



## Health & Safety Policy

### Ethos

The Governors of Norcot Early Years Centre accept their responsibilities regarding health and safety matters. This policy supplements the statements of Health and Safety Policy which have been produced by Reading Borough Council (see Appendix 5) and covers the requirements of the Statutory Framework for the Early Years Foundation Stage 2012 which states:

*“Providers must have, and implement, a health and safety policy, and procedures, which cover identifying, reporting and dealing with accidents, hazards and faulty equipment.”*

### Aims

- To establish and maintain a safe and healthy environment throughout the centre
- To establish and maintain safe working procedures among staff and children
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- To ensure that procedures for identifying, reporting and dealing with accidents, hazards and faulty equipment are robust and efficient
- To ensure the provision of sufficient information, instruction and supervision to enable all employees and children to avoid hazards and contribute positively to their own health and safety at work and to ensure that they have access to health and safety training as appropriate, or as and when provided
- To maintain all areas of the centre, in a condition that is safe and without risk to health and to provide and maintain means of access to and from that place of work that are safe and without risk
- To formulate effective procedures for use in case of fire and for evacuating the centre premises
- To lay down procedures to be followed in the case of accidents
- To teach safety as part of the children’s duties where appropriate
- To provide and maintain adequate welfare facilities and to make appropriate recommendations to Reading Borough Council when necessary

### Responsibilities of Governors

- To agree this policy and review it on a regular basis
- To monitor and support the implementation of this policy
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
- Arrange for the repair of any defect of the buildings, or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.

- Report to the Director of Education, Social Services and Housing any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them.
- Ensure that regular safety inspections are carried out and acted upon.
- Review Accident forms and the RBC Accident book quarterly and produce reports on trends, issues, accuracy of completions and required actions

### **Responsibilities of Head of Centre**

- To ensure that staff are aware of this policy and implement it consistently
- To ensure that parents are aware of their roles and responsibilities regarding
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results to be recorded
- To ensure the Rainbow Plan is in place and is reviewed at least annually and disseminated to all staff as appropriate
- Ensure that adequate procedures are in place for identifying and dealing with accidents, hazards and faulty equipment
- Make arrangements to draw the attention of all staff employed at the Centre to the Centre's and the Council's safety policies and procedures and of any relevant guidelines and information issued by the Council
- Make arrangements for the implementation of the Council's accident reporting procedure and draw this to the attention of all staff at the centre as necessary
- Ensure that there is adequate staffing and that the environment is organised in such a way that children will "usually be within sight *and* hearing of staff and always within sight *or* hearing." EYFS Statutory Framework 2012
- Make arrangements for informing children, students and other users of the Centre of relevant safety procedures
- Deal with all aspects of maintenance which are under their direct control
- Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable
- Provide for adequate instruction in safe working practices.
- Provide adequate PPE (personal protective equipment) and instruction in its use
- To ensure the Centre's equipment meets relevant health and safety standards, for example PAT (Portable Appliance Testing for electrical safety)
- Ensure that written job instructions, warning notices and signage are in place as appropriate
- To provide opportunity to all staff for discussion of Health and Safety matters
- Make parents and visitors to the centre aware of their responsibilities for the Health and Safety of all Centre users, through direct instruction, notices and centre information sheets

### **Responsibilities of Staff who have direct contact with Children and other Centre users**

- To be familiar with and follow this policy at all times
- To exercise effective supervision over all those for whom they are responsible, including children. "Children must usually be within sight and hearing of staff and always within sight or hearing." EYFS Statutory Framework 2012
- To be aware of and implement safe working practices and to set a good example
- To identify and report actual and potential hazards and faulty equipment (refer to Appendix 3) and introduce immediate action to minimise the possibility of accident
- To ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- To ensure that regular safety inspections are undertaken

- To provide and ensure appropriate protective clothing and safety equipment is used by the children, as appropriate
- To evaluate promptly, and where appropriate, take action on criticism of health and safety arrangements
- To report any accident (or incident where personal injury could have arisen) (Refer to Appendices 1-3 for procedures) and take appropriate corrective action.
- To provide adequate teaching to children in safe working practices and ensure these are carried out.

When any member of staff considers that corrective action is necessary, but that this lies outside the scope of their authority, they should refer the problem to the Head of Centre.

### **Responsibilities of All Employees**

- To be familiar with and follow this policy at all times
- To take reasonable care for their health and safety of themselves and of any person who might be affected by their acts or omissions at work.
- To not interfere with, or misuse anything provided in the interests of health, safety and welfare.
- To make themselves aware of all safety rules, procedures and safe working practices applicable to their post; where in doubt, they must seek immediate clarification from the delegated person or the head of centre.
- To ensure that tools and equipment are in good condition and report any defects to the delegated person or the head of centre.
- To use protective clothing and safety equipment provided and ensure that these are kept in good condition.
- To ensure that offices, classrooms, outdoor spaces and general accommodation are kept tidy.
- To ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the delegated person or the head of centre.
- To observe reasonable standards of dress and footwear, consistent with safety and / or hygiene (this would include jewellery and other items considered dangerous).

It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that they have an opportunity to undertake relevant training as soon as possible after appointment. All relevant health and safety matters must be drawn to their attention at an early stage.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS, HE / SHE **MUST** DRAW THESE TO THE ATTENTION OF THE HEAD OF CENTRE

### **Involvement of Trade Unions**

Recognised trade unions may appoint safety representatives and the name(s) of the person(s) if any, so appointed, are posted on the notice board in the staff room.

The functions of a safety representative, as agreed by the Council and the trade unions are to:

- Keep him / herself informed of legal requirements on health and safety at work and the Council's arrangements for meeting these
- Keep him / herself informed of any hazards at Norcot Early Years Centre and the measures by which they may be minimised or eliminated
- Undertake periodic inspections of the Centre (up to three times per year at agreed times) and draw any defects to the head of Centre's attention

- Inspect a potential hazard, new piece of machinery, work process, the scene of an accident as required and recommend any corrective action necessary to the head of centre
- Report any continuing health and safety problems to the appropriate Council officer. Problems and matters of general interest can also be reported to the Directorate Health and Safety Committee

### **Responsibilities of Parents**

- Exercise responsibility for the safety of themselves and their own children.
- Observe reasonable standards of dress for their children, consistent with safety and / or hygiene (this would include unsuitable footwear, jewellery and other items considered dangerous).
- Observe all the safety rules of the Centre and in particular the instruction of staff in the event of an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

The governors and the head of Centre will make children (and where appropriate the parents) aware of these responsibilities through direct instruction, letters, emails and notices

### **Criteria for Success**

- The policy can be shown to meet the statutory requirements for a Health and Safety Policy
- A reduction in Health and Safety issues can be seen year on year
- Centre users are able to demonstrate awareness, relevant to their role, of Health and Safety issues and procedures

### **Associated Policies**

- Accident Reporting
- Animals in the Centre
- Attendance
- Behaviour
- Camera Use
- CCTV
- Children Missing in Education
- Code of Conduct
- Disruption to Staffing
- Emergency Services
- Finance
- Fire Evacuation
- Food, Drink & Healthy Eating
- Home Visits
- Illness & Injuries
- Inclusion
- Letting
- Lone Workers
- Medication Administration
- Missing & Uncollected Children
- Mobile Phone Use
- Off-site Activities
- Physical Movement of Children Within the Centre
- Premises Management
- Recruitment & Selection
- Risk Assessment
- Safeguarding
- Security
- Social Media
- Staff Absence
- Teaching & Learning
- Wellbeing in the Workplace
- Whistleblowing
- Working With Parents

## **Policy Agreed: August 2017 by RBC**

**Policy to be Reviewed when RBC make substantive changes or 3 years or sooner if changes occur or incidents dictate by FGB**

### **Appendix 1-- Procedure for completion of the accident/incident forms**

When completing an accident/incident form it is essential that all sections are filled in--it is a legal requirement that we obtain all the information requested on the sheet.

**When to use an accident/incident form:** when a child has hurt themselves in a relatively minor way that will not require treatment from a medical professional, or if a child has been observed to hurt someone else (in this case you would fill in two forms one for the child who is hurt and one for the one who did it).

**When not to use an accident/incident form:** If the child has hurt themselves in a way that means they need to be taken to the doctor or hospital, or if you feel that the accident is serious--in this case use the RBC yellow Accident Book--these are kept in Meadowside and Waterside offices.

**Do not** use the accident/incident forms for any incident that is to do with the safeguarding of children in our care--the Safeguarding Incident form is for this purpose.

When completing accident forms do not name any children other than the one referred to at the top of the sheet.

- **Name of the child:** essential that you include his/her surname.
- **Date of birth:** must be included
- **Where did the accident/incident occur?** Be precise when describing where the accident happened, e.g. exactly where in the garden?
- **Type of accident/incident:** e.g. bang on forehead, graze on left shin--be precise about what part of the body any injury was to.
- **Cause:** one or two words only, e.g. fall, trip, another child, loose board etc.
- **Account of accident/incident:** describe as fully as possible what happened, including what was happening immediately prior to the accident if this is relevant, e.g. "five children were fighting to get onto a bike when x was pushed and banged her head on the handlebars".
- Ensure that you record only facts, if you did not see exactly what happened say so.
- **Action Taken:** record what you did to support the child, e.g. cold compress/TLC/informed parents. Also record anything that may need mending, if you fill in a maintenance form, or information you give to other staff to ensure that such an accident will not happen again.
- **Countersignature:** ask another member of the team to read through the form and sign to say they have done so.
- The person reading through the form should do so in a critical way--thinking about what happened and if there is any action that could be taken to lessen the likelihood of such an incident happening again.
- **Parent/Carer Signature:** this must be completed. If the parent or carer is not collecting the child ask the person who is to sign the form and then make a photocopy of it for them to give to the parent. It is important that parents are informed of accidents or incidents on the day that they happen. Only keep originals in the accident folder--never photocopies.

## **Appendix 2-- Procedure for the use of the accident book**

**When to complete the RBC yellow Accident Book:** if a member of staff, parent or visitor to the Centre has an accident or hurts themselves. If a child hurts themselves to the extent that they need, or seem to need, medical treatment, to be taken home or if staff are otherwise concerned about the nature of the injury in any way. Please also complete the form in the case of a 'near miss': where someone is almost hurt because of something that happens, e.g. slate falling off a roof.

The person completing the form fills in every section up to the Manager's Report. The book is then given to the relevant line manager who completes the Manager's Report and Action Plan

Ensure all sections are completed.

### **Injured/affected person:**

**Where did incident happen?** Be as specific as possible giving exact location.

**Injured person:** tick if person is an employee. If an employee state job title, if not state pupil, parent, member of the public etc.

### **Incident Details:**

**Where did incident happen?** Please be as specific as possible, give exact location.

**RIDDOR reportable:** leave this section for manager to complete. Manager refer to front page of accident book for details.

**Account of Incident:** complete in as much detail as possible, the sequence of events leading to the accident. Note the condition of equipment or premises, work organisation, supervision, parts of the body affected etc. Treatment given, if any. Ensure only facts are given and include details of any witness. Continue on a separate sheet if necessary.

**Investigation – Manager's Report:** line manager to identify any further information and action considered necessary to prevent a similar occurrence.

**Action Plan:** details of any actions to be taken as a result of the incident.

Accident book should be returned to Meadowside or Waterside office as appropriate. Team leader in each building should detach the sheets and immediately send to the Senior Admin Officer for processing.

### **Appendix 3-- Procedure for Reporting Faults and Hazards**

Having identified a fault or hazard the member of staff should take immediate action to ensure that the area is safe, by roping off the area, removing the faulty equipment etc. If this is not possible then the Head of Centre or in her absence next most senior member of staff should be informed. The member of staff should then complete a green maintenance form relevant to the part of the centre the fault or hazard is in (each area has a form with a map on which faults or hazards should be identified.) and report this to the Admin Officer in Meadowside Office. The Admin Officer will then report the fault or hazard and ensure that necessary personnel are informed.

### **Appendix 4 – Procedure for using the Gardens**

These procedures are in place to make sure the children are safe and their educational needs are met.

- Gardens must be visually risk assessed at the beginning of the day before the children are permitted to use the area, this check should be done by two members of staff.
- The check should be carried out again if there has been a break in garden use e.g. meal times.
- Any unacceptable items of risk are to be removed or if not possible to remove cordoned off. This should include poisonous plants, fungi, maintenance equipment, foreign objects and broken equipment.
- Any risks should be reported to the Deputy of Day Care.
- The above check must be recorded using the centre check list forms.
- External gates should be secured before children are permitted to use the gardens
- Staff should ensure that all children are safe and using equipment appropriately, allowing children to take acceptable risks in a variety of ways which will improve their confidence.
- Children should be aware of the garden rules: feet down slide first and slopes, not climbing on fences, no throwing sand etc.
- A minimum of two members of staff should be positively interacting with the children throughout the session.
- There should always be at least one level 3 member of staff in the garden at all times.
- Each room/building must have at least one member of staff outside.
- If a member of staff needs to leave the garden they must inform the rest of the staff and get another member of staff to cover them.
- Equipment should be put out for the children at the beginning of the session and put away again at the end of session.
- The gardens should be left clear of toys at the end of the day.
- Surfaces should be kept clear of sand especially the steps.

**APPENDIX 5**



Norcot Early Years Centre

Risk Assessment

Date

Risk Assessment: Use of chemicals

Activity or Item of Risk	Type Of Hazard	Who would be at risk	Degree of risk without measures in place	Measures in place to minimise risk	Comments or Actions taken	Date to be reassessed	Degree of risk with measures in place
Chemicals being swallowed/inhaled.	Choking/allergic reaction	Staff and children	High	Only chemicals with COSHH assessment to be used.  All chemicals to be kept out of reach of children.  Chemicals sprayed directly onto cloth not in air.  Staff to follow guidelines on how to use chemicals.  COSHH assessments	All staff to only use COSHH assessed chemicals.  All staff to be aware of risk assessment.	If new products used.	Low

				to be kept in office and referred to if chemicals inhaled/swallowed.			
Chemicals getting into eyes	Reaction to eyes.	Staff and children	High	As above	As above	If new products used.	Low
Chemicals causing reaction to the skin.	Skin reaction.	Staff and children	High	As above	As above	If new products used.	Low



# READING BOROUGH COUNCIL

## HEALTH AND SAFETY POLICY



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### HEALTH AND SAFETY POLICY DOCUMENT

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## READING BOROUGH COUNCIL

### HEALTH AND SAFETY POLICY DOCUMENT

#### **1. Responsibilities**

The responsibilities of Officers and Elected Members of Reading Borough Council (the Council) are set out in this Policy. Every member of staff has a minimum of a Level 1 responsibility. The level of every individual's safety responsibilities will be stated in their Job Description. Managers will ensure that they allocate the appropriate safety responsibilities to their staff.

##### **1.1 Training**

The Council provides health and safety training to enable staff to discharge their responsibilities. This training is administered and monitored by the Learning & Development Team. All staff are required to have satisfactorily completed the appropriate training within three months of being appointed to a position.

##### **1.2 Induction Training**

All new starters with the Council go through the Council induction programme that introduces them to the Council health and safety team and impresses upon them the Council's desire that they work safely.

As part of the induction into specific areas of work, staff must be shown the relevant Codes of Practice, risk assessments relevant to their work area and Local Safety practices for their job and instructed in fire safety, first aid and accident reporting procedures. This basic local induction covering the Council's safety practices and procedures must be carried out during the first four weeks of a new starter's employment.

##### **1.3 Provision, Inspection and Maintenance of Work Areas and Equipment**

Work places and equipment will be suitable for the purpose and, as far as is reasonably practicable, free from risks of injury.

Where the safety of work places and equipment is dependent on proactive inspection and maintenance, a programme will be established for a competent person to carry out the necessary works (e.g. portable appliance testing - PAT). All appropriate records and relevant test certificates will be maintained.

## 2. Organisation.

The following section details how Reading Borough Council manages its health and safety responsibilities.

### 2.1 Council Health and Safety Committee

The Council Health and Safety Committee is responsible for driving improvements in the control of health and safety risks. The Committee is made up of senior managers and Union Safety Representatives/Branch Secretaries and is chaired by the Managing Director. It is the primary point of consultation between Unions and senior management on health, safety and welfare matters. The Committee also enables elected member participation in the health and safety process.

The Committee reviews health and safety standards in the Council and produces monitoring reports to the Council Management Team (CMT). It also reviews this Policy to ensure that it remains relevant to the Council's work activities and in particular it:

- Develops and monitors the Council's performance against the Council Health and Safety Action Plan
- Reviews the safety performance of the Council and Directorates against their declared targets (Action Plans).
- Reviews the statistics on work-related accidents, incidents and health & safety training.
- Examines reports on significant accidents and incidents.
- Considers the implications of legislative changes.
- Considers general correspondence and advice from the Health and Safety Executive and other relevant agencies.
- Considers reports on corporate health and safety matters submitted by safety representatives or managers.
- Approves Corporate Codes of Practice.
- Recommends to CMT initiatives to improve the safety performance of the Council.
- Ensures that minutes of the meetings are available to all Managers, Staff, Union Representatives and the Local Joint Forum detailing action points where necessary.

None of this detracts from the responsibilities of Levels 4 & 5 Managers to enact and monitor health and safety arrangements and in particular, to ensure that the requirements of this Policy are being fulfilled.

### 2.2 Directorate Health and Safety Committees

Each Directorate has its own Safety Committee, chaired by a Head of Service. Service managers and Union Safety Representatives make up each Committee. There will be sufficient representation from managers at Level 3 to ensure that all services are represented. The Chairs of these Committees will be members of the Council Health and Safety Committee.

These Committees review safety matters of Directorate concern. In particular the Committees:

- Develop, drive and monitor a Directorate Health and Safety Action Plan (having regard to the priorities within the Corporate Action Plan).
- Present to the Council Health & Safety Committee the Directorate Health & Safety Action Plan, identifying any significant risks and demonstrating what action has been taken to control those risks.
- Recommends to the DMT initiatives to improve the safety performance of the Directorate.
- Review the Directorate's accidents, incidents and health and safety training.
- Establish and manage a programme for Level 3 self-audits and monitor the progress of actions needed to control significant risks.
- Receive reports from managers or Union Safety Representatives and offer advice or direction to resolve issues.
- Ensure that minutes of the meetings are circulated detailing action points where necessary.

### 2.3 Role of Trade Unions

Trades Unions have the following rights under the health and safety legislation:

- To investigate potential hazards and dangerous occurrences.
- To examine the causes of accidents at work
- To investigate complaints relating to employees' health, safety and welfare at work
- To make representations to the employer about the above and other general matters affecting health, safety and welfare of employees
- To carry out inspections of the workplace
- To represent employees in consultations with the Health and Safety Executive, or other enforcing agencies and to receive information from the H.S.E.
- To attend meetings of Safety Committees.
- In order to carry out the above functions an employer is required to allow Safety Representatives time off with pay, suitable facilities and assistance.

Union representatives sit on both the Council and Directorate Safety Committees and participate fully in the discussion and decision making process through these bodies. Safety Reps are actively encouraged to carry out safety inspections and accident investigations, either independently or in conjunction with management. Safety representatives should also be invited and involved in the annual health and safety self-audit process.

### 2.4 Corporate Health and Safety Team.

The Corporate Health and Safety Team's primary role is to ensure that, as an employer, Reading Borough Council complies with all relevant health and safety legislation and that the Council conducts its work activities in such a manner as to protect the health, safety and welfare of its employees, customers and visitors to Reading. It achieves this by providing technical advice, formulating and promoting the Council's health and safety policies and procedures and monitoring and auditing the Council's safety performance.

The Team provides a range of functions, including:

- Advising on corporate safety strategies
- Auditing and monitoring Health and safety performance

- Assisting with self-audits of high risk areas where necessary
- Producing and reviewing Corporate Codes of Practice
- Providing advice on risk assessments and Local safety practices
- Providing health and safety training and development
- Providing technical/legal advice and information
- Carrying out inspections, risk assessments and investigations (proactive and reactive)
- Investigating accidents and incidents
- Supporting safety committees and management teams
- Consulting with staff and their representatives
- Liaising with outside bodies including enforcement agencies

### **3 Documentation**

The Authority has developed a series of health and safety documents that detail safe working practices and procedures.

#### **3.1 Codes of Practice**

The Codes of Practice (CoPs) cover the main safety risks faced by staff, visitors, contractors and members of the public arising from the work activities of Reading Borough Council. The CoPs are generic and provide information on how to control the risks involved within a particular activity. The Council Health and Safety Committee issues the CoPs. Representatives from the Directorate Health and Safety Committees, service areas and unions contribute to the formulation of the CoPs.

The responsibility for putting the Codes into practice resides with Service Managers. Relevant Codes of Practice are available to all staff.

#### **3.2 Local Safety Practices**

Whenever a risk assessment has been carried out on a local work activity or on a piece of equipment and a significant risk has been identified, then a Local Safety Practice (LSP) that sets out a safe system of work must be prepared (making suitable reference to CoPs). All staff shall be provided with copies of the LSPs that are relevant to their work area or activities. Suitable information, instruction or supervision shall be provided to enable staff to follow the adopted safe working practice.

Before LSPs are adopted, they should be submitted to the appropriate Directorate Health and Safety Committee for approval.

LSPs will need to be reviewed during the risk assessment process (see 3.3 below).

#### **3.3 Risk Assessments**

Level 2 managers will carry out risk assessments and involve relevant staff in the process. During their self-audit, Level 3 managers will ensure that all risk assessments are being reviewed annually or whenever there has been a significant change.

Risk assessments can be generic for low risk areas (e.g. general office work). For other higher risk areas a specific risk assessment must be carried out. Specific risk assessments can be for a particular task, job role or person.

Where a member of staff has a disability or a pre-existing medical condition (and may be adversely affected by the work activity), or is a new or expectant mother or is a young person (under 18 years of age) then a specific risk assessment will be carried out.

A specific risk assessment will be required where a customer has individual needs or challenges that present health and safety risks to either themselves, staff or others.

A Local Safety practice will be prepared when complex control measures are needed to reduce a significant risk of injury or loss (see 3.2 above).

Risk assessments will be recorded by the person carrying them out and made available to staff and others by the relevant Manager. Risk assessments will be checked during the Health and Safety Self-Audits.

Risk assessments need to be reviewed when:

- A set period of time has passed. (At least annually);
- When new technology or ways of working affect the risk;
- When the risk materially changes;
- Following an accident or incident when the adopted methods of working were being followed;
- There are changes in legislation or guidance.

### **3.4 Record Keeping**

Adequate, accurate and consistent health and safety records shall be maintained. The Level 3 manager is responsible for ensuring that there are suitable and sufficient records of their team's activities. Records may be kept on computer or in hard copy, but must be readily available and secure. The following records are required.

- a) All risk assessments relevant to the section. (NB When a risk assessment relates to an individual member of staff or customer, it should be kept securely.)
- b) All Local Safety Practices relevant to the section.
- c) Statutory and manufactures' recommended inspection records for fire safety, asbestos management, Legionella control, electric and gas installations, portable appliance tests, lifts and lifting equipment, powered gates, local exhaust ventilation, work equipment and vehicles. (Note: Property Services will hold many of these records when they are providing a planned preventative maintenance service.)
- d) Records identifying the health and safety training received by every service/team member with dates and details. These should include acknowledgement by each staff member that he or she has seen and understood the relevant risk assessments, CoPs and LSPs. (Training courses arranged through the Learning & Development Team will be recorded centrally.)
- e) Copies of all self-audits and inspections carried out within the service/team.

- f) Records of all accidents and incidents reported within the service/team, together with investigation findings and records of remedial actions undertaken.
- g) Copies of any correspondence with the HSE or other enforcement authority relevant to the service.

#### **4 Health and Safety Performance**

A range of performance indicators is used to monitor safety performance of the Council. A Council Action Plan has been established to achieve its targets.

Each Directorate will develop their own specific targets that are included in their own Health and Safety Action Plans. Service areas will incorporate these targets into their Service Plans. Progress with declared targets is monitored via the Council and Directorate Health and Safety Committees and the Council Management Team.

Managers will ensure that where their direct reports have specific health and safety duties these will form part of the normal Appraisal and 1:1 performance management process.

##### **4.1 Health and Safety Self-Audit - Service Managers**

A health and safety self-audit system has been established in the form of a questionnaire and guide. Service managers (Level 3) must carry out an audit of each service area at least annually. Action plans shall be prepared to rectify any shortfall. Where the self-audit identifies that a Level 3 manager's direct reports have actions to complete, progress with those actions will be monitored through the normal Appraisal and 1:1 performance management process.

The Corporate Health and Safety Team will, on a risk basis, participate in the audits. Union Safety Representatives are encouraged to contribute to the audit process. Managers shall engage their staff in the process as well.

##### **4.2 Health and Safety Inspections - First Line Supervisors/Managers**

A standard health and safety inspection form is available. Service areas can use this form or prepare their own if they require a more area-specific version. First line supervisors/managers (Level 2) will carry out safety inspections of every area under their control, and at appropriate intervals (frequency will be dependent on the level of risk but should as a minimum occur annually). Action plans should be prepared to rectify any shortfall. Where remedial action is beyond the scope of the Level 2 manager's authority, they will report the issues to their line manager (or appropriate Level 3 manager). Where the risk identified by the safety inspection is deemed to be sufficiently serious and it cannot be resolved, a report shall be made to the appropriate DMT and Directorate Health and Safety Committee.

It should be noted that Union Safety Representatives have the right to carry out their own separate safety inspections.

##### **4.3 Accident/Incident and Near Miss Reporting, Investigation and Monitoring**

All accidents/incidents and near misses shall be recorded (either electronically on Iris or on the standard paper form). Service areas are responsible for reporting any accidents, dangerous occurrences or disease that are required to be notified to the Health and Safety Executive under the Reporting of

Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (*Refer to CORP 001 - Accident Reporting*).

Managers will investigate all accidents/incidents and near misses to establish whether additional procedures are needed to prevent the likelihood of recurrence. Risk assessments, LSPs, training, instruction or levels of supervision may need to be reviewed following the investigation.

Periodically, managers must review the accidents and incidents that have occurred in their service areas to try and identify any trends. Where a trend has been identified, remedial action shall be instigated.

Accident/Incident statistics are reviewed at the Directorate and Council Health and Safety Committees.

#### **4.4. Control of Contractors**

The Council expects that contractors working for it shall work to the same high safety standards as our Employees and shall not put themselves, the Council's Staff or members of the public at risk. In order that the Council can fulfil its non-delegable health and safety responsibilities whenever the use of contractors is being considered, an assessment of their health and safety capabilities will be made by looking at policies, procedures, risk assessments and their history of health and safety compliance.

As part of the normal contract monitoring, contractors at work will be checked regularly for safe working. Suitable Key Performance Indicators will be incorporated into the normal contract monitoring processes. The Council will stop the work if a contractor is found to be operating in an unsafe manner.

#### **4.5 Council Owned Companies**

Where the Council is a contracting authority and/or owner (solely or jointly) of a trading company, then it can still retain a number of non-delegable health and safety responsibilities. As such it will ensure that the health and safety policies, procedures, systems and training of that company are fit for purpose and being applied. This will be achieved by monitoring the health & safety performance of the companies by utilising Key Performance Indicators and through the advice and support from the Council's Corporate Health & Safety Team.

Also the Council is mindful of any health and safety implications to the staff of the companies of any policies or significant decisions it may make. And as such will ensure that any health and safety implications are taken into account when making policy or significant decisions.

#### **4.6 Shared Service arrangements**

Where the Council has established a shared services arrangement, it will still retain a number of non-delegable health and safety responsibilities. As such it will ensure that the health and safety policies, procedures, systems and training of the partner provider are fit for purpose and being applied. This will be achieved by monitoring the health & safety performance of the partner by utilising Key Performance Indicators.

### **5 Levels of Responsibility for Health and Safety**

#### **Level 1**

##### **5.1 All staff**

- Must act in a manner to protect and promote their own health and safety and that of colleagues, members of the public and others.

- Must co-operate with the efforts of management to ensure effective health and safety.
- Must attend training provided, read documentation provided and put into practice all instruction intended to ensure effective safety.
- Must report all accidents/incidents, near misses and hazards immediately to their line manager.
- Must respect and make proper use of all equipment provided.
- Must wear any personal protective equipment (PPE) that has been provided.
- Must refer any health and safety issues they feel they are not authorised to deal with to the next level of responsibility.
- Must carry out any specific health and safety duties that have been allocated to them as part of the normal work activity. Where for any reason those duties cannot be carried out, they must report these issues to their line manager immediately.

## **5.2 Level 1 Training**

Whilst all staff have Level 1 responsibilities, employees at Levels 4 and 5 are not required to undertake Level 1.

Level 1 training is designed to inform staff about the practices and procedures contained within this Policy and to provide sufficient knowledge for them to be able to carry out their work in a safe manner. The training must be completed within three months of starting a new job.

Within the first four weeks of employment, a new starter's supervisor will devise a health and safety training plan in consultation with them. A copy of this training plan must be retained. In devising the training plan, the supervisor, in conjunction with the new starter, will identify any health and safety training that is appropriate for the duties of the post.

The training plan will be tailored to each individual's specific post and it must contain every element of health and safety that they will need training in. The plan must also show:

- 1) All elements of the job that can be undertaken prior to training taking place.
- 2) The tasks that can only be carried out with supervision prior to training taking place.
- 3) Tasks that must not be carried out until training has been completed.

## **Level 2**

### **5.3 First line supervisors/managers - all Level 1 responsibilities plus:**

- Will implement this Policy, relevant Codes of Practice, risk assessments and Local Safety Practices in the area under their control.
- Will ensure that health and safety work is prioritised to meet declared targets.
- Will support and monitor the safety performance of those reporting to them, in particular through the 1:1 and Appraisal performance management process.

- Will undertake safety inspections at appropriate intervals in the area under their control and will take action to correct problems identified.
- Will establish and enforce safe systems of work for all tasks under their control.
- Will ensure that any statutory records that are required, are accurate and consistent.
- Will carry out and periodically review the risk assessments relevant to their section.
- Will carry out investigations into accidents and incidents, when required to do so.
- Will ensure that new staff understand all relevant risk assessments, Codes of Practice and LSPs at a 1:1 meeting in the first four weeks of their employment and ensure that there are appropriate records of this are in place.
- Must refer any health and safety issues they feel they are not authorised to deal with to the next level of responsibility.

## 5.4 Level 2 Training

Health and safety training for Level 2 supervisors must be completed within three months of starting the job.

The purpose of the training for Level 2 staff is to ensure that they have the knowledge and ability to supervise and manage all Level 1 personnel that they are responsible for.

The training will consist of the Level 1 course, and a number of core modules that every Level 2 must undertake. Additional modules are available for specific tasks.

The mandatory modules that must be undertaken are 'Risk Assessment/Safety Inspection' and when required to investigate accidents and incidents, 'Accident Investigation'.

### Level 3

## 5.5 Service Managers - all Level 1 responsibilities plus:

**Authorisation to carry out certain Level 3 responsibilities may be made to one or more managers within the Service. The relevant Level 4 manager will make this choice, based on the risks and responsibilities within the Service.**

- Will take responsibility for the implementation of this Policy in the areas under their control.
- Will ensure that suitable health and safety targets are contained within service plans, Appraisals and 1:1's.
- Will carry out a Health & Safety Self-Audit of their area at least annually to ensure that:
  - All statutory and manufactures' recommended inspections and records for fire safety, asbestos management, Legionella control, electric and gas installations, portable appliance tests, lifts and lifting equipment, powered gates, local exhaust ventilation, work equipment and vehicles are in place. (Note: Property Services will hold many of these records when they are providing a planned preventative maintenance service.)

- All appropriate risk assessments for their area are carried out, recorded and reviewed.
  - All accidents and incidents within their area are thoroughly investigated and any remedial actions carried out.
  - Health and safety information is effectively communicated within their area
  - Their staff to receive adequate and appropriate training and supervision.
  - Relevant Codes of Practice are followed and that Local Safety Practices are prepared and put in place as required.
  - Suitable health and safety monitoring is carried out during projects and contracts.
- Will liaise with the Corporate Health and Safety Team to ensure that the Council's safety policies and initiatives are appropriate to their area.
  - Must refer any health and safety issues they are not authorised to deal with to the next level of responsibility.
  - Must attend or be represented at the relevant Directorate Health & Safety Committee.

### **5.6 Level 3 Training**

The health and safety training required for holders of Level 3 posts or those who have been authorised to carry out certain Level 3 duties, must be completed within three months of starting work.

Whilst this course will cover all necessary aspects of Health and Safety that Level 3 managers will need, they can take any of the other modules if they require further and specific knowledge.

### **Level 4**

#### **5.7 Service Heads - all Levels 1 & 3 responsibilities plus:**

- Will contribute towards the development of the Directorate Health & Safety Action Plan.
- Will ensure that all Health & Safety self-audits in their service areas are carried out.
- Will ensure that health and safety considerations are made during project planning.
- Will ensure that health and safety risks are considered during the business risk management process.
- Will ensure that suitable resources are available to enable the requirements of this policy to be carried out.
- Will support and monitor the safety performance of those reporting to them, in particular through the Appraisal and 1:1 system.

### **Level 5**

#### **5.8 Managing Director and Directors**

- Will take overall responsibility for this Policy and its implementation.
- Will decide upon safety strategy and policy.
- Will take an active leadership role in safety management.

- Will ensure sufficient resources are in place to control health and safety risks.
- Will include appropriate health and safety risks into the Strategic Risk Register (following advice from the Strategic Risk Management Steering Group).
- Will support and monitor the safety performance of those reporting to them, in particular through the Appraisal and 1:1 system.
- Will consult regularly with the Council Health and Safety Committee

### **5.9 Levels 4 and 5 Training**

The training for Levels 4 & 5 is principally based on Business Risk Management. This will enable health and safety to be integrated into the overall risk management process.

However, periodic briefings will be given to keep senior managers apprised of developments. These briefings will also help to identify any trends across service areas.

### **5.10 Elected Members - The Council**

The Leader of the Council holds the portfolio for health and safety.

The Chair of the Personnel Committee attends the Council Health & Safety Committee.

The Council will approve the Health and Safety Policy for the Authority. Consultation on any new policy or amendments of existing policies will normally be through the Local Joint Forum and the Personnel Committee.

**CORPORATE CODES OF PRACTICE**

- COP 001 - ACCIDENT REPORTING
- COP 002 - BASIC CONSTRUCTION
- COP 003 - ASBESTOS MANAGEMENT PLAN
- COP 004 - CASH HANDLING
- COP 005 - CATERING
- COP 006 - CLEANING
- COP 007 - CONFINED SPACES
- COP 008 - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)
- COP 009 - DISPLAY SCREEN EQUIPMENT
- COP 010 - DRIVING VEHICLES AT WORK
- COP 011 - ELECTRICITY AT WORK
- COP 012 - FIRE SAFETY
- COP 013 - FIRST AID AT WORK
- COP 014 - HEALTH AND SAFETY IN OFFICES
- COP 015 - PERSONAL SAFETY& LONE WORKING
- COP 016 - LIFTING OPERATIONS AND LIFTING EQUIPMENT
- COP 017 - MANAGEMENT OF HEALTH AND SAFETY AT WORK
- COP 018 - NEW & EXPECTANT MOTHERS
- COP 019 - NOISE AT WORK
- COP 020 - PERSONAL PROTECTIVE EQUIPMENT
- COP 021 - MANUAL HANDLING
- COP 022 - NON-EMPLOYEES
- COP 023 - AGENCY WORKERS
- COP 024 - CONTRACTORS
- COP 025 - WORKING AT HEIGHT
- COP 026 - WORKPLACE HEALTH, WELFARE AND SAFETY
- COP 027 - RISK ASSESSMENT
- COP 028 - SHARPS
- COP 029 - COMMUNICABLE DISEASES
- COP 030 - EXCLUSION & INCIDENT LIST PROCEDURE
- COP 031 - FLEET MANAGEMENT POLICY & PROCEDURES
- COP 032 - SMOKING AT WORK POLICY
- COP 033 - OPERATIONS IN OR AROUND FLOOD WATER

## Section 14

### Permit to Work System

*A 'Permit to Work' system is a formal written system used to control works that are potentially hazardous.*

*A 'Permit to Work' clarifies the work to be done and the precautions to be taken.*

*'Permit to Works' form an essential part of safe systems of work for many maintenance activities. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been considered and controlled.*

*Any Contractor that intends to carry out specified works may be subject to completing a Permit to Work, which will be issued by the Responsible or Competent Person.*

*This system is in place to ensure the safety of those carrying out the works, Reading Borough employees, and members of the public.*

#### Guidance for the Responsible or Competent Person

*On certain contract work where potentially high-risk activities have been identified, i.e. electrical, 'hot works', working at height, and restricted access works, the 'Permit to Work system' outlined in this section should be used. This:*

*Require a Contractor to obtain the signature of the person in control of the premises **before work is allowed to commence.***

*Ensure that the Contractor is briefed about any particular health and safety issues relevant to that area.*

*Itemise suitable control measures **before, during and after** the work finishes.*

**Note: 'Hot works'** refers to any work involving heat generating equipment, or equipment that produces a naked flame.

**You must keep a copy of the completed permit to work for your records.**

If possible, prior to the Contractor attending site, they should be advised that a 'Permit to Work' system is in operation. This requires from them Method Statements of how work is to be carried out, in what location, safety procedures, names of staff, date and time of works, etc

### **Completing the 'Permit to Work'**

#### **Issuing**

At moment of issue to the Contractor, the Responsible or Competent Person should tick the appropriate box to indicate what type of activity the 'Permit to Work' covers, and provide details of the location of the work, the date, and a local reference.

#### **Part 1**

The Contractor (or person responsible for undertaking the works) should provide brief details of what the activity will entail and list any **high-risk** equipment that they will be using.

Typical examples of high-risk equipment include:

- Welding / soldering equipment;
- Blow lamps;
- Angle grinder;
- Tower Scaffolding;
- Cherry Picker;
- High access ladders

#### **Part 2**

The Responsible or Competent Person and Contractor (or person responsible for undertaking the works) must liaise to identify the appropriate safety measures that are to be implemented prior to the work commencing. This must include, but is not limited to:

- Agreement of site emergency and communication procedures;

- *Discussion of any potential impact on the normal operation of the site and Fire Evacuation routes; and*
- *Provision of any method statements by the Contractor.*

### **Part 3**

*The Contractor (or person responsible for undertaking the works) must identify and agree the appropriate safety measures that they will put in place whilst the work is being carried out.*

*The Responsible or Competent Person should satisfy themselves that these controls are suitable and sufficient.*

### **Part 4**

*Only when the Responsible or Competent Person is satisfied that parts 1 to 3 have been satisfactorily completed should they sign to authorise that the work can start.*

*The Contractor (or person undertaking the work) should also sign to say they have received permission and agree to parts 1 to 3. They are then responsible for the 'Permit to Work' document whilst the work is carried out.*

### **Part 5**

*Once the work is completed, then the Contractor (or person undertaking the work) must complete Part 5, indicating how the area has now been made safe, before getting the works signed off by the Responsible or Competent Person.*

### **Part 6**

*The Responsible or Competent Person should visually check the work area to ensure that it has been made safe before signing off the work. **THIS IS A CRITICAL PART OF THE PROCESS.***

*If requested, a copy of the completed 'Permit to Work' should be given to the Contractor and the original placed in this section of the logbook.*

## ‘Permit to Work’ Certificate

Please tick the activity that this ‘Permit to Work’ covers:

Hot Works     Electrical Works     Working at Height     Restricted Access

**ONLY VALID ON DATE ISSUED**

For guidance see **Section 14** of the Fire Safety Log Book

Location of work:

Date:

Reference No:

**Part 1**

Description of work to be carried out (provide drawing if this helps):

List high risk equipment to be used:

**Part 2**

Precautions to be taken by person(s) undertaking job prior to starting the activity (tick where appropriate):

- Work area has been assessed for inherent hazards.
- Responsible persons have been informed of the required works.
- Area cleared of all loose combustibile material
- Appropriate Fire Extinguishers are available
- Local exhaust to be provided where natural ventilation not sufficient.
- Smoke, Fire, Heat detectors and Services rendered inoperable.
- Immovable combustibile materials (e.g. wooden flooring) covered with non-combustibile material.

- Screens provided for welding, cutting or grinding work.
- Safe means of access and egress identified.
- Tar Boilers supervised by experienced persons and never left unattended. When taken on roofs a heat insulating base must be used.
- Where required area of work has been cordoned off to prevent unauthorised access and a safety zone.
- Pipelines, tanks or drums certified gas/liquid free
- Local electrical supply has been isolated.
- Appropriate Personal Protective Equipment available.
- Appropriate Fall Arrest equipment available.
- Caution / Hazard signs to be posted in local area.
- A method for local communication between contractor and responsible persons has been agreed.
- Method Statement of the works to be undertaken provided.
- All equipment used is in good condition and fit for purpose.
- Local emergency procedures agreed with responsible persons

**Other precautions to be taken:**

**Part 3**

Precautions to be taken by the person(s) during the work activity (tick where appropriate):

- Work area kept clear of combustible materials.
- Naked flames never to be left unattended.
  
- Flashback arrestors fitted to gas cylinders.
- Appropriate Personal Protective Equipment to be worn.
  
- Heat resistant gloves used for handling hot materials.
- Appropriate Fall Arrest Equipment to be used.
  
- Equipment never to be left unsupervised.

**Other precautions to be taken:**

Part 4 Authorising signature:	Signature of person(s) receiving 'Permit to Work':
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**Part 5**

Actions to be taken by person(s) undertaking the job upon completion of the work (tick as appropriate):

- I did not leave until all hot items had cooled down and 1 hour had elapsed from period when hot working finished.
- The area has been made safe and all equipment / temporary signage removed.
- Any smoke, fire, heat detectors or Services (Gas/Water/Electricity) made inoperable have been made operable.

**Now Get Permit to Work signed off as completed by the Responsible or Competent Person**

<b>Part 6</b>		Signature of Person handing back Permit:	Signature of authorised person receiving permit:
Time:	Date:		