guidance and Legislation in relation to properties/premises, all services will engage in Health and Safety inspections to identify deficiencies and implement corrective actions and improvements. For further information, please refer to the **Health & Safety Six Monthly Workplace Inspection Guidance**.

### 3.2 Consultation

North Ayrshire Council fully supports joint working, consultation, and collaboration with our employees to support the effective management of health and safety at work.

North Ayrshire Council must consult with employees or their representatives about the following:

- the introduction of any measure which may substantially affect their health and safety at work, e.g., the introduction of new equipment or new systems of work
- arrangements for appointing competent persons to help us comply with health and safety laws
- the information we must give our employees on the risks and dangers arising from their work, measures to reduce or eliminate these risks and what employees should do if they are exposed to a risk
- the planning and organisation of health and safety training
- the health and safety consequences of introducing new technology

Consultation on health and safety matters will take place at a number of levels: Corporate; Directorate; Service and Operational.

It is the intention of North Ayrshire Council to consult with Trade Union Appointed Safety Representatives on all relevant health and safety matters where they have been appointed.

Where no Trade Union Appointed Safety Representatives have been appointed, North Ayrshire Council will take suitable steps to either consult directly with employees or with Representatives of Employee Safety where they have been elected.

Directorates/ Services shall ensure that effective arrangements are developed and implemented to ensure that there are effective means for consultation and collaboration on Health and Safety matters with Trade Union Safety Representatives or in their absence directly with employees or elected Representatives of Employee Safety.

### 3.3 Trade Union Safety Representatives

North Ayrshire Council fully recognises the importance and benefits of employee involvement in health and safety matters and the positive role that can be played by appointed Trade Union Safety Representatives, under the requirements of the Safety Representatives and Safety Committees Regulations. The Council will provide appropriate facilities and assistance to enable Safety Representatives to carry out their duties. For further information, please refer to the **Facilities for Trade Union Duties & Activities Document**. Directorates/Services must consult with Safety Representatives on issues related to Health, Safety and Welfare and provide them with relevant information in order to carry out their duties.

#### **The Duties of Trade Union Appointed Safety Representatives are to:**

**Inform** Directorates/ Services of their intention to carry out inspections, and to provide written reports following such inspections

**Adhere to** Council procedures when disputes over health and safety issues arise

**Carry out** inspections of the workplace every three months or immediately following notifiable incidents or diseases and dangerous occurrences. (It is important that Directorates/ Service have systems in place to bring such matters to the attention of the Trade Union Safety Representatives as soon as is practicable)

**Investigate** potential hazards and dangerous occurrences in the workplace and to examine the cause of accidents at the workplace and to make representations on any matters arising to Management

**Investigate** complaints by any employee they represent, relating to that employee(s) health, safety or welfare at work and to make representations on any matters arising to Directorates/ Services

**Make representations** to Directorates/ Services on general matters affecting the health, safety and welfare at work of members of staff

**Attend** meetings of the Corporate Health and Safety Group and Health and Safety Planning Groups

**Encourage** safe and healthy working among the employees they represent.

## Section 4 Health Safety & Wellbeing Guidance

### General

Directorates/ Services shall develop and give effect to specific and proportionate health and safety procedures and arrangements suitable for the hazards and risks specific to their areas of responsibility and authority.

In order to ensure that Directorates/ Services manage health and safety effectively, Executive Directors/Directors /Heads of Service shall ensure that:

- the key hazards and significant risks to health and safety are identified within their areas of responsibility and authority



- key responsible persons are identified and that there are clearly established roles and responsibilities for health and safety; and
- relevant staff have the necessary training, skills, knowledge and experience to effectively discharge their responsibilities for health and safety

All Council Directorates and Services are required to develop and implement suitable local arrangements (procedures, method statements, safe systems of work) to give effect to this Corporate Health and Safety Policy and associated Guidance. Directorates/ Services shall also ensure that effective arrangements are developed and implemented to allow for adequate consultation with employees and appointed Trade Union Safety Representatives.

Directorates and Services shall produce clear written procedures that incorporate and specify the expected results and set out a clear and unambiguous description of the roles and responsibilities for those involved in the procedure to secure the effective management of health and safety.

#### 4.1 Aggression and Violence

North Ayrshire Council is committed to reducing the risk of violence towards employees and to encourage a culture of zero tolerance against any form of violence, aggression, or abuse. Violence can take the form of adverse verbal, physical or psychological behaviour.

The definition includes violence to employees at work by other members of staff or members of the public, whether inside a workplace or elsewhere, when the violence arises out of the employees' work activity. For example, this might include violence to teachers from pupils, to peripatetic employees whose work involves visiting Service Users, to security staff or to officials enforcing legislation.

In relation to violence and aggression, Directorates/ Services shall:

- consider hazards, risks, and control measures, which are relevant to particular employee groups or others, affected by their activities
- identify the necessary management arrangements and procedures to comply;
- identify any improvements or additional measures to be taken
- develop their own strategy as appropriate for each work activity where violent incidents might occur in the delivery of their Service activities
- Ensure that the Corporate Risk Indicator Database (CRID) is used to record and highlight risks to employees from service users

For further information, please refer to the **Aggression and Violence Health & Safety Guidance**

#### 4.2 Alcohol and Drugs

The provision of a safe and healthy working environment may be affected by those who misuse alcohol and drugs to such an extent that it may affect their work performance, conduct and/ or relationships at work. Against this background,



Directorates/ Services shall promote the health and well-being of employees to minimise problems at work arising from the effect of alcohol or drugs.

The Council recognises that the use of prescription or other drugs can in some cases impair judgement and can pose a safety risk when driving or operating machinery. If you are taking prescription or other drugs, employees must inform their line manager.

For further information, please refer to the **Human Resources Guide: Dealing with Alcohol, Drugs/ Solvent Abuse and Gambling Addiction**

### 4.3 Artificial Optical Radiation

Some forms of artificial light can be harmful to employees unless protective measures are in place. Damage can include burns or reddening of the skin or the surface of the eye; burns to the retina of the eye; blue light damage to the eye; damage to the lens of the eye that may bring about the early onset of a cataract. Hazardous light sources can include metal working welding both electric arc and oxy-acetylene, UV light therapies and UV curing of paints. Where hazardous sources of light are used Directorates/ Services shall ensure that effective procedures are developed and implemented to ensure that the risk assessment process identifies hazards and risks in connection with artificial optical radiation and gives effect to proportionate control measures to reduce the risk, of harm to the eyes and skin to employees, as low as is reasonably practicable in the particular circumstances.

In addition, Directorates/ Service shall:

- Use alternative, safer light sources that can achieve the same result.
- Use protective filters, screens etc.
- Train employees in best practice and give appropriate information.
- Organise the work to reduce exposure
- Issue personal protective equipment e.g., goggles, clothing or face shields.
- Use relevant safety signs

In addition, in the case of potential over-exposure of artificial optical radiation Directorates/ Services will refer employees to the occupational health provider for competent advice and assistance.

### 4.4 Asbestos

North Ayrshire Council is committed to managing work activities involving asbestos containing materials in order to reduce the likelihood of asbestos fibres becoming airborne.

Prior to the year 2000, Asbestos Containing Materials (ACMs) were used extensively as building materials. ACMs are only dangerous when disturbed and asbestos fibres are released, and if ACMs are safely managed and contained they should not present a health hazard.

Directorates / Services shall be responsible for managing and controlling the risks to health arising from exposure to ACMs and shall ensure that any potential exposure

to ACMs will be minimised through the use of effective management systems, control measures and safe systems of work.

For further information, please refer to the **Management of Asbestos Health & Safety Guidance**

#### 4.5 Blood-borne Viruses

Blood borne viruses (BBV) are mainly transmitted sexually or by direct exposure to infected blood or other body fluids. In the workplace, direct exposure can occur through accidental contamination by a sharp instrument such as a needle or broken glass. Infected blood/ body fluids may also spread through contamination of open wounds, skin abrasions, skin damaged by conditions such as eczema or through splashes to the eyes, nose or mouth.

Directorates/ Services shall ensure that risks to health from BBVs are suitably controlled and that where required, employees are provided with suitable and sufficient information, instruction and training in the risks to health from BBV and how to protect themselves.

Where there is a risk that an employee could receive a needle-stick/ sharps Injury, Directorates/ Services must develop and give effect to procedures to ensure that the risk of any infection is reduced and that the necessary first aid measures, specialist referral and counselling is provided and shall also ensure that these procedures are followed.

Where through the risk assessment process, Directorates/ Services identify that employees are at risk of infection due to contact with blood or other body fluids, then immunisation against Hepatitis B Virus (HBV) may be considered.

Immunisation should only be considered to reduce any residual risk and must not be used as an alternative to more effective risk control measures. Directorates/ Services should raise any concerns with Corporate Health & Safety in consultation with the Council's Occupational Health Service provider.

For further information, please refer to the **Infection Control Health & Safety Guidance**

#### 4.6 Construction, Design and Management

Council Directorates/Services involved in construction work will ensure steps are taken to make sure that all construction work is planned in accordance with the relevant standards or statutory provisions (principally the **Construction Design and Management Regulations 2015**).

Directorates/ Services shall ensure that where they commission or carry out construction work and/ or act as a duty holder under the scope of the Regulations that they develop and give effect to suitable arrangements to ensure that risks to health and safety arising from the construction work are effectively managed and controlled. Duty holders fall into the following categories: Clients / Designers / Principal Designers / Principal Contractors / Contractors / Workers.

Some construction projects are notifiable to the enforcing authority, by the client, where work:

- is scheduled to last longer than **30 days** and have more than **20 workers** working simultaneously at any point; or
- exceeds 500 person days.

#### 4.7 Contractors

Where Directorates/ Services procure; commission or appoint contractors, then as a client, they shall be required to satisfy themselves that any contractors appointed are both competent and capable to carry out any work safely and without risks to health and safety. The degree of competence required will depend on the nature of the work being carried out and shall be proportionate to the risks to health and safety involved. Directorates/ Services must ensure that prospective contractors are informed of the level of performance expected, and that they will be required to act in accordance with North Ayrshire Council health and safety arrangements and procedures at all times.

Directorates/ Services shall ensure that contractors will be vetted via the council procurement process in terms of health and safety prior to appointment, and their performance monitored so that any risks created to their own employees, North Ayrshire Council employees, and others can be minimised. Thereafter, informed decisions will be made about their continuing suitability to provide services to North Ayrshire Council.

Only contractors who can demonstrate their ability to manage the health and safety of their own staff and others effectively shall be employed by Directorates/ Services.

#### 4.8 Control of Substances Hazardous to Health (COSHH)

The use of chemicals and other hazardous substances and materials at work can cause a number of short term (acute) and long term (chronic) health effects that adversely affect the individuals concerned.

In order to eliminate or control exposure to substances, it is a requirement of the Control of Substances Hazardous to Health Regulations 2002 (as amended), that a suitable and sufficient assessment of the risks liable to expose any employees or others to any product, chemical or substance hazardous to health is carried out before work commences.

Directorates/ Services shall ensure that the exposure to hazardous products, chemicals, substances, or biological agents will either be prevented or, where this is not reasonably practicable, adequately controlled and ensure that any measures introduced to control exposure will be adequately maintained, examined and tested to ensure their continued effectiveness. Personal protective equipment will be provided only as a last resort means of controlling exposure to substances.

For further information, please refer to the **Control of Substances Hazardous to Health (CoSHH) Health & Safety Guidance**

## 4.9 Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 applies to employees who regularly use DSE as part of their normal working day (daily, for continuous periods of 1 hour or more) whether at work or at home, this includes desktop computer equipment and portable equipment such as laptops. These employees are known as DSE users

Directorates/ Services shall take all reasonable steps to secure the health and safety of employees who work with DSE and are designated users and ensure that:

- workstation self-assessments are carried out for office and home working and reviewed if a task changes significantly or a workstation is substantially modified
- all workstations used by users in terms of the Regulations meet the technical requirements listed in the schedule to the Regulations
- DSE work should be designed and planned to include a mix of both screen and non-screen based work, and that there are breaks or changes of activity depending on the nature and intensity of the work
- If identified on the DSE assessment, designated users are provided with an eye and eyesight tests on a regular basis and provided with spectacles free of charge where specifically necessary for DSE work
- relevant employees are given suitable and sufficient information, instruction and training in the risks to health and safety from DSE use and how to reduce these risks through correct workstation set up and posture.

For further information, please refer to the **Display Screen Equipment Health & Safety Guidance**

## 4.10 Electricity and Electrical Systems

Contact with electricity can kill, and non-fatal shocks can cause severe and permanent injury as well as causing workplace fires. The risks involved in the use of electrical systems or equipment must be reduced so far as is reasonably practicable and the Electricity at Work Regulations 1989 places duties on Directorates/ Services to assess work activities which involve electricity, or which may be affected by it, and to identify and control any significant risks to health and safety.

Directorates/ Services shall ensure that effective arrangements and procedures are developed and implemented to ensure that:

- electrical equipment, systems and installations are properly constructed, installed and maintained
- equipment and installations are suitable for the environment in which they are used
- suitable protective equipment is provided where necessary and maintained in good condition
- only persons deemed to be competent under the Regulations are authorised to undertake electrical work

Please refer to the **Health & Safety Executive Guidance Electricity at Work** for further information.

#### 4.11 Fire

The Council's objective with regard to fire safety is fire prevention through the systematic application of the measures identified within the Fire Safety Policy

Each Council property/premises will maintain a fire register detailing the monitoring arrangements, maintenance arrangements and responsibilities for the control of fire within premises. The register will also include details and controls in place to evacuate personnel who will require assistance.

For further information, please refer to the

- **Fire Safety Health & Safety Guidance**
- **Personal Emergency Evacuation Plan Health & Safety Guidance**
- **Premises Fire Register Health & Safety Guidance**

#### 4.12 First Aid and Medical Attention

North Ayrshire Council will endeavour to provide sufficient numbers of trained first aid personnel with appropriate equipment and facilities to attend to any injuries and ill health that may occur in the workplace.

The first aid provision will cover all employees and any member of the public, service user, contractor and school pupil present in North Ayrshire Council premises or grounds and/or any person involved in or affected by activities carried out on behalf of North Ayrshire Council at any location.

Directorates/ Services shall:

- carry out a first aid needs assessment to identify the numbers of trained First Aid personnel and equipment necessary and required to deal with workplace accidents and injuries taking into account leave and sickness absence, etc.
- ensure that any employees appointed to act as workplace First Aiders receive appropriate information, instruction and training and refresher training at appropriate intervals
- ensure that first aiders maintain first aid treatment records to inform the needs assessment/ risk assessment process
- identify any additional first aid requirements through the risk assessment process and ensure that there is an adequate and proportionate provision of first aid personnel, equipment and facilities available at all material times and review the level of provision from time- to- time as is necessary

For further information, please refer to the **First Aid at Work Health & Safety Guidance**

#### 4.13 Gas Installations (Gas Safety)

Where Directorates / Services have control over premises with a responsibility for the maintenance of gas installations then they shall develop and implement effective procedures that ensure that all gas installations are maintained by competent persons that is: - by a person who has successfully completed an appropriate full training course followed by assessment of competence.

Where Directorates/ Services carry out or commission contractors to carry out work on domestic gas installations then they shall ensure that they develop and implement effective procedures to ensure that any gas work is only carried out by: -

- a person who has successfully completed an industry-recognised training course followed by assessment of competence. Training that leads to assessment of competence in safe gas work should be recognised by the industry's standards setting body; or
- in the case of a currently or previously registered person, where they have proved competence through a certification scheme

For the avoidance of any doubt, no Directorate/ Service shall allow any of their employees or any contractor working on their behalf, to carry out any work in relation to a gas fitting or service pipework unless they are a member of a class of persons approved for the time being by the Health and Safety Executive.

#### **4.14 Health and Safety Induction**

New members of staff are more likely to have accidents than those who have had time to recognise the hazards of the workplace. Formal health and safety training is a legal requirement and must form part of all induction programmes.

Directorates/ Services shall ensure that appropriate and proportionate health and safety induction training is provided. Informal information and instruction provided by a new employee's manager and/or colleagues forms an important element of induction training and should be backed up by written information.

Within some Directorates/ Services, in relation to specific hazards and risks to health and safety identified through the risk assessment process, more specific and in-depth health and safety induction training may be necessary in addition to any standard health and safety induction training provided.

Directorates/ Services shall monitor and review the requirements for health and safety induction training and ensure that effective arrangements are in place to maintain an administrative record of such training and that refresher training, where necessary, is provided at regular intervals.

#### **4.15 Health and Safety Information, Instruction and Training**

North Ayrshire Council recognises that effective health and safety training will help ensure that members of staff and others are not injured or made ill by the work that they do and will also help to develop a positive health and safety culture where safe and healthy working becomes second nature to everyone.

For health and safety training to be successful, its purpose within Directorates/ Services must be understood. Training is provided, not just to meet legal duties to protect the health and safety of staff and others, but also to ensure that the Council's health and safety management systems continue to operate effectively.

Directorates/ Services shall ensure that a training plan is developed and reviewed regularly to ensure that employees with key responsibilities and duties for health and



safety or others with safety critical roles have the necessary experience, knowledge, skills and personal qualities to ensure that they have the competencies to perform their duties for health and safety effectively.

#### 4.16 Management of Work Related Incidents

The Management of Work Related Incidents Guidance must be followed by all Directorates / Services.

All incidents must be recorded in the Council's Electronic Incident Reporting System, and where there is no access to a suitable computer, a paper copy must be filled out and forwarded to the Corporate Health & Safety Department as soon as possible. Some incidents may need to be reported to the HSE under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations covering incidents such as:

- fatalities
- specified injuries
- over 7 day injures
- diseases
- notifiable dangerous occurrences

These incidents must be reported to the Corporate Health and Safety Department immediately and without delay and by the quickest practicable means. The Corporate Health and Safety Department is responsible for notifying appropriate incidents to the Health and Safety Executive.

Directorates / Services shall also make sure that incidents are communicated to relevant personnel within their service and also to Trade Union Health and Safety Representatives or Employee Representatives.

Directorates/ Services shall make sure that incidents are investigated by the appropriate line manager or designate, and that actions are implemented to prevent recurrence. Where relevant, Corporate Health & Safety will assist with investigations and Trade Unions will also be given the opportunity to investigate accidents or incidents.

For further information, please refer to the **Incident Reporting Health & Safety Guidance** and the **Management of Work Related Incidents Health & Safety Guidance**

#### 4.17 Legionella and Water Systems

There is a foreseeable risk of legionella bacteria developing in hot and cold water systems and where persons may be exposed to water aerosols there is a risk of persons contracting Legionellosis.

Directorates/ Services that have control of premises with cooling towers or hot and cold water systems shall develop and give effect to effective procedures that ensure

that such systems are suitably risk assessed and that competent contractors are selected and appointed to carry out this task. Directorates/ Services shall consult with Trade Union Safety Representatives on the appointment of such competent persons. In addition, the selection and appointment of any water treatment contractor shall also be subject to competence and capability.

Where necessary, Directorates/ Services shall also appoint Legionella 'Responsible Persons' to manage the legionella control/ water treatment regime programme and/ or carry out any in- house legionella control operations such as regular flushing of little- used outlets etc.

For further information, please refer to the **Legionella Health & Safety Guidance**

#### **4.18 Lifting Operations and Lifting Equipment**

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) requires that any lifting equipment provided for use must be:

- Fit for purpose and marked to indicate safe loads
- Positioned and installed to minimise risks
- Used safely by trained and competent people
- Subject to ongoing thorough examination and where appropriate inspection and testing by competent persons

To fulfil these requirements Directorates/ Services will ensure that they develop and give effect to suitable arrangements to ensure that:

- appropriate equipment is sourced at the procurement stage
- it is properly installed, commissioned, and inspected prior to its first use
- lifting operations are planned and supervised by competent persons, proportionate to the risks to health and safety
- staff receive appropriate information, instruction, and training in its safe use
- a suitable programme of planned, preventive maintenance is developed and carried out by competent persons
- where necessary to liaise with the Risk and Insurance Department to have a written scheme of examination drawn up by a competent person and have such equipment inspected and tested by a competent person at the stated periodic intervals

For further information, please refer to the **LOLER Health & Safety Guidance**

#### **4.19 Manual Handling Operations (Inanimate Objects & People)**

Moving and Handling people and also objects is one of the most common causes of injury absence in the workplace and must be controlled as far as is reasonably practicable. Where it is not deemed possible to eliminate moving and handling activities, assessments will be undertaken to determine the level of risk and introduce control measures.

Directorates/ Services are responsible for ensuring that where it is not possible to eliminate manual handling that:



- the level of risk will be determined through the risk assessment process
- suitable controls are identified and put in place to reduce the risk of injury to the lowest extent reasonably practicable
- manual handling operations will normally be incorporated into generic risk assessments, however, where appropriate, specific Manual Handling Assessments will be carried out

For further guidance, please refer to the

- **Health & Safety Executive Guidance on Manual Handling**
- **Health & Safety Executive Guidance Moving and handling in Health and Social Care**

#### 4.20 New and Expectant Mothers at Work

Pregnancy is not and should not be regarded as ill-health and its health and safety implications can be addressed by normal health and safety management procedures. As pregnancy is usually not detected for the first 4-6 weeks, Directorates/ Services shall ensure that hazards and risks are identified by the risk assessment process for all female employees of child bearing age.

In addition, Directorates/ Services shall ensure that they develop and give effect to suitable arrangements to make sure that specific or individual risk assessments are carried out as soon as a pregnancy is notified, and at regular intervals.

Where any significant risks are identified, and they cannot be avoided by any other means, then Directorates/ Services shall ensure the member of staff is removed from the risk situation.

For further guidance, please refer to the **New and Expectant Mothers Risk Assessment Health & Safety Guidance**

#### 4.21 Noise

Loud noise at work can damage hearing. Directorates/ Services shall make and give effect to suitable arrangements to ensure that they:

- assess the risks to staff and others from noise at work.
- take action to reduce exposure to noise.
- provide hearing protection if risks cannot be otherwise controlled.
- ensure that the legal limits on noise exposure are not exceeded.
- provide appropriate information, instruction, and training.
- carry out health surveillance where there is a risk to health.

In addition, Directorates/ Services should ensure that all work equipment is assessed at the procurement stage to ascertain if the operation of that equipment could expose staff to risks associated with noise exposure.

For further information, please refer to the **Control of Noise at Work Health & Safety Guidance**

## 4.22 Occupational Health

North Ayrshire Council is committed to preventing work-related ill-health and to assist in this, the Council provides a comprehensive Occupational Health Service. The Council shall take adequate steps to ensure that the service provider is competent to undertake such work and will consult with Trade Union Safety Representatives on the appointment of such competent persons. This provision is arranged, administered, and monitored by the HR Operations Manager and includes: -

- employment medical screening in accordance with the Equality Act 2010 the provision of competent advice in relation to ensuring that the work environment does not adversely affect any pre-existing medical condition.
- examination of employees exposed to specific occupational hazards such as noise and vibration.
- relevant health surveillance for work activities involving the use of or exposure to potentially hazardous substances.
- provision of advice and counselling on problems of a medical nature.
- general health promotion activities.
- advice on the health and medical aspects of the work activities undertaken by the Council.

Directorates/ Services shall ensure that their risk assessment process identifies where it may be necessary and appropriate to carry out health surveillance or medical surveillance in order to protect the health of employees who may be exposed to substances hazardous to health or hazardous work activities.

Where health surveillance/ medical surveillance is identified as being necessary, Directorates/ Services shall ensure that a health record, containing particulars in a format approved by the Health and Safety Executive, in respect of each employee is made and maintained and that records are kept available in a suitable form for at least 40 years from the date of the last entry made in it.

### ***Note on Confidentiality: Health Records and Medical Records***

Health records are different to medical records in that they should not contain confidential medical information. Health records and medical records will be kept separate to avoid any breaches of medical confidentiality.

Any personal medical information will be kept in confidence and held by the occupational health professional responsible for the health surveillance programme.

Medical records compiled by a doctor or nurse and may contain information obtained from individuals during the course of health surveillance. This information may include clinical notes, biological results and other information related to health issues not associated with work. This information is confidential and must not be disclosed without the explicit consent of the employee. This information will be provided to the employee only and will not be disclosed to the Council. It will be kept in confidence by the OH professional and will only be shared with the Council with the employee's explicit consent. The doctor or nurse can only provide the Council with information on fitness to work and any restrictions that may apply in that respect. Employees can have access to their own medical records through a written request under the Data Protection Act. These details can only be

released to third parties, such as the Council, on receipt of the informed, written consent of the employee, or by a court order.

For further information, please refer to the **Health & Safety Guidance for Occupational Health**

#### **4.23 Personal Protective Equipment & Respiratory Protective Equipment**

PPE as defined by the Personal Protective Equipment at Work Regulations 1992 is any item of equipment intended to be worn or held by a person to provide protection against risks to health and safety. The Regulations do not apply to either hearing protection or respiratory protective equipment (RPE) as these are covered by other Regulations. However, RPE and hearing protection must be compatible with all other items of PPE provided.

Directorates/ Services shall develop and give effect to effective procedures with regard to PPE and shall ensure that: -

- the use of PPE is a last resort, and other methods for reducing risks must be used in preference to the use of PPE
- only where risks cannot be eliminated or adequately controlled by other means will suitable and sufficient PPE be provided
- when PPE is provided as a control measure, Directorates/Services shall consult with employees and Trade Union Safety Representatives to ensure that:
  1. the PPE is properly assessed before use to ensure that it is suitable
  2. it is used, maintained, and stored correctly
  3. where two or more items of PPE are used together that these are compatible and are as effective when used together as they are separately
  4. employees and others, where necessary, receive appropriate instruction, information, and training in its use
  5. arrangements are in place for the maintenance, cleaning, and repair of any PPE
  6. PPE which has been provided to meet a statutory obligation is provided without charge and replaced as necessary to the employee
  7. reviews are carried out as necessary if circumstances change

Directorates/ Services shall ensure that **Respiratory Protective Equipment (RPE)** should only be selected and used after an objective justification has been made through the risk assessment process.

Directorates/ Services shall ensure that:

- all items of RPE selected shall be appropriate to protect wearers from identified hazards
- suitable and sufficient information, instruction and training will be provided to ensure that employees and others understand how to use the RPE correctly,

how to maintain and store the RPE, and how to inspect and carry out user tests

- in addition, as part of the selection process, all RPE will be face fit tested on users to ensure that appropriate protection is afforded
- has been provided to meet a statutory obligation is provided without charge and replaced as necessary to the employee
- all items of RPE will be compatible with items of PPE provided

For further information, please refer to the **Personal Protective Equipment Health & Safety Guidance**

#### 4.24 Pressure Systems

The Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000 places duties on the Directorates/ Services to provide safe equipment and ensure that it is used correctly and that all relevant employees are suitably trained in the safe operation and use of such equipment. To fulfil these duties, Directorates/ Services shall develop and give effect to suitable procedures to ensure that arrangements are in place to:

- provide safe and suitable equipment through a robust procurement procedure
- understand its operating conditions and risks to safety
- ensure that appropriate safety devices have been installed and implement effective systems to ensure that they are functioning correctly
- carry out a suitable programme of planned, preventive maintenance by competent persons
- provide appropriate information, instruction and training in the safe use and operation of such equipment
- where necessary to liaise with the Risk and Insurance Department to have a written scheme of examination drawn up by a competent person and have such equipment inspected and tested by a competent person at the stated periodic intervals
- ensure that pressure systems are not operated unless that have a valid written scheme of examination in place

Please refer to the **Health & Safety Executive Guidance on Pressure Systems Safety Regulations 2000 (PSSR)**

#### 4.25 Risk Assessment

A risk assessment is nothing more than a careful examination of those things connected with work which could cause harm to people through injury or illness.

This process will allow Directorates/ Services to make informed decisions as to whether the level of workplace precautions provided is adequate, or if more needs to be done to prevent harm. The methodology for undertaking a risk assessment shall be based on the Health and Safety Executive publication INDG163 'Five Steps to Risk Assessment':

- identify hazards
- decide who might be harmed and how

- evaluate the risks to ensure existing or additional control measures are adequate to reduce the risk to as low as is reasonably practicable
- record the findings of the assessment
- review the assessment regularly and revise if necessary

A standardised risk assessment template has been developed by Corporate Health and Safety, which will be used by Directorates/ Services for conducting all risk assessments.

Directorates/ Services shall ensure that all work activities that pose a significant risk to the health of safety of employees or others who may be affected by the work of Directorates/ Services have been appropriately risk assessed. Risk Assessments must be reviewed regularly, or where circumstances change or where there is reason to believe that it is no longer valid.

Directorates/ Services shall ensure that effective measures are in place to ensure that members of staff involved in the risk assessment process receive appropriate information, instruction and training to ensure their competency.

For further information, please refer to the **Risk Assessment Health & Safety Guidance**

#### 4.26 Safety Signs and Signals

Directorates/ Services shall ensure that where there is a significant risk to health and safety that has not been avoided or controlled by the methods required under other relevant law, they shall provide relevant safety signage to help reduce the risk. Safety signs are not a substitute for those other methods of controlling risks such as engineering controls and safe systems of work.

Directorates/ Services shall ensure that they have systems in place to explain to employees the circumstances in which some safety signs are needed, and then check that employees are aware of and understand the meaning of those signs they may come into contact with during their work.

Although most safety signs are self-explanatory, employees (particularly new ones) may be unfamiliar with the meaning of some of the less commonly used signs. It is therefore important that the meaning of any unfamiliar sign is clearly explained, and that employees are aware of the consequences of not following the warning or instruction given by the sign.

Any safety sign used shall conform to the Safety Signs and Signals Regulations or any relevant standard,

#### 4.27 Smoking

Directorates/ Services are required to provide a safe and healthy working environment for all employees. In seeking to protect employees it is also necessary for the Council to recognise the interaction employees have with Clients, Service

Users and Visitors and ensure that effective procedures are in place to protect employees from exposure to tobacco smoke in substantially enclosed premises.

For further information, please refer to the **Corporate Health & Safety Smoking Policy**

#### 4.28 Stress

The Health and Safety Executive define stress as “***the adverse reaction people have to excessive pressure or other types of demand placed on them***”. This statement makes an important distinction between pressure, which can be a positive condition, if managed correctly, and stress, which can be detrimental to health.

Directorates/ Services shall ensure that they: -

- Seek to identify workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be reviewed regularly
- Seek to ensure that in considering major changes, the effect of these changes on individuals is taken into consideration in the change planning process with a view to minimising potential stressors
- Consult with Trade Union Safety Representatives on proposed actions relating to the prevention of workplace stress
- Provide training for relevant managers and supervisory employees
- Provide confidential counselling to employees affected by stress caused by either work or external factors
- Provide managers with appropriate support to enable implementation of any stress management strategy

For further information, please refer to the **Management of Stress Health & Safety Guidance**

#### 4.29 Vibration

Regular and frequent exposure to high levels of vibration can lead to permanent health effects. This is most likely when contact with a vibrating tool or work process is a regular part of a person’s job. Occasional exposure is unlikely to cause ill health.

Vibration risks that are not managed effectively or safe systems of work not followed may cause employees to suffer ill health from vibration. This is most likely to result in the groups of conditions commonly referred to as Hand Arm Vibration Syndromes (HAVS). These include blanching of the fingers, painful joints and poor grip and dexterity.

The Control of Vibration at Work Regulations 2005 requires Directorates/ Services to take specific action when the average daily vibration exposure reaches certain values. To effectively manage the risks from vibration work activities, Directorates/ Services shall ensure that suitable and sufficient vibration risk assessments are carried out and to implement safe systems of work that have been identified through

this assessment process to minimise the likelihood of ill health effects. The risks from vibration will be assessed by:

- measuring equipment vibration levels
- monitoring employee's exposure times
- undertaking health surveillance

Directorates/ Services where risks to health from vibration have been identified shall develop and implement a proportionate vibration management system that meets the requirements of the Regulations and Corporate procedures.

For further information, please refer to the **Management of Vibration Health & Safety Guidance**

#### 4.30 Work Equipment

Generally, any equipment which is used by an employee at work is covered by the Provision and Use of Work Equipment Regulations 1998 (PUWER), for example hammers, knives, ladders, drilling machines, power presses, circular saws, photocopiers, lifting equipment (including lifts), dumper trucks and motor vehicles.

Where Directorates/ Services provide work equipment for use at work, they shall develop and implement effective procedures to ensure that any work equipment is:

- suitable for use, and for the purpose and conditions in which it is to be used
- maintained in a safe condition for use so that people's health and safety is not at risk
- inspected, in certain circumstances, to ensure that it is and continues to be safe for use. Any inspection should be carried out by a competent person (this could be an employee if they have the necessary skills, knowledge and experience to perform the task) and a record kept until the next inspection

In addition, Directorates/ Services shall ensure that employees who use or maintain work equipment have received adequate information, instruction and training in the safe use and maintenance of such equipment.

For further information, please refer to the **Provision & Use of Work Equipment Health & Safety Guidance**

#### 4.31 Work at Height

Work at height is defined as work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. The following are examples of working at height:

- working on a ladder or a flat roof
- where a person could fall through a fragile surface
- where a person could fall into an opening in a floor or a hole in the ground



Directorates/Services shall ensure that effective procedures are developed and implemented to ensure that they:

- avoid work at height where it is reasonably practicable to do so
- where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated

Directorates/Services shall also ensure that only persons with sufficient skills, knowledge and experience are employed to perform work at height, or, if they are being trained, that they work under the supervision of a competent person.

When planning and undertaking work at height operations Directorates/Services shall:

- take account of weather conditions that could compromise safety
- check that the place (e.g. a roof) where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked every time, before use
- stop materials or objects from falling or, if it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one can be injured, e.g. use exclusion zones to keep people away or mesh on scaffold to stop materials such as bricks falling off
- store materials and objects safely so they won't cause injury if they are disturbed or collapse
- plan for emergencies and rescue, e.g. agree a set procedure for evacuation

Further guidance on **Working at Height** can be found on the Health & Safety Executive website.

#### 4.32 Workplace Health, Safety and Welfare

The Workplace (Health, Safety and Welfare) Regulations 1992 cover a wide range of basic health, safety, and welfare issues to ensure that employees are provided with reasonable facilities within the workplace. Directorates/ Services shall ensure that adequate facilities are provided and that the following requirements are addressed in order to contribute to a good working environment for all employees:

- maintenance of workplace, equipment, devices and systems
- ventilation
- temperature
- lighting
- cleanliness and waste materials
- room dimensions and space
- workstations and seating
- floors and traffic routes
- falls into dangerous substances
- windows, and transparent or translucent doors, gates and walls



- organisation of traffic routes
- sanitary conveniences and washing facilities
- drinking water
- accommodation for clothing and facilities for changing clothing
- facilities for rest and to eat meals

#### 4.33 Workplace Transport and Driving at Work

In order to manage the risks from driving activities, North Ayrshire Council will operate vehicles in a safe and efficient manner and improve our occupational road safety performance by minimising risks to employees and others affected by our driving operations.

The Council will manage driving activities to standards that reduce the occurrence and severity of driving related accidents.

Safe workplace transport is the joint responsibility of the Directorates/ Services and employees. Particular attention will be paid to the organisation of workplace transport throughout Directorate/ Service activities and consideration shall be given to:

- the provision of a safe site
- the creation of traffic routes
- signs, signals and markings
- pedestrian routes
- speed
- lighting
- housekeeping
- deliveries
- vehicle maintenance
- driver competence/capabilities.

Directorates/ Services who have a responsibility for employees who drive as part of their work activities shall ensure that driving activities are assessed as a work activity within the service risk assessment programme and that employees who drive vehicles owned, leased or hired by the Directorates/ Services are authorised and hold a valid driver authority card.

For further information, please refer to the **Driving at Work Health & Safety Guidance**

#### 4.34 Young People at Work

Young people, especially those new to the workplace, will be facing unfamiliar risks from the job they will be doing and from the working environment. They are seen to be particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. They are also likely to lack confidence and be eager to impress or please other people around them.

In order to satisfactorily assess the risks to young persons, there are specific risk assessment requirements applicable. These are:

- to assess risks to all young people under 18 years of age, before they start work
- to ensure the risk assessment takes into account their psychological or physical immaturity, inexperience and lack of awareness of existing or potential risks
- to introduce control measures to eliminate or minimise the risks, so far as is reasonably practicable

**For further guidance on this Policy or any Health & Safety related issue, please contact Corporate Health & Safety.**

**E-mail: [corporatehealthandsafety@north-ayrshire.gov.uk](mailto:corporatehealthandsafety@north-ayrshire.gov.uk)**

## Appendix 1: North Ayrshire Council Health and Safety Organisation Structure

1. Chief Executive
2. Executive Director - Place
  - 2.1. Heads of Service
  - 2.2. Senior Managers
  - 2.3. Managers
  - 2.4. Supervisors
  - 2.5. All other employees
3. Executive Director – Communities and Education
  - 3.1. Heads of Service and Head Teachers
  - 3.2. Senior Managers
  - 3.3. Managers
  - 3.4. Supervisors
  - 3.5. All other employees
4. Director – Health and Social Care Partnership
  - 4.1. Heads of Service
  - 4.2. Senior Managers
  - 4.3. Managers
  - 4.4. Supervisors
  - 4.5. All other employees
5. Heads of Service – Chief Executive
  - 5.1. Senior Managers
  - 5.2. Managers
  - 5.3. Supervisors
  - 5.4. All other employees
6. Elected Members
7. Corporate Health and Safety Manager
  - 7.1. Corporate Health and Safety Advisers
    - 7.1.1. Service Support Officer – Place
    - 7.1.2. Service Support Officer – Health and Social Care Partnership