



Health and Safety Policy

Introduction

In accordance with legislative requirements Boston Borough Council have in place a comprehensive Health & Safety Policy which includes a Health & Safety Policy Statement detailing Boston Borough Council commitment to Health & Safety, defines H&S responsibilities within the organisation and provides an overview of the practical arrangements for making safety happen.

To ensure that the policy is effective and to promote continual improvement the Health & Safety Policy and its contents is reviewed annually.

To ensure compliance with legislative and operational requirements the Health & Safety Policy is supported by a comprehensive documented Health & Safety System (Health & Safety Manual) that details the practical arrangements (procedures and systems) for making safety happen (see Index details page 3 & 4).

Safety Policy Organisational Responsibilities

In accordance with legislative requirements the Chief Executive is ultimately accountable for health and safety within the organisation and will: -

- Maintain an effective policy for Health Safety & Welfare within Boston Borough Council & its operational areas
- Ensure that the policy is brought to the attention of the employees and that requirements are implemented
- Ensure that employees with specified Health & Safety responsibilities are competent and accountable
- Promote and encourage a positive commitment to health & safety through the Corporate Management Board

The Corporate Management Team will:

- Ensure that Boston Borough Council address all legislation that can affect the health, safety or welfare of employees, visitors, contractors, service users, etc
- Accept its collective role in providing health and safety leadership within the Council and ensure that health and safety risks are adequately controlled.
- Ensure an annual review of health and safety performance is conducted and findings published
- Ensure that Heads of Service are provided with necessary training, support, guidance and resources to enable them to carry out their health and safety duties.

Heads of Service and Managers will:

- Address the legislative requirements in relation to health, safety and welfare that are applicable to their operational area or activities & ensure that all employees are aware of their individual responsibilities in relation to the requirements
- Implement the Boston Borough Council Health & Safety policies, H&S procedures (see H&S Manual) , rules and codes of practice that are applicable to their area of control
- Take prompt action to address any health & safety representation or issue & any identified hazards, unsafe practices or acts
- Ensure that only trained, authorised and competent people are assigned to tasks and that work is adequately supervised or monitored and completed in accordance with any Safe Working Practice
- Ensure that all employees receive Health & Safety and job related training commiserate with their role and develop safe work practices (see H&S procedure 2.32) for hazardous operations, substances, machinery or equipment and provide employees with appropriate training where necessary
- Facilitate & co-operate with all Health & Safety inspections (planned or unplanned) that are undertaken by nominated or authorised persons & take action as necessary to address any identified deficiencies or observations (see H&S Procedure 2.4)
- Comply with Accident and Incident Reporting Procedures (see H&S Procedure 2.1) and ensure that appropriate actions are taken to prevent a re-occurrence
- Maintain suitable emergency procedures (see H&S Procedure 2.12) within their area and test them at regular intervals
- Ensure that appropriate and effective personal protective equipment is provided and that it is replaced when worn, damaged, etc (see H&S Procedure 2.13).
- Undertake and review risk assessments (see H&S Procedure 2.3) and communicate findings to employees

The requirements detailed above may be delegated but ultimately the responsibility remains with the Head of Service or Manager.

Corporate Health and Safety Advisor will:

- Provide Health, Safety and Welfare advice and guidance to Boston Borough Council
- Establish an effective Health and Safety Policy and system that addresses legislative and operational requirements
- Periodical test the H&S System and provide the Corporate Management Team and Line Managers with performance related information making recommendations for improvements as necessary
- Ensure that H&S Policy and procedural requirements are implemented and effective by providing the directors, managers and employees with necessary support, training and guidance
- Identify health & safety training needs and provide requested training courses, presentations and programmes
- Review accident and incident data to identify trends and take action as necessary to address findings
- Generate annual Health & Safety Plan & an end of year report detailing achievements & progress during the last year (see H&S Procedure 2.26)
- Promote Health & Safety and encourage co-operation, involvement and ownership
- Hold regular reviews with Heads of Service to discuss safety issues and performance

Employees: - In accordance with the HSAWA 1974 employees have a duty to take reasonable care for their own health and safety and that of others and to co-operate with the employer in relation to all health and safety issues.

Boston Borough Council employees are required to:

- Comply with legislative and Boston Borough Council Health & Safety requirements (procedures, SWP's, Signage, instructions, etc)
- Complete work tasks in the prescribed manner ensuring they follow provided training, information and instruction
- Use equipment correctly at all times
- Wear or use prescribed personal protective equipment and check and replace as required
- Co-operate in relation to Accident and Incident reporting and report all unsafe acts or conditions

Health & Safety Meetings:-

It is a legislative requirement (Health & Safety At Work Act 1974) that all organisations have a formal forum for discussing health & safety issues and consult with employees (Safety Representatives & Safety committee Regulations 1977).

Within Boston Borough Council these forums take various formats as follows: - Councillor Meetings, Head of Service Team Meetings, individual departmental review meetings, Safety Briefings, etc. In addition, specific meetings are held for dedicated operational activities i.e. May Fair, Fly Swat, Events, etc and additional meetings are held as and when the need is identified.

Other mechanisms that communicate health, safety and welfare information and that support the formal forums / meetings are as follows:-

- Incident Register
- Speak in Confidence System
- Non-conformance Register(s)
- Safety briefings, audits & inspections

The departmental team meetings are held monthly and these are used as a forum to discuss health, safety and welfare issues. The areas that will be covered included:-

- Accidents, incidents & general / work related health issues
- Risk Assessments
- Audit / H&S Inspection Findings
- Training requirements
- H&S issues, concerns and compliance in their area
- Consider employee concerns and suggestions regarding health safety and welfare at work

Trade Union Appointed Safety Representatives: -

Boston Borough Council recognises the valuable contribution Trade Union appointed Safety Representatives can have and as such welcome active involvement. The main role of Trade Union appointed Safety Representatives is to represent employees in consultation with the Council. Their main health and safety functions are:

- To investigate potential hazards and dangerous occurrences in the workplace
- To examine the cause of accidents and incidents
- To investigate health, safety and welfare complaints relating to individuals and the work environment
- Carry out inspections of the workplace
- Attend meetings as necessary

Property Services Manager is responsible for:

- Ensuring that Fire Risk Assessments are in place for premises (see H&S Procedure 2.25)
- Maintaining fire extinguishers & testing Municipal building Fire Alarm on regular basis (weekly)
- Testing Municipal Buildings Evacuation Procedure and ensuring the evacuation is timed and details recorded (see H&S Procedure 2.12d)
- Ensuring compliance with legislation and statutory provision aimed at protecting individuals from exposure to asbestos or Legionella (see H&S Procedure 2.5 & 2.21)
- Ensuring that inspections, maintenance and periodic examinations which are legislative or business requirements are completed and that appropriate records are maintained. This will include but is not limited to maintenance of electrical equipment, maintenance of water services, testing of lifting equipment and planned preventative maintenance
- Ensuring the Contractor Control Procedure (see H&S Procedure 2.18) is adhered to for any contractors conducting work on their behalf

First Aiders are responsible for:

- Providing first aid treatment in accordance with their training (see H&S Procedure 2.14) for both accidents and medical related issues
- Responding to requests for the Defibrillator
- Recording details of treatment provided and any relevant / pertinent information on accident forms
- Checking the contents of the First Aid boxes on a regular basis and re-stocking as necessary

Fire Wardens are trained employees that are responsible for the evacuation of a designated area. Their duties include:-

- Ensuring that in an emergency evacuation situation their designated area is evacuated promptly and efficiently
- Reporting hazardous conditions to the Health and Safety Advisor

The Emergency Co-ordinator is an assigned employee (normally a senior member of staff) who takes control in the event of an emergency situation. It is their responsibility to:-

- Provide a point of contact for Fire Marshals and maintain records relating to progress / situation in relation to evacuation
- Liaise with Emergency Services (Fire, Ambulance etc.) and deal with media enquiries
- Arrange re-entry into the building following evacuation and instruction from a member of the Emergency Services
- Communicate appropriate actions with Fire Marshals in the event of non-fire evacuation
- In the absence of a member of Property Services ensure alarms are silenced and re-set for the site following emergency or planned evacuation
- Ensure a de-brief is conducted with the appropriate personnel following the emergency evacuation

Safety Policy Arrangements

Note: General access to the Boston Borough Council Health & Safety Policy Statement & Procedures is via the Alfresco System. In addition, an electronic copy is maintained by the Health & Safety Advisor.

Boston Borough Council has in place comprehensive health, safety and welfare arrangements (Policies & Procedures) that address both legislative and business requirements. These are amended and updated as the requirements change (legislation, business requirements or operational needs, etc) and as a minimum the complete system is reviewed annually.

To ensure compliance with the specified requirements each manager, employee or responsible person receives training in relation to the activities that relate to them or their activities and is assessed to confirm competency.

The following areas (see H&S Manual Index) are covered by the system and full details of how the arrangements are met can be found in the individual procedures as included in the Boston Borough Council Health & Safety Manual:-

Boston Borough Council
Health & Safety Manual Index

| Procedure Title | Reference | Issue | Issue Date | Reviewed |
|---------------------------------------------------------------------|-----------|-------|------------|----------|
| Accident & Incident Reporting | 2.1 | 7 | 12/01/18 | 12/01/18 |
| Risk Assessments & Risk Assessment Reviews | 2.3 | 6 | 12/01/18 | 12/01/18 |
| Health & Safety Inspections | 2.4 | 6 | 12/01/18 | 12/01/18 |
| COSHH | 2.5 | 6 | 22/11/17 | 12/01/18 |
| Noise At Work | 2.6 | 3 | 10/01/17 | 12/01/18 |
| Display Screen Equipment | 2.7 | 4 | 10/01/17 | 12/01/18 |
| Equipment (including electrical) | 2.8 | 3 | 10/01/17 | 12/01/18 |
| Manual Handling, WRULD's & Pushing & Pulling | 2.9 | 4 | 15/01/18 | 15/01/18 |
| Young Persons(perm, temp work placements, voluntary & project work) | 2.10 | 3 | 16/01/16 | 15/01/18 |
| New & Expectant Mothers | 2.11 | 3 | 16/01/16 | 15/01/18 |
| Emergency Evacuation Procedure (Guildhall & Haven) | 2.12a | 6 | 16/01/18 | 16/01/18 |
| Emergency Evacuation Procedure (Crematorium) | 2.12c | 2 | 18/01/16 | 17/01/18 |
| Emergency Evacuation Procedure (Municipal Buildings) | 2.12d | 6 | 17/01/18 | 17/01/18 |
| Suspect Package & Bomb Threats Municipal Building | 2.12d-1 | 1 | 15/01/17 | 15/01/18 |
| Municipal Building - response to Intruder Alarm | 2.12d-2 | 1 | 17/01/18 | 17/01/18 |
| Municipal Building – Incident Response | 2.12d-3 | 1 | 23/01/18 | 23/01/18 |
| Emergency Evacuation Procedure (St Johns Road Depot) | 2.12f | 3 | 23/01/18 | 23/01/18 |
| Personnel Protective Equipment | 2.13 | 4 | 15/01/18 | 15/01/18 |
| First Aid | 2.14 | 4 | 15/01/18 | 15/01/18 |
| Health & Safety Meetings & Consultation | 2.15 | 6 | 15/01/18 | 15/01/18 |
| Lifting Equipment | 2.16 | 3 | 15/01/18 | 15/01/18 |
| Slips, Trips & Falls | 2.17 | 4 | 11/01/17 | 15/01/18 |
| Contractor Selection & Control | 2.18 | 2 | 04/01/12 | 15/01/18 |
| Vehicles & Driving at Work | 2.19 | 5 | 15/01/18 | 15/01/18 |
| Working at Height & Ladders | 2.20 | 3 | 15/01/18 | 15/01/18 |
| Control of Legionella | 2.21 | 2 | 15/01/18 | 15/01/18 |
| Health Surveillance & Occupational Health | 2.22 | 4 | 11/01/17 | 15/01/18 |
| Lone Workers | 2.23 | 5 | 15/01/18 | 15/01/18 |
| Vibration at Work | 2.24 | 2 | 11/01/17 | 15/01/18 |
| Fire Precautions & Prevention | 2.25 | 6 | 15/01/18 | 15/01/18 |
| Health & Safety Plan | 2.26 | 3 | 22/01/15 | 15/01/18 |
| Dust | 2.27 | 2 | 22/01/15 | 15/01/18 |
| Stress | 2.28 | 3 | 15/01/18 | 15/01/18 |
| Confined Spaces | 2.29 | 2 | 16/01/14 | 15/01/18 |
| Events, Projects & Special Operations | 2.30 | 2 | 11/01/17 | 15/01/18 |
| Home Working | 2.31 | 2 | 15/01/18 | 15/01/18 |

| | | | | |
|---------------------------------------------------------------|------|---|----------|----------|
| Training, Competency & SWP's (Employees perm, temp & Agency), | 2.32 | 3 | 15/01/18 | 15/01/18 |
|---------------------------------------------------------------|------|---|----------|----------|