

# OCCUPATIONAL HEALTH & WELFARE POLICY

## TABLE OF CONTENTS

INTRODUCTION .....	2
OCCUPATIONAL HEALTH SERVICE .....	3
HEALTH SURVEILLANCE .....	3
REFERRALS TO OCCUPATIONAL HEALTH .....	4
HEALTH PROMOTION .....	4
FIRST AID AT WORK .....	4
ACCIDENTS AND EMERGENCIES .....	4
AUTOMATED EXTERNAL DEFIBRILLATOR (AED) .....	5
NATIONAL BLOOD TRANSFUSION SERVICE .....	6
VDU EYE TESTS .....	6
PRE-EMPLOYMENT MEDICAL ASSESSMENT AND MEDICAL EXAMINATIONS .....	6
CONSENT FORMS AND ACCESS TO MEDICAL REPORTS .....	6
MEDICAL RECORDS DISCLOSURE .....	6
COUNSELLING SUPPORT .....	7
SICKNESS DURING WORKING HOURS .....	7
VIOLENCE AT WORK .....	7
VANDALISM TO STAFF VEHICLES OR OTHER PROPERTY .....	9
DRUGS & ALCOHOL .....	9
SMOKING .....	11
WORKING WITH HIV & AIDS .....	12
CHILDREN IN RESTRICTED AREAS .....	14
CYCLISTS ON SITE .....	14
ANIMALS ON SITE .....	14

## **INTRODUCTION**

The purpose of this Occupational Health & Welfare Policy is to assist our organisation to safeguard the health and welfare of its workforce.

This policy sets out our intentions on dealing with these matters which affect our workforce.

The policy should be used in conjunction with the Sickness Absence Policy, the Health & Safety Policy and the Managing Stress Policy.

Advice on the policy can be obtained from Human Resources.

## **OCCUPATIONAL HEALTH SERVICE**

The Council's Occupational Health Adviser is based within the Human Resources Section and is concerned with all matters relating to the effects of work on health and safety of employees and health of employees on work. The Occupational Health Adviser attends the Human Resources section for a one day session a month. The objectives are to:

- provide a comprehensive, high quality, and cost effective occupational health care service for staff;
- promote the health and fitness of employees through health education and health promotion programmes;
- give health/medical advice to individuals, managers and groups of staff;
- assist the Council in its aim of achieving lower sickness absence rates;
- provide access to a counselling support service in conjunction with other welfare and counselling services within the Human Resources Section,
- ensure, with the rest of the Human Resources Safety Team, that the Council is complying with statutory regulations regarding health, hygiene and safety;
- provide pre-employment screening through medical questionnaires and medicals and to provide health surveillance where appropriate;
- provide advice and support to managers and staff on all aspects of health and work.

Any member of staff who wishes to see the Occupational Health Adviser can do so by appointment. Emergency appointments can always be arranged as soon as possible. Ongoing review can also be provided at the request of an individual's own General Practitioner and by arrangement with Occupational Health.

It is important that managers and staff report any health problems which they think may be related to work as soon as possible. This will enable the Occupational Health Adviser to respond quickly to provide the necessary action or advice.

## **HEALTH SURVEILLANCE**

The Management of Health and Safety at Work Regulations 1999 require that Council employees receive health surveillance as necessary having regard to identified risk to health.

Managers must consider whether there are any hazards present which may give rise to foreseeable risks to health. Persons at risk must be identified and notified to the Occupational Health Adviser/Health and Safety Adviser so that necessary surveillance can be initiated.

Staff should be encouraged to report any adverse condition which they feel may be caused or made worse by their work, either to their Manager or to the Human Resources Section.

## **REFERRALS TO OCCUPATIONAL HEALTH**

The aim of the Occupational Health referral system is to provide Managers with appropriate guidance on health issues affecting attendance and/or performance of the employee and appropriate support to the individual.

Referrals should always be made through the Human Resources Section.

More information can be found in the Sickness & Absence from Work Policy.

## **HEALTH PROMOTION**

The Council endeavours to promote healthy lifestyles and currently offers a range of initiatives such as corporate membership of Creations Healthclub, health eating campaigns and holistic therapies. These benefits are not contractual.

## **FIRST AID AT WORK**

In accordance with the Health and Safety (First Aid) Regulations 1981 there are a number of members of staff qualified in First Aid at Work. It is the practice of the Council that most areas of Council activity should have a qualified First Aider. Human Resources are responsible for ensuring adequate provision of qualified First Aiders. The Council organises training and refresher courses in First Aid at Work and pays an annual allowance to nominated and trained First Aiders. Details of the scheme, the names of the designated staff, arrangements for courses and the current rate of the allowance can be obtained from the Human Resources Section. The name of the nearest Qualified First Aider in an area must be prominently displayed. Members of staff should be aware of the location of the first aid box and the name of the nearest Qualified First Aider for their areas.

Further details about first aid arrangements are available on Alfresco in the Health & Safety Policy.

## **ACCIDENTS AND EMERGENCIES**

There is a requirement under health and safety legislation for employers to develop emergency procedures. The Management of Health and Safety at Work Regulations 1999 state that every employer must:

- establish procedures to follow in the event of serious and imminent danger to persons at work, including risks from non-occupational sources such as bomb alerts.
- nominate competent persons to implement the above as regards evacuation of premises.
- ensure that no employee has access to a restricted area unless that employee has been appropriately trained.

Information and instruction in emergency procedures is included in the induction process and appropriate information is given to other persons such as contractors and visitors. The Council has established arrangements for reporting and investigating accidents and near misses with the aim of fulfilling statutory requirements and preventing recurrence.

If the accident involved serious injury:

1. Obtain First Aid assistance from the nearest First Aider, from Reception (extension 0) or from Human Resources (extension 271).
2. Call for an ambulance by dialling Reception (extension 0) or 999 depending on the site.

If the accident involves minor injury:

1. Obtain assistance from the nearest First Aider

All accidents, incidents and near misses occurring on Council premises or whilst undertaking tasks related to employment with the Council, regardless of location, must be reported to the Health & Safety Adviser as soon as possible using the Council's Accident Reporting form available on BABE or from Human Resources. This also applies to contractors and visitors.

The Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 require that certain work related accidents, diseases and dangerous occurrences are reported to the local enforcing authority. Events which must be reported under RIDDOR are:

- a fatality
- a specified major injury (e.g. fractures, severe electric shock or any injury which results in hospitalisation for more than 24 hours)
- any injury which results in the injured person being away from work or unable to do their normal work for more than 3 days, including non work days
- any defined reportable work related disease. This will be identified by a doctor and notified to the individual who must then report it.
- any dangerous occurrence which does not result in a reportable injury but which clearly could have done.

The Health & Safety Adviser must be notified immediately that one of the above events has occurred, or if there is any doubt as to whether the accident/incident falls or may fall into the above categories. Further information regarding accident reporting is available from the Human Resources Section.

For further information please see the Health & Safety Policy

### **AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

A defibrillator machine is now sited at the Municipal Buildings behind the reception desk. GMLP also has a defibrillator. These machines can be used on anyone on site (member of the public or staff) who has suffered a cardiac arrest. Survival rates can increase by as much as 70% for those who do have an arrest if the AED is utilised. Most First Aiders have been trained in the use of the equipment and details of them are held by reception staff in the event of an incident. The Council is covered under Public Liability Insurance for use of this equipment. As the AED is provided by an external organisation additional machines for other sites are not currently available.

## **NATIONAL BLOOD TRANSFUSION SERVICE**

A Unit of the National Blood Transfusion Service visits Boston on a regular basis. Managers are asked to allow staff paid time off to give blood, when attendance falls within work time. Each visit is well advertised prior to taking place. Staff should ensure permission is obtained from their line manager prior to attending an appointment in work time.

## **VDU EYE TESTS**

The Council provides vouchers in order for employees to have a VDU eye test. A number of opticians within the Borough and surrounding areas accept the vouchers. Please check with Human Resources when you require a voucher for current scheme participants. Should glasses be required as a results of the test, **for VDU use only**, the Council will consider making a contribution of up to £60 towards glasses. Eye test vouchers and contributions for glasses will normally be available only once every two years unless and optician considers that this may be required more frequently.

## **PRE-EMPLOYMENT MEDICAL ASSESSMENT AND MEDICAL EXAMINATIONS**

All offers of appointment made to external candidates are subject to a satisfactory health questionnaire. No appointment may be taken up or confirmed until clearance has been received from the Occupational Health Adviser. A person made an offer is required to complete and return a standard medical questionnaire. If further information is required the Occupational Health Adviser will contact the individual concerned or the Medical Adviser may invite him/her to undergo examination by a mutually acceptable medical practitioner. The Occupational Health Adviser makes the arrangements for such an examination and the cost would be borne by the Council.

Certain jobs may require health surveillance because of particular health risks associated with the work e.g. parks/grounds staff, cemetery staff and street cleansing staff. This health surveillance will be undertaken by the Occupational Health Adviser. Where departmental risk assessment highlights a need for health surveillance, Line Managers or Supervisors should contact the Human Resources Section for advice.

## **CONSENT FORMS AND ACCESS TO MEDICAL REPORTS**

Occasionally, the Council may wish to obtain information about an employee's health from their General Practitioner via the Council's Medical Adviser or the Occupational Health Adviser. In such cases and in accordance with the Access to Medical Reports Act 1988, a consent form must be signed by the member of staff giving the Council's Medical Adviser permission to write to their GP and/or Consultant. Staff do not have to give their permission for this information to be obtained but should be advised that the Council can only act with the information that is available to them and this information is usually vital.

## **MEDICAL RECORDS DISCLOSURE**

1. The Data Protection Act 1998 enables you to request access to your health records or part of your health record. This request must be in writing.
2. A request may also be made by a person who has the statutory or lawful right to do so e.g. Occupational Health Adviser. However, there are some exceptions to this rule (see point (c), (d) and (e) of point 6 below).

3. The holder of your health records will normally be your doctor but may be another health professional.
4. The record holder, on receipt of request for access, must allow the applicant to inspect the record or extract from a record and, if requested, supply a copy.
5. Access must be provided by the record holder as follows:
  - a) Within 40 days of the receipt of the request and (where appropriate) the fee.
  - b) Within 40 days of the receipt of the information that the record holder may reasonably require to satisfy him/herself as to the identity of the applicant making the request and to locate the information that the applicant seeks, and (where appropriate) the fee.
6. The record holder may refuse access to any part of the record which:
  - a) May cause harm to your physical or mental health or to that of any other person.
  - b) Reveals information about another person unless they have given their consent or they are a health professional involved in your care.
  - c) Is information provided by you in the expectation that it would not be disclosed.
  - d) Is information obtained as a result of a medical examination or investigation to which you consented in the expectation that the information would not be disclosed.
  - e) You have expressly indicated should not be disclosed.
7. There is no entitlement for access to be given to health records made before 1 November 1991 unless it is necessary to make subsequent parts of the record intelligible.
8. You do not have to give the organisation your consent to access your health records. However, if the organisation is unable to obtain relevant medical information it may affect any decisions made regarding your employment.

## **COUNSELLING SUPPORT**

Personal and job related problems can affect the motivation, well being, and performance of staff. Many of the straightforward day to day counselling issues are of course handled by Managers and Supervisors, a number of whom have received training in basic counselling techniques. Additional counselling support for individuals can also be provided by an independent counsellor which can be arranged through the Human Resources Section.

## **SICKNESS DURING WORKING HOURS**

If a member of staff becomes unwell at work and they or their supervisor feel they are not fit to continue at work, they should be advised by their manager to go home and contact their GP as necessary. If a member of staff required urgent medical care, this should be obtained from the nearest qualified First Aider, from Reception (extension 0) or through their normal procedure for contacting a First Aider.

The Sickness & Absence from Work Policy should be consulted for further information.

## **VIOLENCE AT WORK**

Boston Borough Council takes a serious view of any incident of assault against its employees and has adopted this policy on violence at work. The Council does not expect employees to tolerate behaviour from clients or the public which exceeds generally accepted limits. As a responsible employer the Council will support any employee who is assaulted or threatened in the course of their duties, unless it is found that the employee has acted improperly (e.g. by provoking or using unacceptable verbal or other conduct likely to cause offence).

This support includes as appropriate:-

- the provision of initial and ongoing training
- the provision of adequate physical and environmental aids to security
- well defined procedure and clear advice
- issue to all staff of detailed guidelines on how to deal with aggression and violence
- counselling for employees following an incident
- assistance in obtaining legal advice
- financial assistance in appropriate cases
- time off with pay for interviews and court appearances as necessary

All incidents involving aggression or violence to staff should be recorded on an Offensive Incident Report and reported to line managers. These forms can be found on the Intranet or requested from your line manager and there is also specific guidance to assist you in completing the form and what to do with the completed forms. Corrective and further preventative action will be taken following an incident dependant on the circumstances of the case.

Risk assessments will also be carried out on tasks which may involve employees being exposed to the risk of violence.

Violence includes:-

- Physical attack – whether injury occurs or not
- Animal attack i.e when an animal is used as a threat
- Serious verbal abuse – when an employee feels threatened
- Attacks against property

### **Consequences of Violence in the Workplace**

The Health and Safety Executive believes that both the employer and the employee have an interest in reducing violence at work.

For the employer, violence can:

Lead to low morale

Create a poor image for the organisation

Make it difficult to recruit and retain staff

Increase absenteeism

Raise insurance premiums and compensation payments

For employees, violence can cause:

Pain

Suffering

Disability or death

Anxiety or stress

### **Reporting Violence at Work**

The Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) make injuries sustained at work as a result of non-consensual violence reportable. Reportable injuries as a result of violence are those in the categories of 'major' or 'over three day'.

## **VANDALISM TO STAFF VEHICLES OR OTHER PROPERTY**

Council employees at some time during their employment may experience damage to their vehicles or other property as a direct result of being an employee of the Council e.g. vandalism by a disgruntled member of the public.

Employees who have their vehicles or other property vandalised or damaged as a direct result of being an employee of the Council, should report the incident to their line manager as soon as possible after the event.

In all cases where assistance is provided by this HR policy, the employee will be allowed necessary time off with full pay to seek legal advice and to attend court where necessary.

- Benefit to all employees will be considered under this HR policy.
- An ex gratia payment will only be made if the matter has been reported to the Police and the Officer's own insurance company has settled the matter, but there is an out of pocket cost to the employee.

The employee must then request in writing an ex-gratia payment. The request must be addressed to the Human Resources Manager and must include full details of the incident. The Human Resources Manager in conjunction with the appropriate service manager will then consider whether the damage is as a direct result of the Officer being an employee of the Council; If this is considered to be the case the Council will judge whether an ex gratia payment is applicable. Any payment made is done strictly without prejudice to liability.

## **DRUGS & ALCOHOL**

### **Introduction**

Our employees are our most valuable resource and their health and safety is of the utmost importance. Drug and alcohol misuse has the potential to damage the health and well-being of our employees and threaten the success of our organisation. To that end this policy applies not just to employees but also to contractors engaged by Boston Borough Council.

The aim of this policy is to protect the health and safety of our employees and to help anyone who may be suffering from a drug or alcohol-related problem. The policy sets out the principles within which our organisation will usually work followed by guidance for occasions when a problem arises.

### **Policy Principles**

In addition to the Council's duties to its staff, all employees are personally responsible for their own health and safety and the safety of others who may be affected by their acts and omissions. Consumption of alcohol or drugs may affect an employee's ability to properly perform their job and may also endanger the health and safety of others. Employees are therefore required to advise their line manager or HR manager if they are taking prescribed drugs.

Where appropriate, the Council will provide support internally and/or through external agencies to employees who seek help for a drug or alcohol problem.

The Council reserves the right to conduct drug and alcohol screening as part of the process for pre-employment selection. Any candidate who has a positive screen, or who refuses to provide the appropriate samples, will not be eligible for employment.

The Council reserves the right to conduct or require a drug or alcohol screen on any employee whilst at work or on the Council's property. Such screening will only be carried out with the

employee's consent. However, refusal to provide appropriate samples may lead the organisation to draw its own inferences against the employee.

The use, possession, distribution, purchase, sale or being under the influence of alcohol (except on authorised occasions) or any non prescription drugs whilst at work or on Council property is prohibited and may be viewed as gross misconduct. The sale of controlled drugs is also viewed as seriously.

Breach of this policy by an employee will be fully investigated and normally be dealt with under the disciplinary procedure. Depending on the nature of the conduct, the employee may be dismissed without notice (Summary dismissal would only follow the normal disciplinary procedure).

### **Prevention and rehabilitation**

The primary objectives of this policy are the **prevention** of the adverse affects of drugs and alcohol in the workplace and the **early diagnosis, treatment and rehabilitation** of employees who have alcohol or drug-related problems.

The organisation will ensure that there are confidential means whereby employees can seek assistance and advice for any alcohol problem, whether by self-referral or at the request of the Council. This will be predominantly via the Occupational Health Service.

Employees should recognise that it is their responsibility and in their best interests to seek help at the earliest possible stage when treatment may be easier and before the problem affects work sufficiently to become a disciplinary matter.

If any employee with an alcohol or drug problem fails to comply with the recommendations of the agreed programme of treatment, immediate disciplinary action may be taken.

Employees enrolled on a rehabilitation programme will usually be subject to normal sickness/absence rules.

### **Screening when alcohol or drug abuse is suspected**

Where a line manager observes unusual behaviour or unacceptable performance by an employee at work such that the line manager has reasonable cause to believe that the employee is suffering the effects of drugs or alcohol, the line manager will usually initiate the following procedure:

They will ask the employee to explain their behaviour. They will then ask the employee to accept a referral to the occupational health department for a medical examination/review. In all cases a medical examination/review will take place to ensure that there is no underlying medical reason for the unusual behaviour or unacceptable performance and that the employee receives the appropriate and confidential care.

It is anticipated that most cases will not proceed to a drug and alcohol screen but will be handled using normal line management practices. However, in the absence of a satisfactory alternative explanation for the behaviour or performance, and where the employee is suspected of, or admits to, being in breach of this policy, a drug and alcohol screen will be performed.

The procedure for screening is held by the occupational health department. The consent form will be prepared by the occupational health department and signed by the employee and the occupational health adviser taking the samples. The employee may be suspended on full pay pending the screening process if the Council sees fit. Upon completion of the screen, the employee may be suspended on full pay for as short a time as possible until the results of the test are known. Any suspension is precautionary and does not imply anything other.

If an employee refuses to co-operate with the screening or to allow the Council access to the results, the consent form will be completed accordingly. The employee will be suspended immediately on full pay and the disciplinary procedure will be instigated. The behaviour that gave rise to the suspicion may also be grounds for disciplinary action. Failure to follow or co-

operate with procedures laid down to safeguard the health and safety of employees may be regarded as gross misconduct and may lead to disciplinary action up to and including dismissal.

### **Dealing with the results**

Employees will be told the results of the screen as soon as practicable.

If the result of the screen is negative the employee's behaviour will continue to be investigated and in appropriate cases the disciplinary procedure will be instigated and / or help and advice offered.

If the result is positive, the line manager will continue the investigation and medical advice will be sought.

The Council may alternatively, at its absolute discretion, treat the employee's alcohol or drug dependency as an illness. Where appropriate the employee will be offered support and access to treatment for rehabilitation. A formal rehabilitation plan will be agreed. Any time off to attend rehabilitation will be treated as sickness absence but the employee will receive payment over and above statutory sick pay only at the Council's discretion.

The Occupational Health Adviser will review the employee's fitness for work and liaise with external agencies (if applicable) to ensure that the employee is co-operating with the rehabilitation programme.

It is anticipated that most employees will complete rehabilitation successfully. However, if the employee fails to complete the rehabilitation programme (or fails any screening tests), the matter will be dealt with in accordance with the disciplinary procedure. Failure to complete rehabilitation successfully may be regarded as gross misconduct and may lead to disciplinary action up to and including dismissal.

### **Other Issues**

Employees should be aware that the Misuse of Drugs Act 1971 makes it a criminal offence for the Council to knowingly allow the production or supply on its premises of any controlled drugs, and for any individual who allows such activities by his neglect or connivance. The Council will press for the prosecution of any employee found breaking these laws on its premises.

The Council will not get involved in an employee's use of drugs or alcohol in their private life unless and until that use has an actual or potentially adverse effect upon the employee's performance of their duties or upon the best interests (principally name and reputation) of the Council. In these circumstances the fact that the drug/alcohol abuse may be outside the working hours or off Council premises shall not prevent the Council from considering taking action in response.

## **SMOKING, INCLUDING THE USE OF ELECTRONIC CIGARETTES**

The purpose of this policy is to:-

- provide a healthy working environment;
- encourage a healthy workforce;
- reduce conflict between smokers and non-smokers;
- enable the Council to fulfil its legal obligations with regard to the Health Safety and Welfare of its employees under the Health & Safety at Work Act 1974, Management of Health & Safety at Work Regulations 1999, Workplace (Health, Safety and Welfare) Regulations 1992, Health & Safety at Work Pregnant Workers Directive
- acknowledge that some smokers may experience difficulties and to provide support where possible;
- To comply with the government's "Choosing Health" White Paper which states "by the end of 2006, all government departments and the NHS will be smoke free".

This policy covers:

- employees
- councillors
- visitors
- contractors

Smoking, including the use of electronic cigarettes, will not be allowed within all Council premises including:

- Municipal Buildings
- Fen Road Depot
- Tourist Information Centre
- Guildhall Museum/ The Haven
- Geoff Moulder Leisure Pool
- Crematorium office and buildings
- Such other places of work as may be used from time to time e.g. elections, exhibitions, playing fields etc.

This will include all public areas eg:- Lifts, Staff Rooms, Stairs, Reception Areas, Corridors, Toilets, Council Chamber Meeting Rooms, Civic Rooms, Car Parks where vehicles are parked for work use.

Smoking, including the use of electronic cigarettes, -will not be allowed within any vehicle owned/leased/hired by the Council; nor in private vehicles being used on Council Business whenever a non-smoking employee is travelling in that vehicle. Smoking, including the use of electronic cigarettes, is not allowed during work time and only on official breaks. Breaches of this policy may be considered a disciplinary offence.

Electronic cigarettes can look like real cigarettes, particularly from a distance, and this promotes a false impression to staff and visitors alike that it is acceptable to smoke.

The Council's no smoking policy has been extended to prohibit the use of electronic cigarettes wherever smoking is prohibited.

Reference to the Council's no smoking policy is included in recruitment information.

Support for giving up smoking is available from Sure Start. Please contact Human Resources for further details. Managers should ensure that staff having difficulties adhering to the policy are provided with the appropriate level of support and/or professional assistance.

## **WORKING WITH HIV & AIDS**

### **Introduction to AIDS**

Many people are still confused about AIDS (Acquired Immune Deficiency Syndrome). Much has been said and written about this illness, but the facts haven't always been clear. However, there is one thing we can be sure of working with someone who has the human immuno-deficiency virus (HIV) or AIDS does not automatically put other employees at risk.

### **What are HIV and AIDS?**

Many people think HIV and AIDS are the same thing. They are not. AIDS comes from infection by HIV. Once infected with HIV, people remain infected for life but many people remain healthy for ten years or more. Gradually, HIV stops the body's natural defence mechanisms from working properly and people with HIV are likely to develop AIDS eventually. They become ill with certain rare infections or cancers. You cannot become infected with AIDS unless you are infected with HIV.

#### **How HIV is Spread**

The virus is spread through sexual contact and exposure to infected blood or blood products.

It is spread:

- Sexually, through unprotected intercourse with an infected partner, male or female, 'gay' or 'straight', where semen, vaginal secretions or blood enter the body. Using a condom reduces the risk.
- From exposure to infected blood (e.g. through sharing drug-injecting equipment). All blood for transfusions in the UK has been screened for HIV since 1986 and blood products are treated to destroy the virus. There is no risk in giving blood.
- From an infected mother to her unborn child.
- There may be a small risk of infection from HIV in a few specialised jobs, e.g. laboratory staff who handle blood and the medical and allied professions (e.g. doctors, dentists).

#### **How HIV is not Spread**

HIV is not spread through ordinary social and work contact. It is not spread by touch, through water or air or by coughing or sneezing. Employees cannot be infected by working alongside someone with HIV or AIDS, nor by sharing ordinary, everyday utensils and appliances such as cutlery, glasses, plates, telephones, tools, toilets or washing facilities.

There has been no case where a family member sharing a house with someone infected with HIV or AIDS has been infected by using the same food utensils and household appliances.

#### **HIV, AIDS and Work**

People infected with HIV can remain healthy for years (the latest estimates are up to ten years or more) before AIDS develops and can work and live quite normally. Between bouts of illness, even those who have developed AIDS may be fit enough to work.

Those suffering from HIV and AIDS are protected by the Disability Discrimination Act (DDA) 2005 and care should therefore be taken not to make precipitate decisions about employability on the grounds of health. Reasonable adjustments to working conditions or the workplace should be considered if required in conjunction with advice from Occupational Health.

Boston Borough Council does not operate a system of testing prospective employees for HIV or AIDS.

Current medical opinion indicates that the risk of becoming infected with HIV in virtually all occupations is very low. Employers should review working methods to see whether there is such a risk to their workers or the public.

Risk assessments will be carried out for those tasks which may involve a risk of exposure to these and other issues.

#### **Support for those people suffering from HIV/AIDS**

Confidentiality is assured to those who are HIV-positive or suffering from AIDS. Those employees with AIDS whose performance suffers or who are absent because of AIDS will be treated in the same way as individuals with any other serious illness.

Confidential support from Occupational Health and Human Resources is available for those suffering from AIDS or HIV.

Prospective or current employees will not be discriminated against for having HIV or AIDS and should report any concerns to Human Resources, their line manager or trade union representative as soon as possible.

All employees should know that they are expected to work normally with a colleague who has, or is suspected of having, AIDS or HIV and if they refuse to work with a person suffering from AIDS without good cause, they may face disciplinary action.

#### **The risk to first aiders**

First-aiders in particular are likely to be concerned about the possibility of having to deal with people who may be HIV positive or have AIDS. The best reassurance, to demonstrate the extremely low risk involved, is likely to come from the provision of full and frank information about the infection and how it is transmitted. There have been no reported cases of infection arising from the administration of first aid. Standard hygiene precautions are equally effective against HIV infection. Boston Borough Council will ensure that first aid training is reviewed and that first-aiders receive up-to-date advice on AIDS. Further advice for first-aiders may be obtained from local offices of the Health and Safety Executive.

### **CHILDREN IN RESTRICTED AREAS**

The Council does not encourage the presence of children on site in restricted areas e.g. internal offices. However it does acknowledge that they may visit Council these restricted areas with parents/guardians/carers etc. Parents have a responsibility and indeed a legal duty under Section 7 of the Health & Safety At Work Act to ensure that their children are not put to unnecessary risk, or endanger others by their action on site. Parents should not bring children on site apart from as visitors without prior permission from their Director and then only for a short a period of time as necessary. This section excludes those premises where children may attend unsupervised or for a specific purpose e.g. play areas, Geoff Moulder Leisure Complex, Regalia Showings, Civic Events, Work Experience etc.

### **CYCLISTS ON SITE**

The riding of cycles is prohibited in the Municipal Buildings car park to minimise the risks to all pedestrians.

All cycle users should 'walk' their cycles when traversing the car park and indeed anywhere else on site. The parking of cycles is restricted to the designated cycle sheds. For the secure shed cycle parks access can be gained by contacting Property Services.

### **ANIMALS ON SITE**

Dogs and/or other animals (excepting guide dogs) may not be brought into any Council Building, wherever situated (with the exception of the Crematorium), and they may only be brought onto Council sites if they are kept under strict surveillance and control.

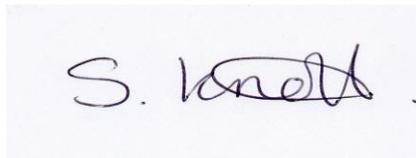
This policy has been agreed by Boston Borough Council and the Trade Union representatives for the workforce.

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**Signed:**

**Date: 27 February 2006**

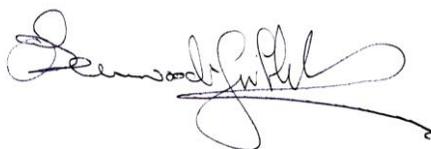
**Chief Executive**



**Signed:**

**Date: 27 February 2006**

**UNISON Branch Secretary**

**Signed:** 

**Date: 27 February 2006**

**GMB Representative**