



Health and Safety Policy

incorporating Workplace Health and Wellbeing

Draft for Approval May 2019 – approved H and S Committee 11 April 2019

Please Note:

Supplementary documentation may be produced by Service Areas/Teams etc. where necessary to effectively implement the General Policy Statement.

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Part 1: Policy Statement

East Suffolk Council recognises and accepts its responsibility as an employer to carry out its undertakings to provide, so far as is reasonably practicable, a safe and healthy working environment for the health, safety and welfare of all its employees, contractors, partners and others who may be affected by its activities

East Suffolk Council wants to prevent incidents, accidents and cases of work-related ill health by managing the health and safety risks in the work place, promoting best practice and continuing improvement in health, safety and wellbeing at all levels.

To meet these aims, East Suffolk Council will pay particular attention to:

- carrying out Regular risk assessments of its activities and the measures used to control these risks;
- safe places of work, machinery, equipment and systems of work;
- providing information, instruction and training to employees to ensure safe working practices;
- providing competent advice on health, safety and wellbeing matters to employees;
- providing effective consultation with its employees to promote and develop health, safety and wellbeing of all employees and those affected by its activities;
- awarding contracts for goods and services to those able to demonstrate full compliance with health and safety legislation; and
- regularly monitoring and reviewing this policy.

The main responsibility for health, safety and wellbeing rests with the Councillors, Strategic Management Team (SMT) and the Corporate Management Team (CMT), but in order for this policy to be successful, it is the personal responsibility of each employee to take reasonable care of their own health, safety and wellbeing, and to co-operate with management and colleagues in the carrying out of their duties to establish safe systems of work.

Signed



Councillor Steve Gallant
Leader of East Suffolk Council

Date 20.06.19

Signed



Stephen Baker
Chief Executive of East Suffolk Council

Date 20.06.19

Part 2: Personal Responsibilities within the Council

The Leader of the Council with all the Councillors, have the ultimate responsibility for health and safety. They are supported by the Chief Executive and Strategic Directors who make up the Strategic Management Team (SMT). SMT is led by the Chief Executive and takes responsibility for the work of the entire paid staff of the Council, providing strategic direction and leadership on a day to day basis.

In addition, the Council is supported by a fully integrated senior management team comprising the Chief Executive, two Strategic Directors and Heads of Service. Collectively they are known as the Corporate Management Team (CMT).

Whilst both SMT and CMT meet monthly on a formal basis, there is continuous interaction between them and the Councillors to ensure that the Council delivers the priorities and vision as set out in the East Suffolk Council's Business Plan.

A diagram of the senior management structure for East Suffolk Council is found in Appendix 1 but the detailed responsibilities are outlined below.

1. Councillors

The Leader, with the Cabinet, forms the body corporate for the Council and has the collective and individual responsibility for planning, resourcing and overseeing the Council's activities. Collectively the Cabinet, with the Strategic Management Team, form the 'Directing Mind' of the Council in the provision of its services and in the conduct of its undertaking.

Councillors will therefore:

- Consider health, safety and welfare issues as part of their decision making process.
- Use the advice provided by SMT to help in their decision making process to ensure the health and safety of all persons likely to be affected by these decisions.
- Appoint a Councillor with health and safety responsibilities in their Portfolio.

2. The Chief Executive

The Chief Executive has the responsibility for ensuring that the Council fulfils its legal responsibilities for the health and safety of all those who are affected by the work of the Council, whether that work is carried out by its own staff, partners or contractors.

To this end, the Chief Executive will ensure:

- An effective Health and Safety Policy is in place and effectively implemented throughout the Council and that effective management exists to secure its implementation and annual review.
- That there is sufficient allocation of the resources necessary to maintain sound and efficient health and safety arrangements.
- That he provides the ongoing vision, commitment and leadership to all involved in the running of the Council to ensure compliance with legislation and the continuous improvement in health, safety and wellbeing by following best practice.
- That there is an effective decision making process for dealing with emergencies and for providing leadership, adequate personnel and arrangements to ensure that it is managed correctly.

3. *The Strategic Directors*

The Strategic Director nominated for health and safety will lead on all operational health and safety issues, but each Strategic Director is responsible to the Chief Executive for the implementation of this policy within the services for which they have strategic management responsibilities and will:

- Provide ongoing commitment and leadership to continuous improvement in health, safety and wellbeing.
- Assist with the development of the collective vision and direction necessary to comply with relevant statutory provisions and follow best practice.
- Ensure that Heads of Service, or others directly reporting to them, are provided with appropriate support, training, guidance and resources to enable them to discharge their health and safety duties.
- Ensure that adequate information is given to Councillors so that health, safety and welfare issues are considered as part of their decision making process.
- Ensure that the arrangements in place to ensure the health and safety of those within their service area are working, kept up to date and known to those within their service area
- Ensure all contractors and partners are properly appointed and managed to ensure that they are carrying out the work on behalf of the Council in a safe manner in accordance with legislation and this policy.
- Ensure that there is an effective decision making process for dealing with emergencies and for providing leadership and adequate personnel and arrangements to ensure that it is managed correctly.

4. *Head of Service or Manager reporting directly to a member of SMT*

Heads of Service, or Managers, who are directly accountable to the Chief Executive, or a Strategic Director, will:

- Ensure that everyone within their area of responsibility is adequately trained, competent and supervised to ensure that they work safely in accordance with the risk assessments and/or safe systems of work. This includes employees, volunteers, contractors, partners etc.
- Ensure that health and safety matters are promoted and discussed in team meetings, with one or more staff being appointed to be a health and safety champion, so that each service can be kept up to date on any new developments and have a representative at the Health and Safety Committee meetings.
- Ensure that they undertake all the health and safety legal requirements with adequate records to show their service area is compliant with health and safety legislation
- Ensure they or all managers reporting to them follow and complete the Health and Safety Management Monthly Cycle (see DASH) by the end of November each year
- Designate, record and support those persons, and their deputies, given additional responsibilities for carrying out health and safety tasks like Health and Safety Champions.
- Ensure all construction or maintenance work (permanent and temporary) complies with the Construction (Design and Management) Regulations.
- Ensure all partners/contractors are competent to undertake their duties on behalf of the Council and that appropriate monitoring and inspection regimes are in place and carried out to meet the legal requirements of the Council and to ensure the safety of those involved or affected by the contractors/partners activities carried out on behalf of the Council.
- Ensure that any staff exposed to substances like asbestos, noise, vibrating tools, etc. are protected from harm through:
 - the correct tests and checks on the activity and equipment,
 - staff monitoring to ensure their health is protected
 - the correct training, supervision and personal protective equipment (PPE) provided,
 - adequate records in place and maintained in accordance with legislation, and,
 - providing HR with the information to ensure that the correct medical surveillance is put in place where required
(see also the Noise and Vibration Policy and Asbestos Policy).
- Ensure all incidents (near misses, abuse, dangerous occurrences, work related diseases, accidents and injuries) are appropriately investigated and reported as set out in the arrangements section under 'Accident/Incident/Dangerous Occurrences/Diseases or Near Miss Reporting'.
- Work and co-operate with the Site Manager or Responsible Person to ensure there are adequate personnel appointed to manage an emergency evacuation and carry out any inspections or attend any training required, and be themselves prepared to take charge in the evacuation process in the absence of the Site Manager or Responsible Person.

5. Additional Responsibilities for certain Head of Services or Managers

In addition to their other duties outlined in 4 above, the following will have additional responsibilities?

Head of Customer Services:

- Administer corporate Customer Alert System.

Head of Environmental Services and Port Health:

- Be responsible for corporate health and safety.
- Chair the Health and Safety Committee.
- Chair the Wellbeing Group.
- Present the annual report on compliance to SMT/CMT.
- Advise CMT and the corporate Governance Group of developments relating to health and safety legislation, practice etc.

Human Resources and Workforce Development Manager:

- Ensure that systems are in place for identifying incidents of work related ill health, including stress and that appropriate return to work programmes are in place for all employees that have been absent as a result of work related ill health.
- Promote wellbeing arrangements and ensure an attendee from the team is a champion for wellbeing and an active member of the Wellbeing Group.
- When informed by a line manager, will arrange medical surveillance and maintain a register for staff exposed to asbestos, noise, vibrating tools or other substances etc., whilst at work and any medical surveillance required in accordance with current legislation.
- Ensure an adequate assessment of the first aid provision for the site has been made and that those provisions are in place.

Chief Finance Officer:

- Ensure suitable insurance policies are in place to comply with the Employers' Liability (Compulsory Insurance) Regulations and other insurance required to cover the activities of the Council.

Heads of Services and Managers with property responsibilities:

- Ensure that any property, equipment (including machinery and tools), or other assets within their range of services are managed to ensure that they are safe and comply with all the statutory requirements and manufacturers' instructions. Where medical surveillance is required, ensure that HR is informed and records kept of all tests and checks as required by legislation.

- Ensure that the structure and services of all workplaces occupied by the staff within their service comply with the provisions of the Workplace (Health, Safety and Welfare) Regulations and accompanying Approved Codes of Practice.
- Ensure that all construction and maintenance work (permanent and temporary) complies with the Construction (Design and Management) Regulations has the appropriate duty holders appointed, including any work delegated to partners/contractors as the ultimate responsibility is with the owner of that site and activity.
- Provide basic information to visitors to ensure their health and safety while in Council buildings.
- Ensure all relevant statutory notices and health and safety information is displayed as appropriate and all health and safety notice boards in each building are kept up to date.
- Liaise with partners/contractors to ensure that all statutory duties to ensure the safety of the Council's properties/land, including tests, inspections, repairs, and replacements to property, plant and equipment are being undertaken and that all records held are up to date and in place.
- Ensure that appropriate fire safety and other inspections are carried out for each site so that appropriate actions are taken to ensure the safety of those on the site at any time.
- Ensure that there is an effective evacuation procedure and adequate numbers of trained personnel for each building under their responsibility to ensure the safety of all employees and the public in the event of an emergency.
- Ensure that all emergency evacuation drills and are carried out in accordance with legal requirements.
- Ensure that any first aid rooms, within the area of their responsibility, are regularly checked and first aid stocks replenished.

6. *All Managers, Team Leaders, Supervisors etc.*

All Managers, team leaders, supervisors etc. are responsible for:

- The health and safety of their staff, as well as any visitors, partners, contractors and members of the public that could be affected by the work activities under their responsibilities.
- Ensuring that their staff know, follow and have access to this Health and Safety Policy, other appropriate policies and all safe systems of work or procedures that are relevant to their tasks and meet statutory requirements.
- Ensuring the Health and Safety Management Monthly Cycle (see DASH) is completed for their team by the end of November each year
- Ensuring that suitable and sufficient risk assessments are undertaken recorded and regularly reviewed for all work related activities with adequate control measures identified, implemented and communicated to staff to reduce risks to an acceptable level. This includes providing staff with appropriate PPE when required.

- Ensuring adequate financial provision is made within their budgets for the resources needed to meet their health and safety responsibilities – this includes ensuring adequate training is provided.
- Identifying and ensuring that adequate induction and ongoing and refresher training is provided, with support from HR, to enable and develop staff to ensure that authorised, qualified and competent people with the appropriate safe systems of work and level of supervision required are in place and that consideration is given to any vulnerable individuals for assigned tasks.
- Attending health and safety training as provided by the Council to enable them to keep up to date with legislation to undertake their duties and to disseminate to Line Managers and staff as appropriate.
- Facilitate and co-operate with nominated Safety Representatives, Health and Safety Champions and Wellbeing Champions to promote safe working practices and provide information as required to enhance health and safety in the workplace.
- Take appropriate action and ensure prompt attention on any representation submitted by any employee who has comments or concerns regarding health and safety.
- Discuss, consult and review health and safety issues at team meetings on a Regular basis.
- Obtain guidance on matters relating to health and safety when required from the Health and Safety Advisor.
- Ensure work areas, fire exits, corridors, stairs, landings as well as walkways in offices are kept clear at all times
- Ensure all incidents of violence/aggression, near misses/near hurts, accidents and injuries are appropriately reported and investigated.
- Ensure there are sufficient First Aid provision and emergency evacuation arrangements for peripatetic staff and that time is made available to enable them to carry out their duties, attend suitable training and, for the First Aiders, to check and obtain appropriate replacements to keep their first aid kit/s suitably stocked.
- Ensure they co-operate with the Responsible Person/Site Manager to provide adequate staff to assist in the management of the emergency provisions for the sites that their staff occupy, and to allow their staff to attend any training required to ensure that the Responsible Person/Site Manager for the sites meet their legal obligations for the provision of persons to act for emergency situations etc.

7. Health and Safety Advice - Competent Persons

Health and safety advice can be obtained from the Health and Safety Advisor or the Senior Environmental Health Officer who are the Designated Competent Persons for health and safety as defined in the Management of Health and Safety at Work Regulations (see Appendix 3 for contact details). In the absence of any of the above the Head of Environmental Services and Port Health would provide the support required.

They will:

- Provide professional support, technical and other guidance to the Councillors, Chief Executive, Strategic Directors, Managers, Health and Safety Champions and other employees on matters of health and safety.
- Provide advice and guidance to Managers as requested in carrying out risk assessments and the annual reviews for the Health and Safety Management Cycle.
- Assist in the development of health and safety policies and procedures in line with current legislation and best practice.
- Interpret new legislation and Health and Safety Executive (HSE) guidance, and recommendations.
- Carry out inspections and audits and report findings to the appropriate Head of Service within a month of any audit.
- Review accident and incident data to identify trends and any appropriate remedial action as necessary.
- Actively participate in health and safety action plans, meetings and the setting of realistic targets to maintain ongoing progress and continued standards of compliance with relevant statutory provisions as required by management.
- Provide reports on health and safety performance as required to members of CMT and Health and Safety Committee, with recommendations as appropriate.
- Maintain the list of Health and Safety Champions to ensure that each service has appropriate representation.
- Keep records of all accidents, near miss incidents, dangerous occurrences and incidents of violence or abuse reported.
- Liaise with the enforcing authorities on health and safety matters.
- Take part in the Wellbeing Group to help promote wellbeing within the Council.

The Health and Safety Officer is appointed to work in Housing Services as the Competent Person to promote health and safety, good practice and compliance within the operational buildings maintenance team to:

- Monitor and review processes, risk assessments and method statements.
- Consider and prioritise staff training requirements.
- Monitor changes in legislation or Regulations ensuring working methods remain compliant.
- Undertake on site safety audits

8. *Health and Safety Champions*

Proper consultation with employees on health and safety matters can make a significant contribution to creating and maintaining an effective health and safety culture within an organisation. To this end, each service needs to appoint at least one member of staff and a deputy to undertake the role of the Health and Safety Champion to:

- Attend health and safety meetings.
- Work with the other Health and Safety Champions to identify and resolve health and safety issues.
- Proactively raise the profile of health and safety within their service areas.

- Champion health and safety issues in their service areas.
- Cascade health and safety information within their service areas.
- Consult on the introduction of any measures that may substantially affect the health, safety and welfare of staff and others like partners and contractors.
- Consider incidents and ill health data to identify any trends and proactively look at ways to reduce incidents.
- Review the effectiveness of the annual management cycle and the health and safety policy and make recommendations on improvements.

9. First-Aiders

First Aiders appointed by the Council will be provided with appropriate training to enable them to provide first aid treatment arising out of, or in connection with, the Council's work on or within the vicinity of the Council's properties, car parks, parks etc. while at work.

The Council's public liability insurances will cover First Aiders while performing their first aid duties at work or within the vicinity of the premises on Council business in accordance with the training they have received.

First Aiders will:

- Provide first aid treatment in accordance with the First Aid at Work Regulations.
- Check the contents of their first aid box/s (where applicable) on a regular basis, re-ordering and stocking provisions as necessary.
- Advise HR of any changes that may affect their ability to continue with their duties.
- Ensure that they take steps to prevent their training from lapsing by notifying HR in advance of their certificate expiring.
- Keep their skills up to date and, where necessary, attend refresher sessions organised by the Council between the expiry dates of their certification.
- Assist with the completion of the Near Miss/Incident/Accident/Abuse Report Form/first aid record and any follow up investigations and actions as appropriate for any incident they are involved with or apply any first aid treatment.

Fully qualified first-aiders are paid a nominal sum by the Council.

10. Evacuation Personnel

The roles and responsibilities of those involved in the emergency evacuation procedures are set out in separate documentation e.g. Lockdown Procedures and Evacuation Procedures for each building.

For East Suffolk House, Riverside and the Marina offices, the Council has appointed zone cards to enable any member of staff to act as a Warden and check their zones in the case of an emergency evacuation alarm being triggered.

11. Employees

All employees have a duty to take reasonable care of their own health and safety and that of other persons who may be affected by their activities, and to co-operate with their manager on health and safety issues. All employees must ensure that they:

- Act in a responsible manner at all times.
- Familiarise themselves with this Health and Safety Policy.
- Carry out all work and tasks in the prescribed manner, following any training, information and instruction provided relevant to their work.
- Use equipment correctly at all times, and do not bring any electrical equipment into buildings for use unless it has been approved for use by the line manager as well as checked and approved in accordance with current legislation for use while at work.
- Wear or use appropriate personal protective equipment (PPE) as provided and report any defects to their line manager.
- Report immediately to their manager all accidents, incidents, unsafe acts, including any “near misses” whether persons are injured or not and complete the incident report form.
- Report to their line manager any risks in the workplace that they consider have not been adequately controlled.
- Co-operate in the investigation of accidents with the objective of introducing methods to prevent recurrence.
- Co-operate and assist in undertaking risk assessments, workplace inspections, safety tours and audits when necessary.
- Ensure that when driving while at work that they are fit to do so, have completed the drivers’ risk assessment, have business insurance and drive in a safe and proper manner in accordance with legislation and the Council’s Travel, Driving and Subsistence Policy.
- Request/discuss safety training with their line manager when they feel their skills need updating.
- Inform their line manager of any aspects of their health or medical treatment, which may affect their ability to carry out their duties safely or need adjustments made e.g. to enable them to exit the building safely in an emergency. For female staff this includes pregnancy and the early months of motherhood. Employers have specific statutory duties to assess the risks to these staff and to make appropriate arrangements to protect the health of mother and child.

12. Health and Safety Committee

The Council has a Health and Safety Committee for the purpose of ensuring effective communication, monitoring performance and consultation in matters affecting the health, safety and welfare of all those affected by the work of the Council.

The aim of the committee's meetings are to ensure that the Council's health and safety policies and arrangements are effective, enable concerns and suggestions for improvements to be made, promote the role of health and safety within the Council and to assist in the Council's management of health and safety.

The Health and Safety Committee will meet at least quarterly and report directly to CMT via the Head of Environmental Services and Port Health, and will comprise:

- The Head of Environmental Services and Port Health who will chair the meeting and ensure that any information is cascaded to CMT.
- The Senior Environmental Health Officer who will chair the meeting in the absence of the Head of Environmental Services and Port Health.
- The Health and Safety Advisor will act as organiser to the meeting.
- A note taker from Environmental Services and Port Health to take the minutes for each meeting.
- Health and Safety Appointed Champion(s) from each service area.
- Union Safety Representative(s).
- Human Resources and Workforce Development Manager.
- Appropriate partner representatives.
- Other officers and specialists who may be co-opted as necessary.

13. Health and Wellbeing Group

The Council has signed up to the Suffolk Workplace Wellbeing Charter to implement wellbeing interventions as it recognises that it is in everyone's interests to improve the health and wellbeing of its employees.

The Charter will enable the Council to:

- Audit and benchmark against an established and independent set of standards – identifying what the Council already have in place and what gaps there may be in the health, safety and wellbeing of employees.
- Developing strategies and plans to develop health, safety and wellbeing strategies and plans already in place.
- Obtain a national recognised award as the Workplace Wellbeing Charter is now widely recognised as the business standard for wellbeing across England. The award helps to strengthen the Council's reputation and supports its Business Plan.

See also Appendix 4 for the detailed Workplace health and wellbeing policy

The Wellbeing Group will meet at least quarterly and report directly to CMT via the Head of Environmental Services and Port Health, and will comprise:

- The Head of Environmental Services and Port Health who will chair the meeting and ensure that any information is cascaded to CMT.
- A member of HR who will also be a Wellbeing Champion.
- Those staff members promoting health and wellbeing in the Council.
- Partners promoting wellbeing.
- The Health and Safety Advisor.
- Other officers and specialists who may be co-opted as necessary.

Part 3: Arrangements

This section provides information about the systems and procedures etc. to implement the general Policy Statement, including details on how health and safety will be managed within the Council. Some services will have additional health and safety information and guidance and it is important they those employees within this service are aware of this relevant information.

Provision of Information

All employees will be given training and instruction to enable them to undertake their work safely and to be aware of what to do in cases of emergency like a requirement to evacuate the building or to obtain first aid.

Information on each Service's specific safe working practices and risk assessments will be on each Services own Risk Assessment section on the intranet (FRED) or via contact with the relevant manager for individual personal risk assessments.

Information on safe working practices and all relevant statutory provisions are available on the intranet (FRED) under Health and Safety and Human Resources or contact the Health and Safety Advisor (see Appendix 3).

Information on personnel matters are on the Human Resources section on the intranet (FRED) or via contact with HR.

Policies and procedures for health and safety matters are held on the intranet (FRED) either on the relevant service pages, if service specific, or the Health and Safety or Human Resources pages on FRED.

The HSE's website www.hse.gov.uk contains free guidance and publications e.g. Approved Codes of Practice, leaflets and other publications. Other useful websites are given in Appendix 3.

Health and Safety Management System

To ensure that health and safety is managed and changes and improvements made as required to reduce the risks to staff and those who could be affected by its operations, the Council has adopted a health and safety management system, which provides an annual cycle for checking and formally reviewing its risks and managing its processes.

The cycle is found on the intranet (FRED) on DASH called Health and Safety Management Monthly Check. There is also a range of forms both on DASH and on the Health and Safety pages on the intranet to aid the completion of the cycle by the end of November each year e.g. inspection and risk assessment templates found on the intranet.

Accident/Incident/Dangerous Occurrence/Disease and Near Miss Reporting

All incidents (accidents, near miss incidents, violence/abuse, dangerous occurrences and work related diseases) to employees or to a member of the public or contractor visiting the Council's premises or sites are to be reported internally to the line manager via the incident reporting process and, where appropriate, to the enforcing authority (the HSE) via the Health and Safety Advisor. The relevant line manager must ensure that all accidents are investigated and recorded on the incident form so any changes required can be made. For major incidents refer to the Health and Safety Advisor immediately so that a thorough investigation can be carried out and any reports required to the HSE can be sent through to them within the required timescale.

The incident form is found on FRED by selecting the Health and Safety page from the front home screen or by going directly into the form through 'DASH'. Further information on incident reporting can be found in the Incident Policy, Procedure and Guidance Document.

Aggression, Bullying, Harassment and Violence

All employees should be treated with respect by colleagues and the general public. Full details of the Bullying and Harassment Policy can be found on the HR pages on the intranet (FRED).

Employees must report any incident where they are verbally or physically abused using the incident reporting form, and Line Managers need to ensure that appropriate action is taken and the incident recorded and investigated correctly. The incident form is found on FRED by selecting the Health and Safety page from the front home screen, with further information available on FRED under the health and safety notice board.

Where a person has initiated an incident of violence, aggression or threatening behaviour against a Council employee, or where a partner agency has advised they may pose a threat to employees, this person will have a Cautionary Contact Marker put against his/her name and be recorded on the Customer Alert List. Managers must ensure that the Customer Alert List is checked as required for safe working when visiting, passing work on to contractors, or dealing with customers. Any further incidents once a person is on the Customer Alert List must be added to the records in case further action is required to ensure the safety of employees and any contractors or customers likely to come in contact with them. For more information see the Customer Alert List Policy on the intranet (FRED).

Managers will carry out risk assessments where there is a risk of violence or aggression when in contact with members of the public and make arrangements to reduce the risk to as low as reasonably practicable or to look at other ways that the task can be carried out. This may include various options including the need to keep in contact with colleagues in the office.

Alcohol and Drugs

To help safeguard the health, safety and welfare of staff a Drug and Alcohol Misuse Policy, found on the HR pages on the intranet (FRED) under HR Policies, has been adopted

Asbestos

Some of the buildings owned by the Council will have asbestos containing material in the building fabric as asbestos was in common use until the mid 1980s. Where these materials are in good condition and remain undisturbed they do not present a risk to health, but where work is required that could damage them then the asbestos fibres can present a risk to health.

The Council has an Asbestos Policy found on the intranet which provides how the Council ensure that they manage asbestos materials in a safe way and it is important that everyone ensures that they do not tamper with any material that could contain asbestos and report any concerns immediately to their line manager.

Children and Young Persons

Any manager taking on a young person, especially under the age of 18, working either as an employee or on work experience will need to look at their current risk assessments and assess whether any additional actions need to be taken to ensure the safety of that young person to comply with current safety legislation. For full details see the Young Person's pages on the Health and Safety pages on the intranet (FRED). Please note that parents or guardians of any child must be informed of the possible risks to their child and the measures put in place to control them.

The Council's offices are not primarily designed for children and they may only be admitted to public areas such as waiting rooms and interview rooms unless proper risk assessments and adjustments have been made to ensure their safety.

Staff that have contact with children or vulnerable adults will be provided with suitable safeguarding training, see the HR pages on the intranet (FRED).

Construction and Maintenance Work

Every manager responsible for undertaking any construction or maintenance work, both for permanent or temporary structures, will ensure that the correct documentation, arrangements and personnel are in place to comply with the statutory requirements, in

particularly the Construction (Design and Management) Regulations. More information on these requirements can be found on the intranet (FRED) under Health and Safety.

Consultation with Employees

Managers will consult with their staff on health and safety matters through team meetings or individually during 'My Conversation' – the scheme for setting objectives and reviewing performance, or through other forms of communication such as email or the intranet (FRED). UNISON has agreed to represent non-UNISON members when attending health and safety meetings.

Health and Safety Committee meetings with representatives from senior management, staff, UNISON and the Health and Safety Advisor will be held at least four times a year and copies of the minutes of these meetings will be held on the intranet (FRED).

Contractors and Partners

The Council will co-ordinate, co-operate and supply relevant information between it and its partners or contractors to ensure the health and safety of both their employees, the employees of other organisations working in the area and members of the public who may be affected.

The Council is responsible for ensuring that any partners/contractors who are appointed to undertake the tasks allocated to them by the Council are carried out safely and in accordance with their legal obligations. The Council will monitor their documentation and working practices to ensure that they are carrying out their obligations in a safe and legal manner. This will include ensuring that any work that is covered by legislation e.g. construction work will have the competent duty holders appointed and required documentation.

Arrangements will be made to make available for partners and contractors copies of:

- This Health and Safety Policy together with the organisation and arrangements for carrying out the Policy.
- Relevant risk assessments.
- Other information, as applicable, on incidents involving staff, contractors or members of the public.
- Copies of any minutes of meetings as appropriate to the safety of all involved in any partnership agreement.

Where any of the Council's partners or contractors engages other partners or contractors, the Council's partners or contractors will be responsible for ensuring that these partners or contractors have the necessary competency, accreditation and licences etc. For more

information on how to manage contractors/partners see the intranet (FRED) or speak to the Health and Safety Advisor.

For any construction work being carried out by partners or contractors it is important that the manager ensures the appropriate documentation is provided by each party to the other in accordance with the Construction (Design and Management) Regulations.

Display Screen Equipment (DSE) and Workstations

All workstations must satisfy the minimum requirements of legislation and employees must be aware of how to set up their workstation to enable them to work safely. All employees who regularly use display screen equipment are required to carry out the online DSE risk assessment initially and as required by their manager due to changes in the workstation or ongoing reviews to ensure they are comfortable and using this equipment correctly. Employees must ensure they take appropriate breaks.

There are arrangements for eye tests, and where spectacles are required, the Council will pay a contribution to the cost and the staff member needs to complete the forms found on HR before making any arrangements.

The above arrangements cover whether you work in an office or at home.

Managers must ensure that each staff member using display screen equipment completes the online DSE risk assessment initially and on an ongoing basis. Where issues in the assessment are identified, the manager will arrange, with the help and support of their trained DSE assessor or Occupational Health assessor, to supply any equipment etc. that is identified to make the workplace safe.

Further information can be found on the intranet (FRED) or from the Health and Safety Advisor.

Disabilities

Reasonable adjustment will be made to meet the needs of employees with disabilities in line with the various regulations. Employees should discuss their needs with their line manager or HR as soon as possible to enable suitable arrangements, facilities etc. to be put in place. Where their health condition or impairment could affect their ability to evacuate the premises safely they should discuss with their line manager so that they can make the necessary arrangements – see evacuation arrangements on the intranet (FRED) and Personal Emergency Evacuation Plan form to aid Managers to consider the issues and necessary arrangements.

Driving at work and use of mobile phones

Some jobs will require driving for work purposes (this does not include driving to and from the normal place of work). Drivers are responsible for adhering to road safety legislation, completing their risk assessment, providing appropriate documentation and for ensuring that their vehicle is in a roadworthy condition and all necessary checks are made to ensure this is carried out. Line Managers are responsible for ensuring that the appropriate checks, risk assessments and actions have been carried out. For further information see the Travel Policy on the HR pages and the Driving Section on the Health and Safety pages on the intranet (FRED).

Using a mobile phone while driving limits the driver's ability to concentrate on: the road, other road users, and their own vehicle so its use is prohibited while driving. The use of mobile phones are also forbidden in petrol filling stations as they can pose a fire risk. Regular breaks should be taken on long journeys to prevent driving whilst tired. Any necessary messages can be responded to while taking a driving break.

Electrical safety including portable and fixed equipment

Electrical equipment must be visually examined before use for obvious defects. Equipment with loose wiring, damaged plugs, cable/flex etc. should be immediately taken out of service and reported to the line manager for repair by a competent person.

Employees should not bring any electrical equipment into the Council's buildings for use unless it has been authorised by the line manager, checked and approved as safe in accordance with legislation. Portable and fixed equipment is subject to testing and maintenance by a suitably qualified person in line with the risk assessment for that appliance.

Equipment, machinery and plant excluding workstations

All work equipment and machinery have safe operating methods and they must be strictly adhered to. Any new equipment purchased must have been assessed for safety in the work place as well as meeting the appropriate safety standards and have CE markings where appropriate. The person responsible for the equipment, plant or machinery will conduct risk assessments and ensure that any tests, inspections or maintenance requirements have been organised and conducted as necessary and in accordance with manufactures and legislative requirements e.g. lifting equipment and emergency evacuation equipment.

All employees using work equipment and machinery must:

- Be properly trained to use it and to operate it only in accordance with the training given.

- Ensure that they take all the necessary precautions to ensure the safety of themselves and others that could be affected.
- Ensure it is stored properly when not in use.
- Only use it for what it was intended for.
- Check it before use and where any fault found report it and have it withdrawn from service.
- Use it with the relevant PPE.
- Not make any modifications to it unless it is undertaken by a qualified person and remains within its design parameters.

Work equipment that produces vibrations or noisy areas where there is a likelihood of a risk from noise exposure must have the area assessed by a trained person. See Noise and Vibration Policy for further information.

Event Safety

Events organised by volunteers, commercial event organisers or by the Council on Council land or in Council properties must be organised in such a way that they do not pose an unacceptable risk to all those involved in the planning or those attending the event.

The Council has a responsibility to ensure that anyone carrying out an event on their land or property has the necessary documentation and arrangements in place, including adequate insurance cover for the event before permitting the use of the land/property.

The organiser of Council organised events are responsible for the safety of everyone at the event, the public, volunteers, staff etc. and must have met the legal requirements:

- Carried out a risk assessment to identify all possible hazards and decided on the control measures to be put in place to minimise the risks.
- Completed an Event Safety Plan to record how the event is going to be managed safely from design to completion of the event and the site returned back to normal use with arrangements in place for any emergencies likely to occur.

The East Suffolk Council Safety Advisory Group provided by the Council meet monthly to provide a forum for discussing and advising on public safety events. The aim is to help organisers with the planning and management of an event and to encourage cooperation and coordination between all the relevant agencies. It is a non-statutory body and does not have legal powers or responsibilities and cannot approve or prohibit an event from taking place. For further information see the intranet (FRED) or the Council's web pages.

Fire Precautions and other evacuation procedures

Fire evacuation procedures are site specific and can be found on notices displayed at each site. The full evacuation procedures are found on the intranet (FRED) as well as lockdown procedures for each site.

For East Suffolk House, Riverside and the Marina offices, the Council has appointed zone cards to enable any member of staff to act as a Warden and check their zones in the case of an emergency evacuation alarm being triggered.

Employees will receive instruction on the fire procedures as part of induction and on a Regular basis, and employees should familiarise themselves with the evacuation procedures on the sites that they visit regularly. Refer to the intranet (FRED).

For further details on bomb or other emergency evacuation procedures see the intranet (FRED).

First Aid

First aid provision will be provided in accordance with the risks associated with the work place. Where a building is shared with another organisation, agreement will be reached with that organisation to ensure that there is sufficient first aid provision for the whole premises and for all the staff occupying that building.

For details of where to find First Aiders see the intranet or notices around the buildings.

If first aid items should be provided by First Aiders who will either be issued with their own kit or have access to the kits supplied around the building. When items are used the first aiders will obtain their supplies from the facilities management team.

Where required by the risk assessments, first aid kits will be held in Council vehicles, or given to lone workers. The person responsible for the kit must keep it adequately stocked with all the items being within date. Further information on First Aiders and their training is provided on the intranet (FRED) or from HR.

First aid training will be arranged by HR.

Hazardous Substances (COSHH)

All hazardous substances used by staff will be assessed to ascertain the degree of risk in relation to their storage, use and disposal by the respective line manager. The line manager will ensure that their employees are aware of the issues and the COSHH risk assessment and

what they need to do to ensure their safety and those of their colleagues or other persons that could be affected by the substance(s). These assessments will be reviewed annually or at the introduction of a new substance. Copies of both the manufacturer's data sheet and the risk assessment shall be kept with the other risk assessments on their team page on FRED so staff have access to them.

Substances classified as hazardous will have hazardous warning titles and symbols displayed. Where less hazardous substances are available, they should be used to reduce the risk to people and the environment where practicable and suitable for the task. Some substances require employees at risk to have suitable health surveillance.

Properties will be maintained to ensure that any hazardous substances are managed properly. Separate asbestos and legionella policies give the details on how these substances are managed.

Home working

Any tasks that require individuals to work at home will require a home working assessment and the full details for this arrangement are held on the intranet (FRED). Note: only where there are requirements by management to work at home will furniture or equipment be provided by the Council.

Housekeeping and general office safety

All walkways, corridors, stairs, landings, fire exits and fire extinguishers are to be kept clear of obstacles, and anything left in these areas should be reported to the Site Manager or their line manager to ensure that the property is kept safe for all users. Managers are responsible for checking that their areas are being maintained and kept in good, safe working order.

All employees are responsible for their own safety and that of others in the office and so care should be taken to adopt good housekeeping practices at all times.

Slips and trips are one of the most common causes of non-fatal major injuries in the workplace and it is the duty of everyone to ensure that trailing cables, boxes, bags, briefcases are not placed on the floor so as to cause a tripping hazard. Other problems requiring repairs or attention such as slippery floors, holes, loose stairs and carpet damage must be reported immediately to the appropriate Site Manager. Windows, transparent or translucent surfaces in walls, partitions, doors and gates will, where necessary for reasons of health and safety, be made of safety material or protected against breakage.

When storing items ensure that they are stored so that they can be moved safely and do not present a fall hazard or require employees to have to put themselves at risk to reach the items.

Legionella Bacteria and Water Safety

The Council has a Legionella Policy, found on the intranet, to ensure that there are suitable arrangements in place for controlling legionella in the Council's water systems to protect staff and others that could be affected by this and other related bacteria.

Lone Workers

Some tasks require employees to work alone for periods of time. Wherever possible this will be kept to a minimum and arrangements will be implemented to ensure lone workers have Regular contact with their manager and are provided with appropriate and practical means to maintain this contact. Tasks involving lone working will be thoroughly assessed and Managers will implement control measures including any training as necessary to reduce risks. The Council has a contract with Skyguard for lone workers assessed at risk to have access to help 24 hours a day while out working. For more information see the policies and information on the intranet (FRED)

Manual Handling

The Manual Handling Regulations place limitations on all manual handling operations. All tasks involving any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force must, where it involves a hazardous manual handling operation, be avoided (so far as is reasonably practicable) by other methods or equipment.

All hazardous manual handling operations that cannot be avoided must be adequately assessed and the risk of injury reduced so far as is reasonably practicable. Information on manual handling risk assessments can be found on the intranet (FRED), or from the Health and Safety Advisor.

Manual handling training can be arranged via HR. There is also e-learning training available on My Learning and information on how to undertake a risk assessment can be found on the intranet.

Monthly Management for Annual Health and Safety Cycle

To assist managers with the various tasks that they need to perform and check to ensure the safety of their staff the Council has placed on DASH a monthly form called Health and Safety Management Monthly Check Cycle. Completion of this form on a monthly basis enables managers to check what is required each month and to carry it out with their staff. The report is required to be completed by managers by the end of each November each year so that an annual report can be prepared for CMT and the Health and Safety Committee in January each year.

New and expectant mothers

New and expectant mothers are at risk from manual handling injuries, heat stress, fatigue, working at height etc. It is therefore important that all expectant mothers inform their line manager and HR as soon as they are aware they are pregnant to ensure that a risk assessment can be carried out and any protective measure required put in place. A risk assessment should also be carried out for new mothers to ensure that there is no specific risk to the mother or the child when she returns to work after the birth.

If there is a specific risk to the mother, child or prospective child that the midwife or her GP has identified e.g. not to work at night that cannot be addressed then the following is to be adopted:

- Temporarily adjust her working conditions and/or hours of work.
- If it is not reasonable to do this, or if it would not avoid the risk, then offer her suitable alternative work if any is available.
- If not is available, then give her paid leave for as long as is necessary to protect her safely and health or that of the child.

A copy of the risk assessment form can be found on the intranet (FRED) and advice available from HR or the Health and Safety Advisor.

Noise at Work

Where there is the likelihood of staff being exposed to noise levels above the levels of the Control of Noise at Work Regulations, the line manager will arrange to undertake a noise assessment with a competent person. , An assessment will also be required where noise becomes intrusive and employees have to raise their voices to hold a normal conversation within 2 metres of each other.

Managers purchasing new or second-hand equipment will take into consideration the noise levels so that they are kept as low as reasonably practicable. Where it is not possible to keep

the levels down the Manager will look at other methods of reducing the noise exposure, before determining the PPE, health surveillance and training required to staff likely to be affected by the noise level.

Further information on noise at work can be found in the Noise and Vibration Policy and on the Health and Safety pages on FRED.

Partners

For information on partners/partnerships see the section on Contractors and Partners.

Protective clothing and equipment

Where, despite efforts to eliminate hazards or to reduce the risks associated with them, a significant problem remains, personal protective equipment (PPE) and/or clothing may be required. The provision of such will be in accordance with the risk assessment, and issued by the line manager.

Each employee issued with PPE must ensure that it is appropriately looked after, any defects reported to their line manager and that it is returned to their line manager at the end of their employment.

Risk Assessments and Safe Systems of Working

Managers are responsible for ensuring that they carry out written risk assessments to identify:

- Any hazards which have the potential to cause harm.
- Who is likely to be harmed (employees, contractors, public etc.).
- How likely it is that the harm will occur.

From the above the manager will do all that is reasonably practicable to protect people from harm by looking at the control measures already in place and then asking if the hazard can be removed altogether, or if not how the risk can be controlled e.g. trying a less risky option, organising the work to reduce exposure to the hazard and PPE.

All the significant risks to employees and those affected by the Council's undertakings will be recorded and safe systems of work put in place to enable all employees to operate in a safe manner. Managers are responsible for ensuring that they undertake the risk assessments and review them annually or as required. All team risk assessments should be stored on the team

page on FRED with any personal ones held by the manager in a secure area or on DASH. For further information see the intranet (FRED) including the general examples or the Health and Safety Advisor.

Safety Training

Suitable training will be arranged by the line manager to ensure that employees, especially new entrants, fully understand the hazards they face at work, their safety responsibilities, the safety arrangements, policies and procedures that have been introduced and any special precautions or procedures relevant to their job. Instruction to employees about safe working methods and ensuring that these methods are practiced is part of the duty of Managers, and will also form a primary role during induction, which, wherever possible, will start on the first day of work.

All employees will be shown the location of the appropriate risk assessments and will receive the required instruction and training, including refresher training to enable them to undertake their relevant tasks.

Information on health and safety updates will be cascaded to employees by the line manager, Health and Safety Committee representative or through the intranet (FRED) where appropriate.

Training resources e.g. information sources, e-learning and DVDs are available through the intranet (FRED), the e-learning area, HR or the Health and Safety Advisor.

Induction training provided corporately and locally will cover health and safety matters, including how to act in the event of an evacuation or lockdown situation.

Line Managers need to ensure that they have adequate records to ensure that their employees training are kept current and that their staff complete the mandatory e-learning courses.

Sharps (e.g. hypodermic syringes, needles and lancets)

The number of discarded hypodermic syringes, needles and lancets (devices for taking very small samples of blood by puncturing the skin) has increased significantly in recent years in places like public toilets, litter bins, refuse sacks, playgrounds (e.g. wedged in slides or buried in sandpits) and disused or vacant buildings. Skin punctures caused by hypodermic needles can lead to the transmission of the pathogens which cause Hepatitis B and C, Human Immunodeficiency (HIV) and Tetanus viruses. These items need to be treated as clinical waste and put into proper sharp containers.

The following will deal with sharps:

- Public land or public toilets – contact NORSE.
- Private property/land – responsibility of the owner but if they could put the public at risk contact Environmental Health.

In the unlikely event of an injury from a needle stick or other ‘sharp’ item the following first aid treatment must be carried out:

- Bleed it - bleeding from the wound should be encouraged. Do not suck it.
- Wash it - wash well under cold running water without soap.
- Cover it - cover with a dry dressing.
- Seek medical advice as soon as possible.

Needle stick injuries are not reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), but any resulting infection may be so it is important to complete an incident form for such an incident.

Smoking

Smoking, including e-cigarettes, is prohibited in all Council buildings and other substantially enclosed spaces to comply with smoke-free laws and to provide everyone with a pleasant and healthy environment. Further information can be found on the intranet (FRED) under Smoke free legislation, Smoking Policy and from HR.

Stress Management

Well-designed, organised and managed work is good for everyone, but when a person is unable to cope with the demands being placed on them at work it can be a significant cause of illness and is known to be linked to high levels of sickness absence, staff turnover and other issues such as increased error rates and reduction in output and productivity.

The Council has a Stress Management Policy which uses the HSE’s Management Standards as a way of assessing the risk and acting on the findings to provide Managers with the tools to manage stress in the workplace. HR provides counselling, training and support to Line Managers and employees. Further information is obtainable on the intranet (FRED) under HR and Health and Safety, and from the HSE’s website.

Vibrating Tools

Vibrating tools and machinery which transmit vibrations from the work processes into the operator’s hands, arms, feet etc. are only used where there is no reasonably alternative.

Where these tools or machinery are used they are properly assessed and managed with any requirements to protect the operator(s) put in place like health surveillance, safe systems of work, PPE, etc. Further details on vibrating tools can be found in the Noise and Vibration Policy along with other information on the intranet (FRED).

Volunteers

Volunteers provide an essential service to the Council and any activity carried out by volunteers must be properly risk assessed with safety arrangements put in place and adequate support and training provided to these person.

Volunteers also have a duty of care to themselves and others and must cooperate with the Council's representative(s) and carry out their tasks in the manner prescribed by the Council and report any health and safety concerns to that person.

Wellbeing

The Council has signed up to the Suffolk Workplace Wellbeing Charter to implement wellbeing interventions as it recognises that it is in everyone's interests to improve the health and wellbeing of its employees.

More information on the opportunities available can be found on FRED with general information on FRED in the HR sections Health and [Wellbeing](#) or [Policies](#). The Workplace Health and Wellbeing Policy is to be found in appendix 4.

Welfare

Suitable facilities to ensure the welfare of all employees and to meet the requirements of the Workplace (Health, Safety and Welfare) Regulations will be provided, for example:

- All employees will have sufficient floor area, height and space with suitable workstations and seating to comply with legislation and to meet their individual needs.
- Ventilation and temperature in all indoor work areas will be sufficient to ensure there is a wholesome atmosphere throughout the day. Thermometers will be available to enable employees to check temperatures are at least 16 degrees Celsius for seated employees.
- Sufficient lighting will be provided to all indoor areas to enable employees to work and move about safely for the tasks they are performing.

- Sufficient, suitable, clean, ventilated and lit sanitary conveniences and washing facilities will be provided in all work areas. Where employees are required to work away from the workplace suitable arrangements will be in place to enable them to achieve levels of hygiene consistent with their work requirements.
- A supply of drinking water will be available within a reasonable distance of all work areas with a means of obtaining or making hot drinks.
- Adequate accommodation for coats and other clothing brought in by employees for use coming to and from the workplace will be provided at each site as well as for special clothing provided by the Council for specialist work while at work.
- Facilities will be available where employees can rest or eat lunches, snacks etc. during the working day if not allowed at the workstation.
- Suitable rest facilities will be provided for pregnant women and nursing mothers near to sanitary facilities and will, where necessary, include the facility to lie down. A designated medical/rest room is available at sites where assessed as required.
- All workplaces, sanitary conveniences and facilities provided for employees' welfare will be maintained by the Council in a clean and hygienic condition.

Full details on the requirements for the welfare of staff to meet the Regulations are found on the intranet (FRED).

All employees are required to look after their personal welfare and any problems that may develop should be discussed with their line manager in the first instance or HR to enable support to be provided. All such situations will be dealt with in the strictest confidence.

Working at Height

Working at height will be avoided where it is reasonably practicable to do so. Where working at height is required suitable risk assessments and safe systems of work will be put into place using suitably trained and competent people using equipment that has been properly inspected and maintained, including ladders and step ladders.

For more information on working at height refer to the intranet (FRED) or the Health and Safety Advisor.

Appendices

Appendix 1 Structure of senior management



Appendix 2 Monthly Activities for the Annual Health and Safety Management Cycles

Below are the actions recommended to be carried out by managers each month on the DASH Monthly Health and Safety to enable them to go through the activities required to ensure the health, safety and wellbeing of themselves and their staff and to comply with legislation

Key Managers = Health and Safety Advisor

Activity	Jan	Feb	Mar	Apr/May	Jun	Jul/Aug	Sep	Oct	Nov	Dec
General Duty of Care reminders Reporting faults and incidents Young Workers and New and expectant mothers										
Care of Contractors, Visitors and Agency										
Property Owners - Management audits – can be done throughout year										
Lone working and Driving for work										
Evacuation and first aid										
Workstation and activities risk assessments										
Event Management										
Work Equipment and Manual Handling										
Stress Risk Assessment										
Substances (COSHH) Assessments										
PPE Checks and training all up to date										
Checking all in place										
Spare month to enable catch up before report downloaded										
Annual Report downloaded for results to CMT for Jan										

Appendix 3 Useful information/links

Corporate Health and Safety Advice

- Health and Safety Advisor – Sheila Warnes, 01502 523154. In her absence call the Senior Environmental Health Officer – V Johnston, 01394 444629
- Building Maintenance Team at the Lowestoft depot has a Health and Safety Officer – Kevin Smith for the housing maintenance function and the contact telephone number is 01502 523582

Links to useful information

On the intranet you will find the [Health and Safety](#) and [Human Resources](#) areas helpful for example:

- Accident/Incident reporting [form](#)
- [Eye](#) Test arrangements
- [Fire](#) or other emergency arrangements
- First Aiders [list](#)
- [Risk](#) Assessment and other forms found on the links on this page

Other Useful Websites are:

- Health and Safety Executive – www.hse.gov.uk
- Road Safety – <http://think.direct.gov.uk/>
- COSHH Essentials - <http://www.hse.gov.uk/coshh/essentials/index.htm>
- Fire Safety - <https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>



Workplace Health and Wellbeing Policy

Introduction

In September 2016 East Suffolk Council signed a commitment to the Suffolk Workplace Health & Wellbeing Charter, a countywide response to a national initiative to encourage employers to demonstrate their commitment to the health and wellbeing of their workforce.

In signing the Charter the Council has committed to:

- Introduce clear, easy to use well-being standards
- Improve well-being and reduce absenteeism
- Provide tools to measure and evaluate progress
- Identify and share good practice and real-life examples
- Show that workplace health and well-being is a worthwhile investment

Policy

The health and wellbeing of employees is essential to the overall health and wellbeing of a business. In addition, the workplace is an important setting in which people can make small changes to their lifestyles to benefit their health and protect against illness such as coronary heart disease, diabetes, some forms of cancer and osteoporosis. A healthy lifestyle also helps people to recover more quickly from illness and contributes to good mental health, resulting in improved levels of concentration, alertness and ability to cope with everyday stresses and strains. In the workplace, this means reduced sickness absence, fewer accidents and injuries, lower staff turnover, better morale and improved productivity.

This document outlines East Suffolk Council’s health and wellbeing policy.

Aim of the policy

- to support and encourage employees to become more aware of the behaviour that impacts on their health and wellbeing.
- to create a workplace environment which encourages employees to incorporate healthy lifestyles into their daily routine
- to increase the availability of health and wellbeing related opportunities at the East Suffolk Council
- to ensure that the working environment promotes the health and wellbeing of East Suffolk District Council’s employees,.

Our objectives

Objective	Actions
1. Raise awareness of the benefits of a healthy lifestyle.	<ul style="list-style-type: none"> • Provide educational leaflets and resources on a range of healthy living behaviours. • Include information on workplace health, including mental health on Fred. • The Wellbeing group is made up of staff across the Council who take responsibility for a workplace health and wellbeing programme. • Provide access to courses and seminars on the benefits of healthy lifestyle choices and the risks of poor lifestyle choices. • Hold events to promote healthy lifestyle choices.
2. Support employees to make healthier lifestyle choices.	<ul style="list-style-type: none"> • Encourage employees to make healthy lifestyle choices within the workplace. • Provide an environment which is supportive in encouraging staff to maintain and enhance their personal health and wellbeing at work. • Provide information on local events and opportunities that may help to facilitate healthy lifestyle choices. • Investigate demand and feasibility of extending a wellbeing programme to include before, during or after work opportunities. • Provide access to water in all meeting and training rooms.

<p>3. Enable employees to make healthy lifestyle choices.</p>	<ul style="list-style-type: none"> • Review current provision of health initiatives.. • Undertake a profile of staff needs and develop health initiatives to address these needs that will ultimately contribute to an improvement in the health and wellbeing of the workforce. • Continue to support flexible working hours to allow for healthy behaviours before, during and after work. • Organise in house opportunities for staff to support their healthy lifestyle choices within the workplace setting. • Provide safe storage racks for bicycles and safe storage for outside clothing. • Provide shower facilities and lockers
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Communication

All employees and staff of East Suffolk Council will be made aware of the health and wellbeing policy and the facilities available. The health and wellbeing policy will be included in the employee handbook and employee information or induction packs.

The Wellbeing group take forward the actions from this policy. Regular updates will be provided to all employees via Fred and the HR team.