



Barnsley Metropolitan Borough Council

Health and Safety Policy 2021/2022

Version control

Version	Drafted by	Approved by
2021/2022:1	Simon Dobby; Head of Corporate Health, Safety and Emergency Resilience	Senior Management Team, 16/02/2021

BARNSELY METROPOLITAN BOROUGH COUNCIL
CORPORATE HEALTH AND SAFETY POLICY
2021/2022

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**HEALTH AND SAFETY AT WORK ETC ACT 1974
HEALTH AND SAFETY POLICY
PREFACE**

This Health and Safety Policy has been prepared with the full co-operation of the Trade Unions.

Thanks are offered to officials and employees who have devoted time and energy in contributing to the production of this working document.

This policy supersedes the previous policy. We recommend that all employees study it carefully and put into practice the duties contained. It does not contain details of Directorate Management Procedures or their Compliance Scoring Standards. These are prepared and published separately and must be read in conjunction with the Council's Health and Safety Policy.

SECTION ONE

STATEMENT OF HEALTH AND SAFETY POLICY

Barnsley Metropolitan Borough Council is committed to ensuring the health, safety and welfare of all its employees, through accident, injury and ill-health prevention, and all those persons who are affected by its activities.

The Council recognises and accepts the duties and obligations imposed upon it as an employer by the Health and Safety at Work etc Act 1974 and subordinate health and safety legislation and realises the importance of placing health and safety as an overriding priority within Council services.

To implement this policy, the Council will, so far as is reasonably practicable ensure the provision and maintenance of:

- a) A safe workplace, with safe access and egress.
- b) Safe plant and equipment.
- c) Effective information, instruction, training, supervision, consultation and participation.
- d) Safe arrangements for the use, handling, storage and transport of articles and substances.
- e) Adequate welfare facilities.

To assist in achieving this process and in order for the Council to fulfil its legal obligations required by the Management of Health and Safety at Work Regulations 1999, a competent person service is provided by the Council's Health, Safety and Emergency Resilience Service.

Whilst accepting the minimum legal standards set by national legislation the Council is committed to continuous improvement and promoting a health and safety culture, which aims to produce high standards of health and safety. This process will continue to raise standards within the Council beyond the minimum legal requirements. The Council believes that achieving these high standards will positively contribute to the overall quality of the services provided.

The Council accepts that although the final level of responsibility for implementing the Council's policy rests with it, each and every individual employee must take an active role in effectively implementing the policy. As Chief Executive I urge all employees to co-operate fully in the measures the Council will be taking as part of this Policy, in order to ensure that their work situations are as safe and healthy as possible.

The effectiveness of this policy and arrangements will be monitored and reviewed as and when necessary, but at intervals not exceeding 12 months.

Signed for and on behalf of Barnsley Metropolitan Borough Council



Sarah Norman, Chief Executive

16th February 2021

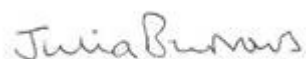
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NOTE

A copy of the Council's Health and Safety Policy is available for all employees and can also be found on the Council's Intranet site.

SECTION ONE STATEMENT OF HEALTH AND SAFETY POLICY ACCEPTANCE

The acceptance of my statement of health and safety policy as Chief Executive of Barnsley Metropolitan Borough Council and the implementation of the health and safety policy require the commitment of my management team. The acceptance and commitment to implement this policy is given by the undersigned corporate Senior Management Team. Subsequently their management teams accept and are committed to implementing this policy and sign accordingly for each Directorate on the acceptance sheet in Section 9 of this policy.



Julia Burrows, Director of Public Health

16th February 2021

Date



Mel John-Ross, Executive Director, Children's Services

16th February 2021

Date



Shokat Lal, Executive Director, Core Services

16th February 2021

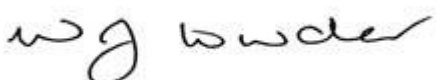
Date



Matthew Gladstone, Executive Director, Place

16th February 2021

Date



Wendy Lowder, Executive Director, Adults and Communities

16th February 2021

Date

SECTION TWO - ORGANISATION DUTIES AND RESPONSIBILITIES

2.1 Elected Members

Elected Members have a responsibility to comply with the statutory duties imposed under the Health and Safety at Work etc. Act 1974. This includes all duties imposed by regulations made under the above act and obligations under the general duty of care. The main duties of Elected Members are to ensure:

- a) That the declared statement of Health and Safety Policy is achieved, so far as is reasonably practicable, for the health and safety at work of all employees.
- b) That health and safety items receive appropriate attention and that sufficient funds/resources are made available to implement any such items.
- c) That adequate monitoring of the effectiveness of this policy is carried out.

2.2 Main Duties of the Chief Executive

The Chief Executive has the overall responsibility for ensuring the operations of the Council are executed at all times in such a manner as to provide, so far as is reasonably practicable, for the health and safety of all members and employees and all persons likely to be affected by the Council's operations, including contractors and the public where appropriate. The Head of Corporate Health, Safety and Emergency Resilience supports the Chief Executive in the management of the Health, Safety and Emergency Resilience function. The main duties of the Chief Executive are to ensure:

- a) That the declared statement of Health and Safety Policy is achieved, so far as is reasonably practicable, for the health, safety and welfare at work of all employees.
- b) That all employees are made aware that health, safety and welfare are regarded as having equal ranking with other management responsibilities.
- c) That the Health and Safety Policy is reviewed regularly, and appropriate changes made when necessary, and that it is circulated to all Executive Directors/Directors/Service Directors.
- d) That all Executive Directors/Directors/Service Directors are advised of new regulations and proposed changes in legislation.
- e) That an effective health and safety organisation is established and maintained in order that the Council meets its obligations as detailed under the Management of Health and Safety at Work Regulations 1999.
- f) That all Executive Directors/Directors/Service Directors are fully aware of their responsibilities with respect to the health, safety and welfare at work of employees.
- g) Liaison with the appropriate trade unions and employees on all policy matters concerning health, safety and welfare at work.
- h) That, with the assistance of the Head of Corporate Health, Safety and Emergency Resilience an annual Health Safety and Emergency Resilience Report is prepared and submitted to Cabinet for their consideration and comment.

2.3 Main Duties of Executive Directors or their equivalent

Executive Directors are responsible for ensuring that detailed operational occupational health and safety management systems considered appropriate are formulated and implemented in their areas of responsibility. Their main duties are:

- a) To ensure they are familiar with the Council's Health and Safety Policy.
- b) To meet the declared aims of the Council's Health and Safety Policy.
- c) To ensure the production and communication of an effective operational occupational health and safety management system (comprising Management Procedures and Compliance Scoring Standards) and emergency resilience management system that detail how health and safety and emergency resilience are managed within their Directorate.
- d) To meet statutory requirements particularly with regard to the Management of Health and Safety at Work Regulations 1999.
- e) To ensure they take a positive lead in and champion their Directorate's operational occupational health and safety management system.
- f) To ensure that their Directorate's operational occupational health and safety management system is reviewed regularly with particular reference to organisational changes.
- g) To ensure the production of an effective operational health and safety compliance monitoring programme.
- h) To monitor and appraise the effectiveness of health and safety performance within their Directorate, and improve standards in areas of low performance.
- i) To advise their Service Directors/managers on new regulations and on any proposed changes in existing regulations.
- j) To establish and maintain appropriate procedures which measure the health and safety performance within their Directorate.
- k) To seek advice and guidance as appropriate from the Council's Health, Safety and Emergency Resilience Service.
- l) To ensure that systems are in place that will provide the necessary information/data to enable the Council's Head of Corporate Health, Safety and Emergency Resilience to discharge the duties, in particular items a and g, as detailed in section 2.5.
- j) To support the Council's emergency resilience arrangements and 'Gold Team' as required.

2.4 Main Duties of Service Directors or their equivalent

Service Directors or their equivalent are responsible for ensuring that detailed operational occupational health and safety management systems considered appropriate are formulated and implemented in their areas of responsibility. Their main duties are:

- a) To ensure they are familiar with the Council's Health and Safety Policy, and its effective implementation within their own area of responsibility.
- b) To comply with all current legal requirements concerning the health, safety and welfare of employees.
- c) To provide effective operational occupational health and safety management systems (comprising Management Procedures and Compliance Scoring Standards) and emergency resilience management systems which detail how health and safety and emergency resilience are managed and ensure that these are implemented and maintained as far as is reasonably practicable.
- d) To ensure risk assessments are carried out.
- e) To determine what financial resources are required to provide safe plant, equipment, personal protective equipment, training etc.
- f) To establish and maintain procedures, which ensure all accidents, major incidents or near misses are thoroughly investigated and reported to them.
- g) To ensure appropriate action is taken to implement any recommendations made by HM Inspectors of the Health and Safety Executive, Fire Prevention Officers and other law enforcement officers.
- h) To seek the advice and guidance as appropriate from the Council's Health, Safety and Emergency Resilience Service.
- i) To establish systems, which ensure that safe plant, substances, equipment, protective clothing etc are provided from the resources available.
- j) To ensure all employees receive adequate and appropriate information, instruction and training in health, safety and welfare matters.
- k) To establish, implement and maintain procedures to ensure any unsafe or unhealthy situations are recognised, assessed and, so far as is reasonably practicable, rectified.
- l) To take appropriate action with regard to any of their employees who fail to carry out any health and safety duty assigned to them, for which they have received appropriate training, instruction, or who endanger any of their colleagues by any of their acts or omissions.
- m) To ensure so far as is reasonably practicable that their Service's activities do not endanger the general public.
- n) To liaise with and provide information to Safety Representatives or Representatives of Employee Safety and act upon matters arising from any reports submitted.
- o) To support the Council's emergency resilience arrangements and 'Gold Team'/'Silver Team' as required.

2.5 Main Duties of the Head of Corporate Health, Safety and Emergency Resilience

The Head of Corporate Health, Safety and Emergency Resilience is responsible for advising on the development and promotion of the Council's occupational health and safety management system and for monitoring its implementation and effectiveness. The main duties are:

- a) To report to the Chief Executive on the health, safety and emergency resilience performance of the Council.
- b) To monitor and advise upon the Council's Health and Safety Policy and organisation for health and safety.
- c) To monitor the activities of consultants, suppliers and contractors, and, by the issue of appropriate notices, to ensure observance of and improvement to safety procedures or to prohibit further work by consultants, suppliers or contractors until action is taken by them to remedy health and safety deficiencies.
- d) To disseminate any current or intended health and safety legislation to Directorates, and promote awareness of health and safety practices throughout the Council.
- e) To produce and maintain an occupational safety and health management system.
- f) To liaise with Directorates on all matters relating to the health and safety information, instruction and training of all employees.
- g) To ensure that appropriate action is taken to implement any recommendations made by HM Inspectors of Health and Safety from the Health and Safety Executive, Fire Prevention Officers and other law enforcement officers.
- h) To monitor accident reports and trends, and review accident/investigation procedures.
- i) To advise the Employees Joint Consultative Committees and the Council's Health and Safety Committees as appropriate.
- j) To develop, provide and promote a Health, Safety and Emergency Resilience Service, which strives to continually improve health safety and emergency resilience performance throughout the Council and support ensuring that it fulfils its statutory duty with regard to health and safety.
- k) To develop, provide and promote an emergency resilience and business continuity function, which meets the needs of the Council, and supports meeting the requirements of the central government guidelines with respect to emergency resilience within Local Authorities.

2.6 Main Duties of Managers, Supervisors and Chargehands

Employees who manage or supervise other employees, trainees, clients or pupils have a particular responsibility for their health and safety arising out of the work activity. Their main duties are:

- a) To ensure they are familiar with the Council's Health and Safety Policy, and its effective implementation within their own area of responsibility.
- b) To ensure an operational occupational health and safety management system (including any Management Procedures, Compliance Scoring Standards, health and safety instructions, codes of practice etc) issued by their Directorates are understood and put into practice.

- c) To ensure they are familiar with the appropriate legal requirements concerning the health, safety and welfare of all employees in their area of responsibility and are complied with.
- d) To ensure that the advice of their management on health and safety matters is sought, when necessary.
- e) To ensure that risk assessments are undertaken and subsequently operational safety assurance procedures are devised, implemented and adhered to.
- f) To ensure that risk assessments and Management Procedures are regularly reviewed, as appropriate.
- g) To ensure their employees are adequately informed, instructed, supervised and trained in health and safety matters.
- h) To take appropriate action with regard to any of their employees who fail to carry out any health and safety duty, for which they have received appropriate information, instruction and training, or who endanger any of their colleagues by any of their acts or omissions.
- i) To investigate any accident, occurrence or industrial disease, which causes injury or illness to an employee or member of the public, and to ensure the appropriate accident report is completed.
- j) To promote and help develop healthier and safer working practices.
- k) To ensure any identified unsafe or unhealthy situations are reported and rectified, so far as is reasonably practicable.
- l) To ensure, so far as is reasonably practicable, that their services do not endanger the general public.
- m) To support the Council's emergency resilience arrangements and 'Silver Team' as required.

2.7 Main Duties of Senior Designated Officers

Senior Designated Officers or equivalent, co-ordinated by the Economic Regeneration and Property Business Unit, are responsible for co-ordinating procedures for the ensuring the health, safety and welfare of the employees in/on the premises and others who may be affected by the premises or the activities carried out within/on the premises.

2.8 Main Duties of Employees

- a) To take reasonable care of their health, safety and welfare and others who may be affected by their acts or omissions.
- b) Co-operate with their employer to comply with statutory duties for health and safety.
- c) Use correctly and safely any work item provided by their employer in accordance with the training and instruction given.
- d) To assist their manager/supervisor, in reporting any accident or incident that may cause injury to a person or damage to plant or property.

2.9 Main Duties of Safety Representatives

Safety Representatives have been appointed throughout the Council by recognised Trade Unions. The duties of Safety Representatives are as detailed in the Safety Representatives and Safety Committees Regulations 1977.

The main duties are as follows:

- a) Representing employees in consultation with the employer to develop arrangements for effective co-operation in measures to ensure the health safety and welfare of the employees.
- b) Investigating potential hazards at the workplace.
- c) Investigating accidents and dangerous occurrences at the workplace.
- d) Investigating complaints by the employees they represent.
- e) Making representations to the employer on matters arising out of points b, c and d.
- f) Making representations to the employer on general matters affecting the health, safety and welfare of employees at the workplace.
- g) Carrying out inspections of the workplace.
- h) Representing employees in consultations with HM Inspectors of Health and Safety.
- i) Attending safety committee meetings, as necessary.

2.10 Main Functions of Representatives of Employee Safety

The Council recognises employees not represented by Trade Unions and Safety Representatives. These employees have rights to consultation with their employer under the Health and Safety (Consultation with Employees) Regulations 1996.

The main functions are as follows:

- a) Making representations to the Council on any hazards, dangerous occurrences and general health and safety matters that may affect the health and safety of the employees they represent.
- b) Representing their group of employees in consultations with HM Inspectors of Health and Safety.

SECTION THREE ARRANGEMENTS FOR HEALTH AND SAFETY

3.1 Accident and Incident (Adverse Event) Reporting and Investigation

- a) The Council enforces a policy of recording all accidents/incidents to employees and non-employees including those of violence and aggression.

The Council recognises the role of employees in health and safety and will encourage and provide means for employees to report matters of concern regarding health and safety.

- b) All accidents/incidents are to be reported using the appropriate Council accident/incident form, which is to be completed and returned to the Health, Safety and Emergency Resilience Service. Where necessary the accident/incident/ill health will be reported to the Health and Safety Executive (HSE) in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 by the Health, Safety and Emergency Resilience Service.
- c) Investigations, reporting and recording of accidents/incidents and dangerous occurrences are to be carried out by immediate Line Managers or Supervisors. If necessary the Council's Health, Safety and Emergency Resilience Service will provide assistance in the investigation and preparation of reports in accordance with the agreed procedures and to meet the needs of statutory and civil law requirements.

3.2 Asbestos

- a) The Council is committed to complying with the legislative requirements of the Control of Asbestos at Work Regulations 2012 and associated legislation. The management of asbestos will be facilitated by the Economic Regeneration and Culture Business Unit.
- b) The Council acknowledges the health hazards arising from exposure to asbestos and is committed to protecting employees and others who are potentially exposed to asbestos so far as is reasonably practicable.
- c) Those employees who may be exposed to asbestos whilst carrying out their duties will be provided with suitable and sufficient information, instruction and training.
- d) All employees who may discover asbestos or suspected asbestos in the workplace will be instructed to cease work until the material has been analysed.

3.3 Carriage of Dangerous Goods

- a) The Council is committed to complying with the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009.
- b) The Council will ensure that dangerous goods are transported so as to not adversely affect the health, safety or welfare of employees or others and do not adversely affect the environment.

3.4 Civil Contingencies/Emergency Resilience (Emergency Planning, Response and Recovery and Business Continuity)

- a) The Council is committed to complying with the Civil Contingencies Act 2004 and its associated legislation and guidance in its role as a Category One responder.
- b) The Council's Health, Safety and Emergency Resilience Service has produced Corporate Emergency Resilience Plans (for emergencies and business continuity). These documents contain details of how the Council will respond to an emergency, should it occur. The document is continually under review and amendments are issued at least annually.
- c) In addition, the Council will produce those plans seen as necessary by Central Government and as appropriate to the emergency resilience of the Council.
- d) To ensure the resilience of the Council in the aftermath of a major incident, Business Units/Services are required to produce Business Continuity Plans. These plans will ensure that critical services are maintained and other services are restored as soon as practicable.

3.5 Confined Spaces

- a) The Council is committed to complying with the legislative requirements of the Confined Spaces Regulations 1997
- b) The Council acknowledges the hazards arising from confined spaces and is committed to protecting employees and others who are required to enter confined spaces so far as is reasonably practicable.
- c) Those employees who may enter confined spaces whilst carrying out their duties will be provided with suitable and sufficient information, instruction and training.

3.6 Construction

- a) The Council is committed to complying with the legislative requirements of the Construction (Design and Management) Regulations 2015.
- b) The Council provides CDM services and facilities to at least the minimum standards as required by the Construction (Design and Management) Regulations 2015.
- c) The Council is committed to establishing and maintaining a healthy and safe workplace for all its employees and others who may enter their premises by implementing the Construction (Design and Management) Regulations 2015.
- d) Managers are responsible for carrying out frequent inspections of work site/contractors i.e. daily, weekly, monthly, quarterly etc of the area of responsibility depending on the nature of work that takes place.

3.7 Consultation with Employees

- a) The Council is committed to complying with the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 and the consultation with and participation of all employees.

- b) The Council will consult with the recognised trade unions and employees' representatives (both trade union and non-trade union) on the appointment of safety representatives and representatives of employee safety, and the formulation of Safety Committees.
- c) Such consultation and participation is to take place, where practicable, using existing procedures and in good time, so as to ensure effective consultation on matters which affect the employees represented by the safety representatives/representatives of employee safety concerned.

3.8 Contractors

- a) All Services appointing contractors should ensure that the contractors' competency to do the appointed task has been checked (including health and safety and technical competence). As a minimum this should include assessing competence to the Safety Schemes in Procurement (SSIP) standard (unless the Health, Safety and Emergency Resilience Service consider that another form of assessment is appropriate with regard to the circumstances).
 - i. **On-Site Communication**
Contract work involving occupied premises carries a dual responsibility. Employees organising such work should ensure there is effective liaison between the contractor and the Senior Designated Officer (or other suitable person) of any workplaces affected. All parties involved should understand their responsibilities in relation to health and safety.
 - ii. **Senior Designated Officers/Economic Regeneration and Culture Business Unit/Premises Managers or their equivalent**
Must co-ordinate awareness for contractors to be informed of any known health and safety risks, which they might encounter during the course of the work, along with any arrangements in force to reduce the risks, e.g. fire procedures for the building.
- b) Prior to their use, the use of any and all contractors must be notified to the Health, Safety and Emergency Resilience Service by the 'Use of Contractors Notification Form (Health and Safety) HS5', which is to be completed by the person co-ordinating or organising the use of the contractor.

3.9 Display Screen Equipment (DSE)

- a) The Council is committed to complying with legislative requirements as stated within the Health and Safety (Display Screen Equipment) Regulations 1992.
- b) The Council's Health, Safety and Emergency Resilience Service have produced a document detailing the provision of workstation assessments accompanied by guidance notes. The Service will continue to review and update this document as and when necessary and make it available to all employees via the Council's intranet site.

3.10 Drug and Clinical Waste

- a) The Council is committed to complying with the legislative requirements of the Control of Substances Hazardous to Health Regulations 2002.
- b) The Council recognises the increased risk to employees of incurring sharps injuries from discarded drugs waste and does not expect any of its employees to remove

or dispose of discarded drugs/clinical waste which they may encounter whilst carrying out their duties unless they have received specific information, instruction and training and have the appropriate equipment.

3.11 Electrical Installations and Appliances

- a) The Council is committed to complying with the legislative requirements of the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998.
- b) Directorates in conjunction with the Economic Regeneration and Culture Business Unit must engage competent persons, as required by the Electricity at Work Regulations 1989, to be responsible for the electrical testing of all portable appliances and fixed electrical systems within Council owned premises. The competent person will advise on the frequency of testing depending upon use of the equipment/systems.
- c) Managers must ensure that all employees are aware of the process of carrying out informal visual user checks and inspections before using any appliance and the process by which defects are reported.
- d) Last and next due test dates are displayed on the individual appliance being tested. Managers should also retain back-up records obtained from the competent person who conducted the testing.
- e) All electrical equipment used within the Council must be appropriately CE marked.

3.12 Electromagnetic Fields

- a) The Council is committed to complying with the requirements of the Control of Electromagnetic Fields at Work Regulations 2016.
- b) The Council will ensure that where necessary risk assessments are carried out by a competent person and appropriate control measures introduced.

3.13 Enforcement of Health and Safety

- a) The Council is committed to ensuring that all contact with enforcement officers is recorded, matters of concern addressed and actions required undertaken throughout the Council.
- b) The enforcement agencies applicable are the:
 - (i) Health and Safety Executive (HSE)
 - (ii) Environment Agency
 - (iii) South Yorkshire Fire and Rescue
 - (iv) South Yorkshire Police
 - (v) BMBC Regulatory Services
 - (vi) Any other similar agencies
- c) Following any contact with the above agencies the person with whom the contact is made must immediately complete the 'Contact with Enforcement Officer Record' and return the record to the Health, Safety and Emergency Resilience Service.
- d) Health, Safety and Emergency Resilience Service advisors have the authority to issue internal prohibition notices (see Section 6 of this Policy). A notice will normally

only be issued when the Council's work activities involve, or a likely to involve, a risk of serious personal injury or ill health to Council employees, persons in our care, or members of the public.

- e) Internal prohibition notices are issued under delegated powers of the Chief Executive, and failure to comply may result in disciplinary action.

3.14 Fire and Emergency Arrangements

- a) The Council's Health, Safety and Emergency Resilience Service will, in conjunction with the Economic Regeneration and Culture Business Unit, facilitate a fire risk assessment for all Council owned premises as required by the Regulatory Reform (Fire Safety) Order 2005. Frequency of inspection and review of assessments depends upon the individual building.
- b) Senior Designated Officers (or equivalent) will ensure regular periodic emergency evacuation drills are carried out in all premises that they are responsible for (including those for fire and other emergencies such as suspect packages/gas leak). All persons using the building with disabilities must be specifically catered for in relation to their evacuation procedures. All such evacuation drills are to be recorded in the building's Fire Log Book.
- c) Fire and emergency procedures (including those for fire and other emergencies such as suspect packages/gas leak) are in place within the Council with designated Senior Designated Officers (or equivalent)/Fire Marshals holding responsibility for managing these procedures in Council occupied premises. All means of escape, fire detection/alarm systems and fire equipment are to be fully maintained.
- d) All persons who undertake design work for or specify or undertake alterations to premises that may affect the premises' fire precautions (including procedures) must:
 - i. Consult the Health, Safety and Emergency Resilience Service regarding the effects on the premises' fire risk assessment
 - ii. Where necessary notify, consult and seek and gain approval from the Council's Building Control Service (or equivalent)

Alterations must not be made to premises unless the appropriate approvals have been granted and appropriate documentation received to authorise and approve the works before, during and after they take place. Upon completion of works requiring Building Control approval a 'Building Control Completion Certificate' and a complete set of 'As Built' plans of the premises must be obtained.

3.15 First Aid

- a) The Council provides first aid services and facilities for employees to at least the minimum standards as required by the Health and Safety at Work (First Aid) Regulations 1981.

3.16 Gas installations and appliances

- a) The Council is committed to complying with the Gas Safety (Installation and Use) Regulations 1998.
- b) The Council will ensure that gas installations and appliances are safe and do not pose a risk to the health or safety of persons. All gas installations and appliances

will be maintained by competent engineers registered with the Gas Safety Register. Facilitation of this will be via the Economic Regeneration and Culture Business Unit.

3.17 Hazardous Substances (COSHH)

- a) The Council is committed to complying with the legislative requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002, Control of Lead at Work Regulations 2002 and Control of Pesticides Regulations 1986 (as amended).
- b) The Council's Health, Safety and Emergency Resilience Service has established and maintains a database of all substances that have been COSHH (risk) assessed.
- c) Every Manager in charge of employees shall ensure that any substance/process, which is hazardous to health, has been adequately assessed before purchasing the substance or allowing a process to start.
- d) The Council's Health, Safety and Emergency Resilience Service will process any request for a COSHH assessment and arrange for the substance/process to be assessed by the Council's specialist consultants. This completed assessment shall then be returned to the Manager with the recommended precautions for use including any details of personal protective equipment required to be worn whilst using the substance.
- e) Managers must ensure that COSHH assessments are made available and disseminated to those employees who will be using the substance.

3.18 Health Surveillance and Occupational Health

- a) The Health, Safety and Emergency Resilience Service is responsible for facilitating adequate health surveillance provisions as required by the Management of Health and Safety at Work Regulations 1999 (as amended) and other specific legislation to those employees who are exposed to hazards such as noise, asbestos, hazardous substances and vibration.
- b) Line Managers or Supervisors shall identify those employed and others exposed to noise, asbestos or vibration and other such chemical, physical or biological hazards and refer them to the Health, Safety and Emergency Resilience Service as required.

3.19 Home Working

- a) The Council is committed to ensuring the health, safety and welfare of all its employees and all those persons who are affected by its activities. This applies to those persons not only working within an office environment but those persons whose workplace is their own home and any other persons who may be affected by their activities. This category of persons is known as 'home workers'.

3.20 Information, Instruction and Training Arrangements

- a) Health and safety information, instruction and training form an integral part of the overall training within the Council. This is particularly important with regard to induction training, which is arranged for all new employees entering the Council by their Manager, and completed within the first month of their employment start date using the Council's Induction Guide as a template.

- b) The health and safety information, instruction and training needs of employees should be the subject of periodic review by Executive Directors/Service Directors/managers and supervisors and any necessary refresher training carried out. Employees should have sufficient knowledge, skills and information to carry out their work in a safe and healthy manner. All employees should attend an IOSH (Institution of Occupational Safety and Health) accredited training course (or other equivalent course validated by an appropriate body), delivered by the Health, Safety and Emergency Resilience Service or other accredited provider, appropriate to their level of responsibility:
 - (i) *Leading Safely (or equivalent)* – Chief Executive and Executive Directors/Service Directors (or equivalent)
 - (ii) *Managing Safely* – all managers and supervisors
 - (iii) *Working Safely* – all employees

These courses are the minimum standard of training for the employees specified (employees with qualifications equivalent to (as detailed above) or exceeding that of the course appropriate to them need not attend the IOSH course suitable for them).

- c) Managers shall ensure that all health and safety training needs are considered in employees' Performance and Development Reviews and that training provided to employees is recorded.

3.21 Legionella

- a) The Council is aware of and supports the contents, requirements and intentions of the Health and Safety at Work etc Act 1974, the Control of Substances Hazardous to Health Regulations 2002, the Control of Legionella Bacterial in Water Systems Approved Code of Practice 2013 and associated UK regulations and requirements.
- b) Facilitated and monitored by the Economic Regeneration and Culture Business Unit, the Council will assess, prevent and control risks associated with the legionella bacteria and subsequent development of Legionnaires Disease from work activities and water systems on its premises.

3.22 Legislation

- a) The Council is committed to complying with all relevant health and safety and associated legislation, Approved Codes of Practice (ACOPs) and guidance.
- b) The Council will, via the Health, Safety and Emergency Resilience Service, keep abreast of current developments in health and safety practice.

3.23 Lifting Operations and Lifting Equipment

- a) The Council is committed to complying with the legislative requirements of the Lifting Operations and Lifting Equipment Regulations 1998.
- b) The Council will ensure that all lifting operations are planned and managed appropriately and that all lifting equipment is inspected and tested to at least the legal minimum requirement.

3.24 Lone Working

- a) The Council recognises the increased risks to lone workers and will extend existing risk assessments to cover lone workers and implement control measures as appropriate to reduce the risks. Employees will be informed of any additional risks they may face as a lone worker.
- b) The Council recognises the fact that there are risks to employees in the provision of its services, but expects that people generally should be able to go about their duties without threat or fear of violence or aggressive intimidation resulting from their work.

3.25 Management of Health and Safety

- a) The Council is committed to ensuring that a high level of health and safety performance is established, maintained and promoted throughout the Council.
- b) The Council's Health, Safety and Emergency Resilience Service have and will continue to develop, produce and implement a corporate occupational health and safety management system that will include Health and Safety Standards and Compliance Scoring Standards and set out how the Council will manage health and safety with regard to:
 - (i) Policy (the Council's written policy with regard to health and safety, including organisational arrangements in place to implement the policy)
 - (ii) Planning for health and safety (including for hazard identification, risk assessment and risk control)
 - (iii) Implementation and operation arrangements for the policy and occupational health and safety management system
 - (iv) Policy (the Council's written policy with regard to health and safety, including organisational arrangements in place to implement the policy)
 - (v) Planning for health and safety (including for hazard identification, risk assessment and risk control)
 - (vi) Implementation and operation arrangements for the policy and occupational health and safety management system
 - (vii) Checking and corrective action (including measurement of performance arrangements to ensure that the policy and organisational and planning and implementation arrangements are put into operation, and reviewing performance and audit arrangements to ensure that the policy addresses legal and organisational requirements and is revised if it does not. Performance review and audit also ensure that the other elements adequately provide measures to implement the policy throughout the Council).
 - (viii) Management review of the holistic management of health and safety.
- c) Directorates, Business Units and Services are required to endorse and implement the Council's corporate occupational health and safety management system and produce operational occupational health and safety management systems (including Management Procedures and Compliance Scoring Standards).
- d) The Council's Health, Safety and Emergency Resilience Service will establish, maintain and implement a programme of health and safety audits and also advise Directors and their management teams on procedures for monitoring work activities. This auditing system will also apply to partners and contractors of the Council. Audits will be based on a proportional risk model.

- e) The Council recognises the statutory duty of managers and others in a supervisory role to manage health and safety. The Council's Health, Safety and Emergency Resilience Service will produce an appropriate occupational health and safety management system and other associated guidance to assist managers in discharging this duty in a suitable and sufficient manner.

3.26 Manual Handling

- a) The Council is committed to complying with the legislative requirements of the Manual Handling Operations Regulations 1992.
- b) Managers will be responsible for identifying all activities within their work area that involve manual handling and the employees who carry out these tasks continually as part of their normal working day. Managers must also make provisions for those employees who carry out manual handling activities on an occasional basis.
- c) The Council's Health, Safety and Emergency Resilience Service will make available, advisors to assist with manual handling risk assessment (giving particular consideration to young persons and expectant mothers) on the request of Directorates.
- d) A Manager's first requirement with regard to manual handling is to avoid the need where reasonably practicable.
- e) Employees who habitually carry out manual handling operations will be provided with suitable and sufficient training in safe kinetic lifting techniques.

3.27 Mini Buses

- a) The Council is committed to complying with best practice guidance regarding the use of minibuses.

3.28 New and Expectant Mothers

- a) The Council recognises the increased risks to new and expectant mothers and will extend existing risk assessments to cover new and expectant mothers and implement controls measures as appropriate to reduce the risks. Women will be informed of any additional risks they may face as a new or expectant mother.
- b) Risk assessments will be reviewed when a woman notifies her manager that she is pregnant and revised where necessary. Additional control measures will be applied for six months after the birth or where necessary until such time as the new mother is no longer breast-feeding.

3.29 Noise

- a) The Council is committed to complying with the legislative requirements of the Control of Noise at Work Regulations 2005.
- b) The Council will ensure that where necessary noise assessments are carried out by a competent person and appropriate control measures introduced.

3.30 Partner and Subsidiary Organisations

- a) The Council recognises the particular relationship between itself and its subsidiary and partner organisations. To this end the Council will expect subsidiary and partner organisations to develop, produce and maintain a health and safety policy outlining their management systems for health and safety and detailing the general responsibilities of their employees at all levels. For wholly owned subsidiary organisations the principals of this policy shall apply as the basic standard for the management of health and safety.
- b) These policies and the management systems to which they refer are subject to audit by the Council.

3.31 Permits to Work

- a) The Council will where necessary due to the hazards and risk involved ensure that work activities will be controlled by the use of documented permit to work systems.

3.32 Personal Protective Equipment (PPE)

- a) The Council is committed to complying with the legislative requirements stated within the Personal Protective Equipment Regulations 2002.
- b) Managers will be responsible for identifying and issuing PPE based upon a risk assessment relevant to the specific task being considered. However, managers should, wherever reasonably practicable, eliminate or reduce the risk at source before PPE is considered. The use of PPE should only be considered as a last resort. Detailed advice on the selection, suitability and use of PPE can be obtained from the Council's Health, Safety and Emergency Resilience Service upon request. Where the need of PPE cannot be avoided provision for the storage and maintenance of it must be provided.
- c) Where the need for PPE has been identified and its requirement is unavoidable, Managers should follow the guidance and implement the required control measures as referenced in the Health and Safety Standard.
- d) All PPE used within the Council must be appropriately CE marked.

3.33 Personal Safety (Violence and Aggression) and Cautionary Contacts

- a) The Council recognises the fact that there are risks to employees in the provision of its services, but expects that people generally should be able to go about their duties without threat or fear of violence or aggressive intimidation resulting from their work.
- b) Managers responsible for people, premises and services will assess, through risk assessment, the risk of aggression, violence or potential violence to employees and take all reasonably practicable measures to eliminate or reduce the level of risk to employees' health and safety.
- c) Employees are not expected to go alone into a potentially dangerous situation or unnecessarily put themselves at risk.

- d) The Council will keep a database of premises and persons where and with whom violent incidents may occur, so that employees can more easily be made aware of challenging individuals.

3.34 Radiation

- a) The Council is committed to implementing procedures in order to comply with the Ionising Radiations Regulations 2017. These procedures will ensure the identification, assessment and subsequent control of hazards and risks presented by its undertakings to employees and others is suitable and sufficient.

3.35 Risk Assessment

- a) The Council is committed to implementing risk assessment procedures in order to comply with the Management of Health and Safety at Work Regulations 1999. These assessment procedures will ensure the identification, assessment and subsequent control of hazards and risks presented by its undertakings to employees and others is suitable and sufficient.

3.36 Risk Management

- a) The Council is committed to risk management and with a view to this has produced a specific policy relating to risk management.

3.37 Safety Observation Reporting

- a) The Council recognises the role of employees in health and safety and will encourage and provide means for employees to report matters of concern regarding health and safety. The reporting form for matters of concern is the HS1 Safety Observation Report.

3.38 Safety Signs and Signals

- a) The Council is committed to complying with the Health and Safety (Signs and Signals) Regulations 1996 and will ensure that where necessary suitable and sufficient signs and signals are provided to indicate safe conditions, prohibitions, mandatory control measures and specific hazards.

3.39 Schools

- a) The Council recognises the unique relationship between itself (as the local authority) and its community and voluntary controlled schools (and relationship with the pupils in voluntary aided schools). To this end the Council will produce a template health and safety policy for schools highlighting the school specific issues to be addressed and reflecting the content and general responsibilities of this Corporate Health and Safety Policy. The template health and safety policy for schools shall be subordinate to this Health and Safety Policy.

3.40 Stress and Employee Wellbeing

- a) The Council is committed to protecting the health and welfare of its employees and with regard to work-related stress and general employee wellbeing and will ensure that necessary suitable and sufficient actions are undertaken to meet the Health and Safety Executive's Stress Management Standards.

3.41 Trainees, Volunteers, Agency Workers and Seconded Workers

- a) The Council recognises its responsibilities both as sponsor and managing agents to all its trainees, volunteers and agency workers. Therefore trainees and agency workers must be afforded the same level of commitment to health and safety as any employee.
- b) The Council recognises its responsibilities to all those workers seconded to the Council or working under the direct or indirect control of the Council via a partnership or other such arrangement (seconded workers). Therefore seconded workers must be afforded the same level of commitment to health and safety as any employee.

3.42 Vehicles and Occupational Road Risk

- a) The Council is committed to complying with the general requirements of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998 as they apply to vehicles.
- b) The Council will ensure that all persons driving vehicles are suitably informed; instructed; trained; licensed and insured as appropriate.
- c) The Council will ensure that all Council owned (fleet) vehicles are suitably and sufficiently maintained.

3.43 Vibration

- a) The Council is committed to complying with the requirements of the Control of Vibration at Work Regulations 2005.
- b) The Council will ensure that where necessary vibration assessments are carried out by a competent person and appropriate control measures introduced.

3.44 Visitors and the Public

- a) The Council will conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that members of the public are not endangered by work carried out by its employees, whether on the Council's premises or not.
- b) All reasonable action is to be taken to ensure that visitors are accompanied in areas where risks are known to exist, or that visitors are made aware of such risks.

3.45 Visits and Journeys

- a) The Council is committed to complying with the general requirements of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended) as they apply to visits and journeys whether they involve employees, non-employees or clients of the Council.
- b) The Council will ensure that where necessary risk assessments are carried and appropriate control measures introduced.

3.46 Work Equipment

- a) The Council is committed to complying with legislative requirements of the Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 and Council schedules for ensuring that all work equipment (hired or owned) is registered and inspected in accordance with statutory requirements.
- b) Managers must ensure that all employees receive suitable and sufficient information, instruction and training on the correct use of work equipment before they are charged in its use.
- c) Individual managers are responsible for ensuring all work equipment is registered and maintained.
- d) All work equipment used within the Council must be appropriately CE marked.

3.47 Working at Height

- a) The Council is committed to complying with the Working at Height Regulations 2005.
- b) Managers must ensure suitable safe systems of work are implemented for working at height, including the provision of appropriate information, instruction and training.

3.48 Working on or Near the Highway

- a) The Council is committed to complying with the New Roads and Street Works Act 1991 and will ensure that road works are appropriately signed and traffic controlled.

3.49 Workplace Health, Safety and Welfare

- a) The Council is committed to establishing and maintaining a healthy and safe workplace for all its employees and others who may enter their premises by implementing the Workplaces (Health, Safety and Welfare) Regulations 1992.
- b) The Health, Safety and Emergency Resilience Service is responsible for advising on formal visual inspections of all Council owned premises in accordance with the stated inspection regime/programme. Inspection frequency for buildings is dependent upon the activities being carried out and the number of people exposed to potential hazards. Where carried out by them, the Health, Safety and Emergency Resilience Service then record these inspections on a database.
- c) Managers are responsible for carrying out more frequent inspections i.e. weekly, monthly, quarterly etc of the area of responsibility depending on the nature of work that takes place.

3.50 Work Safe Procedures

- a) No employee will be expected to carry out tasks where the risk to their health, safety and welfare is considered to be unacceptable. Similarly no employee will be expected to carry out any task, which would impose a similar such risk to others. All employees will be briefed on the work safe procedure, so that they understand the process by which they can bring such work activities to the attention of the person in charge of the work, and the subsequent procedure to resolve the matter.

3.51 Young Persons

- a) The Council recognises the increased risks to young persons and will extend existing risk assessments to cover them and implement controls measures as appropriate to reduce the risks. They will be informed of any additional risks they may face as a young person.
- b) Additional risk assessments will be made when a young person is to enter the Authority for a short period of time during a work experience programme.

3.52 Zoonoses

- a) The Council is committed to complying with the legislative requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- b) The Council's policy on the management of zoonoses shall be the same as that for all hazardous substances

These are the core issues that are relevant throughout the entire Council. It is recognised and understood that there are Directorate specific issues. Council Policy regarding these issues shall be included within the relevant Health and Safety Standard as produced and issued.

SECTION FOUR HEALTH, SAFETY AND EMERGENCY RESILIENCE PERFORMANCE TARGETS 2021/2022

Targets are based on the Health and Safety Report 2019/2020:

1. All Business Units and/or Services will implement the Council's Occupational Health and Safety Management System to a standard that would meet the Health, Safety and Emergency Resilience Service's "Good" rating upon audit, with an increased good rating of 90%.
2. Each Business Unit and/or Service (as appropriate) will produce all required risk assessments.
3. To increase the number of reported 'near misses'.
4. To increase the number of lower level incidents of violence and aggression.

SECTION FIVE GLOSSARY OF TERMS

HEALTH AND SAFETY STANDARDS

Minimum health, safety and emergency resilience standards, produced and issued by the Health, Safety and Emergency Resilience Service, which Directorates, Business Units and Services and indeed prospective partners are required to meet.

COMPLIANCE SCORING STANDARDS

Pre-set criteria produced and issued by the Health, Safety and Emergency Resilience Service allowing Directorates, Business Units and Services to measure their performance, in particular elements of health, safety and emergency resilience.

MANAGEMENT PROCEDURES

Documents, produced, issued and implemented by and within Directorates, Business Units and Services outlining how the required minimum standards are achieved.

COMPLIANCE SCORING PROGRAMME

Programme outlining the periodicity of Directorates, Business Units and Services completing the standards relevant to their work activities.

SECTION SIX INTERNAL HEALTH AND SAFETY PROHIBITION NOTICE



HEALTH, SAFETY AND EMERGENCY RESILIENCE SERVICE PROHIBITION NOTICE

Name of person receiving notice: _____

Employer/Organisation/
Trading as*: _____

Employer's/Organisation's/
Trading address*: _____

I,

_____ one of BMBC's Health and Safety Advisors

of Health, Safety and Emergency Resilience Service, Human Resources, Performance and Communications Directorate, PO Box 680, Barnsley, S70 9JF

Telephone Number: (01226) 77

Date: _____

hereby give you notice that I am of the opinion that the following activities namely:

_____ which are being carried on by you/likely to be carried on by you/under your control* at

_____ involve, or will involve, a risk of serious personal injury, and that the matters which give rise/will give rise* to the said risk(s) are:

_____ and that the said matters involve/will involve* contravention of the following statutory provision, Health and Safety Policy, Safe Systems of Work, Risk Assessment because:

_____ and I hereby direct that the said activities shall not be carried on by you or under your control immediately/after* unless the said contravention(s)* and matters have been remedied. I further direct that the measures specified in the schedule which forms part of this notice shall be taken to remedy the said contravention(s)* or matters.*

Signed: _____

Date: _____

A Prohibition Notice is also being served on:

_____ of: _____

_____ related to the matters contained in this notice.

Signed: _____

Date: _____

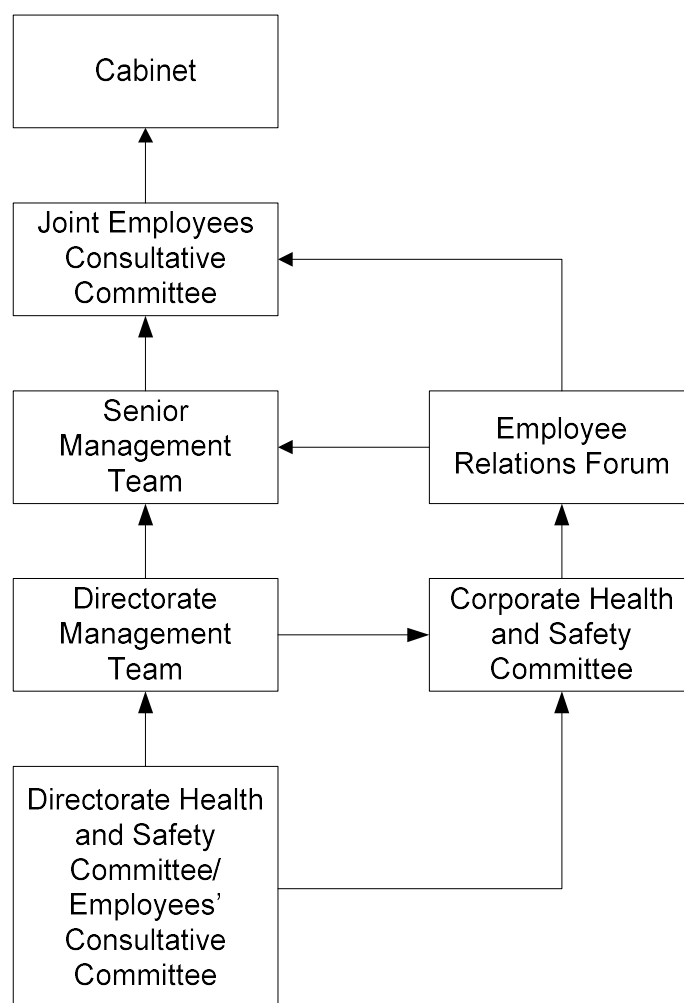
_____ *delete as appropriate

SECTION SEVEN

INTERNAL HEALTH AND SAFETY

CONTROL, CO-ORDINATION and COMMUNICATION NETWORKS

The following outlines the consultation and participation arrangements for health and safety within the Council. This ostensibly follows/utilises the embedded organisational structure. The overall aim of this is to support all employees and managers etc. working together participatively to identify and control hazards and risks and develop occupational health and safety management systems.



SECTION EIGHT

HEALTH, SAFETY AND EMERGENCY RESILIENCE COMPETENCIES

The Health and Safety Executive¹ discuss that “Competence is the ability to undertake responsibilities and perform activities to a recognised standard on a regular basis. It combines practical and thinking skills, knowledge and experience. The competence of individuals is vital, whether they are employers, managers, supervisors, [or] employees... It ensures they recognise the risks in their activities and can apply the right measures to control and manage those risks”.

Therefore, all employees at all levels should have a clear understanding of the key occupational health and safety issues for the Council (and in particular their department) and be continually developing their skills and knowledge. The guidance below details the health and safety competencies which employees in the Council required in order to implement the responsibilities detailed in Section Two of this Policy.

8.1 Chief Executive and Executive Directors/Directors (or their equivalent)

- a) In order to provide appropriate background knowledge of health and safety, successfully undertake a Directors’ health and safety responsibilities course or equivalent (e.g. IOSH Leading Safely).
- b) Knowledge of the Council’s occupational health and safety management system.
- c) Knowledge, as appropriate, of the Council’s monitoring regime for health and safety.
- d) Knowledge of the Council’s protocols and procedures for corporate governance, strategic risk management and statement of internal control.
- e) Knowledge of the Council’s strategic control, co-ordination, consultation and communication networks for health and safety.
- f) Knowledge of the Council’s strategic emergency resilience arrangements and the role/functions of the corporate Gold (Strategic) Team and wider role in/arrangements for South Yorkshire Local Resilience Forum.

8.2 Service Directors (or their equivalent)

- a) In order to provide appropriate background knowledge of health and safety, successfully undertake a Directors’ health and safety responsibilities course (or preferably the IOSH Managing Safely certificate) or equivalent(s).
- b) Knowledge of the Council’s occupational health and safety management system.
- c) Knowledge, as appropriate, of the Council’s monitoring regime for health and safety.
- d) Knowledge of the Council’s protocols and procedures for corporate governance, strategic and operational risk management and statement of internal control.

¹ Source: Health and Safety Executive, <http://www.hse.gov.uk/managing/competence.htm>, accessed 16/02/2021

- e) Knowledge of the Council's strategic and operational control, co-ordination, consultation and communication networks for health and safety.
- f) Knowledge of the Council's strategic and tactical emergency resilience arrangements and the role/functions of the corporate Gold (Strategic) Team and wide role in/arrangements for South Yorkshire Local Resilience Forum; and Silver (Tactical) Team and departmental operational emergency response/co-ordination teams.

8.3 Managers, Supervisors and Chargehands

- a) In order to provide appropriate background knowledge of health and safety, successfully achieve the IOSH Managing Safely certificate or equivalent (additionally for those managers managing higher risk operations a higher-level qualification in health and safety (such as the NEBOSH General/Construction certificate (or equivalent)) may be an advantage).
- b) Knowledge of the Council's occupational health and safety management system.
- c) Knowledge, as appropriate, of the Council's monitoring regime for health and safety.
- d) Knowledge of the Council's protocols and procedures for operational risk management.
- e) Knowledge of the Council's operational control, co-ordination, consultation and communication networks for health and safety.
- f) Knowledge of the Council's operational emergency resilience arrangements and the role/functions of the departmental operational emergency response/co-ordination teams. In addition, where necessary knowledge of the Council's tactical emergency resilience arrangements and the role/functions of the corporate Silver (Tactical) Team.

8.4 Employees

- a) In order to provide appropriate background knowledge of health and safety, successfully achieve the IOSH Working Safely certificate or equivalent (additionally for those employees working in higher risk operations other qualifications in health and safety (such as the CSCS card) may be an advantage).
- b) Knowledge of the Council's occupational health and safety management system as it applies to employees.
- c) Knowledge of the safe systems of work for their role and activities undertaken within the role.
- d) Knowledge of the Council's operational consultation and communication networks for health and safety.

SECTION NINE DIRECTORATE ACCEPTANCE OF HEALTH AND SAFETY POLICY STATEMENT

The acceptance of my statement of health and safety policy as Chief Executive of Barnsley Metropolitan Borough Council and the implementation of the health and safety policy require the commitment of my management team and subsequently their management teams.

The acceptance and commitment to implement this policy is given by the undersigned Executive Director and their Service Directors:

Directorate:

Executive Director

Date

Service Director

Date

Service Director

Date

Service Director

Date

Service Director

Date

Service Director

Date