

LBM Site / Section Model Health and Safety Policy

[Insert name of Site / Section here]

Part 1: Statement of Intent

In line with the provisions of the Health and Safety at Work, etc Act 1974 and subordinate legislation and all other relevant statutory duties, the manager of *[Insert name of site/section here]* will take all reasonably practicable measures to ensure the health, safety and welfare of their staff.

In particular, they will ensure, so far as is reasonably practicable that:

- a) All places under their control, where employees are required to work, are maintained in a condition that is safe and without risk to health, and that the access to and egress from workplaces is similarly safe and without risk;
- b) A safe and healthy working environment is provided, with adequate facilities and arrangements for employee's welfare at work;
- c) No hazard arises from the use, handling, storage and transportation of articles and substances used in connection with work; and
- d) Plant and systems of work are safe and without risk to health.

Further, the manager undertakes to provide whatever information, instruction, training and supervision is necessary to enable employees to identify and to avoid hazards and contribute positively towards their own safety and health at work and that of other employees.

In addition, the manager will ensure, so far as is reasonably practicable, that the health and safety of persons **not in the Section's employ** are not placed at risk by either the Site / Section's activities, premises or facilities made available to such people.

Ensuring the arrangements for safe and healthy working conditions is a primary responsibility of the Management team exercised through the line management structure of the Site / Section. Without detracting from this principle, the Council undertakes to provide competent advice through the Corporate Safety Section on matters of health, safety and welfare at work wherever it is necessary to assist line management in its task.

This policy statement supersedes that previously issued.

This policy will be reviewed annually or when significant changes occur.

Name and Signature of Manger:

Date: / /

Part 2: Responsibilities and Organisation for health & safety

Introduction

To comply with the **Statement of Intent** above the following responsibilities have been assigned:

The Manager

[Insert name of manager] is responsible for ensuring that:

- a) A clear written policy statement is created which promotes suitable attitudes towards health and safety in all staff within the site / section.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
- | ~~d)c~~ People have sufficient experience, knowledge and training to perform the tasks required of them. Formatted: Bullets and Numbering
- | ~~e)d~~ Clear procedures are created which assess the risk from hazards and produce safe systems of work. Formatted: Bullets and Numbering
- | ~~f)e~~ Sufficient funds are set aside with which to operate safe systems of work. Formatted: Bullets and Numbering
- | ~~g)f~~ Health and safety performance is measured. Formatted: Bullets and Numbering
- | ~~h)g~~ The site / section's health and safety policy and performance is reviewed annually. Formatted: Bullets and Numbering
- | ~~a)h~~ To be fully and visibly committed to the site / section's Statement of Intent for health and safety. Formatted: Bullets and Numbering
- | ~~b)i~~ Ensure that a clear written local health and safety policy is created. Formatted: Bullets and Numbering
- | ~~e)i~~ Ensure that the policy is communicated to all relevant people. Formatted: Bullets and Numbering
- k) Ensure appropriate information on significant risk activities is provided to visitors and contractors.
- l) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- | ~~f)m~~ Ensure that all staff are provided with adequate information, instruction and training on health and safety issues. Formatted: Bullets and Numbering
- | ~~g)n~~ Arrange for risk assessments of the premises and working practices to be undertaken. Formatted: Bullets and Numbering

- | **h)q)** Ensure safe systems of work are in place as identified from risk assessments.
- | **i)p)** Ensure that suitable emergency procedures are in place.
- | **j)q)** Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- | **k)r)** Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
- | **l)s)** Ensure arrangements are in place to monitor premises and health and safety performance.
- | **m)t)** Ensure that all incidents are investigated and suitable remedial actions are taken.
- | **n)u)** Report annually to Senior Management on the site / section's health and safety performance.

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Staff with health and safety responsibilities and those staff holding positions of special responsibility

These individuals (e.g. Assistant Managers, Supervisors, Team Leaders, Administration staff, Support Staff, Site Managers & Caretakers etc) assist the Manager named above in ensuring the day-to-day management of health and safety in accordance with this health, safety and welfare policy and all associated arrangements and procedures.

NOTE!

(i) The following responsibilities must be allocated to the appropriate member of staff and set out clearly and unambiguously in this part of the policy so it is absolutely clear who does what.

(ii) This is **NOT** an exhaustive list and additional duties and functions must be added against each individual as appropriate.

- Undertaking daily checks of the site / section fire and evacuation arrangements to ensure that fire exits are not blocked and that all exit mechanisms are functioning correctly; ***[Insert Name(s)]***
- Ensuring that regular workplace inspections are carried out; ***[Insert Names(s)]***
- Ensuring action is taken on issues arising from the safety visits carried out by the Corporate Safety Section; ***[Insert Name(s)]***
- Disseminating health and safety information to appropriate persons throughout the site / section; ***[Insert Name(s)]***

- Assist with accident and incident reports and comply with the Corporate Accident and Investigation procedure; ***[Insert Name(s)]***
- Arrange for all amendments to corporate, departmental and site/section health and safety policies be communicated to all site/section staff; ***[Insert Name(s)]***
- Ensuring that all staff and visitors to the site/section are properly informed of the health and safety arrangements; ***[Insert Name(s)]***
- Ensuring that contractors, members of the public and visitors follow the site/section safety procedures; ***[Insert Name(s)]***
- Identifying appropriate health and safety training for staff under their line management and support them in attending this training; ***[Insert Name(s)]***
- Assist with ensuring that all staff receive both initial and refresher health and safety training appropriate to their job and the tasks they carry out; ***[Insert Name(s)]***
- Ensure that **ALL** accidents and incidents of violence, aggression and verbal abuse are reported and investigated using the online accident reporting system and in line with the Corporate Accident and Investigation procedure; ***[Insert Name(s)]***
- Arrange health and safety courses to meet identified staff training needs. ***[Insert Name(s)]***
- Ensure equipment maintenance records are kept and maintained including: ***[Insert Name(s)]***
 - Maintenance of fire alarm and fire extinguishers;
 - Maintenance of gas appliances;
 - Inspection and testing of portable electrical equipment;
 - Maintenance of hoists, lifting equipment etc.
- Ensure that all new staff receive a copy of the site/section's health and safety policy, and sign to the effect that they have read and understood their responsibilities. ***[Insert Name(s)]***
- Ensure that contractors working on site are signed in and out, work only by appointment and that all health and safety implications have been covered with the contractor before work is allowed to commence. ***[Insert Name(s)]***

- **Accident / Incident Reporting and Investigation**

All accidents and cases of work-related ill health involving employees (or non employees where the non employee is taken directly to hospital) must be reported and investigated using the online accident reporting and investigation system at: <http://intranetapps/accident/>

[Insert Name] will investigate all incidents and act on findings to prevent a recurrence.

[Insert Name] is responsible for reporting incidents to the Corporate Safety Section and maintaining records.

- **Consultation with Employees**

Union-appointed safety representatives are *[Insert Name(s)]*

Consultation with employees not represented by a union is provided through *[Insert Name(s)]*

- **Display Screen Equipment and Workstations**

[Insert Name] is responsible for ensuring that all designated users complete the online training and workstation self-assessment form following guidance and documentation available on the Merton Intranet.

- **Emergency Procedures – Fire and Evacuation**

Escape routes are checked by: *[Insert Name(s)]* every: *[Insert timescales]*

Fire extinguishers are maintained and checked by: *[Insert Name(s)]* every: *[Insert timescales]*

Alarms are tested by: *[Insert Name(s)]* every: *[Insert timescales]*

Emergency evacuation procedures will be tested every: *[Insert timescales]* by: *[Insert Name(s)]*

- **Fire Safety**

A fire risk assessment will be carried out and local fire safety procedures developed for the site/section by *[Insert Name]* following guidance and documentation available on the Merton Intranet.

- **First Aid**

First aid box(es) is/are kept at: *[Insert Location(s)]*

The following employees are available to provide first aid: *[Insert Names and their first aid qualifications]*

- **General Risk Assessments**

General Risk Assessments will be coordinated by *[Insert Name]*, following guidance and documentation available on the Merton Intranet.

[Insert Name] will be responsible for ensuring all required actions and control measures are implemented.

- **Hazardous Substances**

[Insert Name] will identify hazardous substances and ensure Safety Data Sheets **AND** COSHH assessments are in place for these substances by following guidance and documentation available on the Merton Intranet.

- **Information and Advice**

Statutory health and Safety Law Poster(s) is displayed at *[Insert Location(s)]*.

Health and safety advice is available from *[Insert name of manager]* and from Corporate Safety Services on (020) 8545 3384

- **Manager with overall responsibility for Health and Safety**

The manager with overall responsibility for health and safety is *[Insert Name]*.

- **Manual Handling**

Manual handling risk assessments will be carried out by *[Insert Name]*, following guidance and documentation available on the Merton Intranet.

- **Management of Asbestos**

The asbestos register and asbestos management plan is held by: *[Insert Name]* at *[Insert Location]*

[Insert Name] is responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register and that any changes to the register are notified to the Asbestos Compliance Officer.

- **Monitoring**

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by: *[Insert Name]* every *[Insert Timescale]*

- **Occupational Health**

Access to occupational health services is via *[Insert name of occupational health service provider]*.

- **On-Site Vehicle Movements**

The risk of persons and vehicles coming into contact will be controlled by the following measures: [\[Insert control measures\]](#)

- **Portable Appliance Testing**

[\[Insert Name\]](#) is responsible for ensuring that employees carry out a quick visual check of the portable electrical appliances they are using in order to assist in identifying problems as early as possible and that any piece of equipment reported as damaged is immediately taken out of service until it is inspected and tested by a competent person.

Users will look for, and report the following:

- Damage to the cable, signs of wear or splitting;
- Damage to the plug, such as cracks, cable being loose, bent pins or loose screw;
- Any scorch marks on the equipment, plug or socket that may indicate that a short circuit has occurred.

[\[Insert Name\]](#) is responsible for ensuring that formal visual inspections are carried out quarterly and the visual inspection form completed for each item. (Copies of the form can be found in the Corporate Guidance on Electrical Safety available from the Merton Intranet).

[\[Insert Name\]](#) is responsible for ensuring that periodic combined testing and inspection of portable electrical equipment is carried out.

- **Review of Policy**

This policy will be reviewed annually or earlier in the light of experience, or because of operational or organisational changes or for any other reason that the policy ceases to be valid. Date of next review: [\[Enter Review Date\]](#)

- **Safe Plant and Equipment**

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate competent contractors.

The Site / Section must summarise their general arrangements for organising inspection, maintenance and testing of plant and equipment here. [\[Summarise arrangements here\]](#).

Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by [\[Insert Name\]](#).

Any problems or defects with plant and equipment should be reported to [\[Insert Name\]](#).

- **Selection and Management of Contractors**

[Insert Name] is responsible for ensuring that contractors are selected and managed following guidance and documentation available from the Merton Intranet.

- **Security and Visitors**

All visitors must report to **[Insert Name]** at **[Insert Location]** where they will be asked to sign the visitor's book and wear a visitors' badge.

Other arrangements to ensure the security of staff on site are: **[Insert arrangements]**

- **Violence to Staff**

Assessment of the risks of violence to staff will be carried out by **[Insert Name]** following guidance available on the Merton Intranet.

Health & Safety Responsibilities of All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the site /section's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies and incident investigation.
- b) Cooperate with management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with the corporate accident / incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their manager of what they consider to be shortcomings in the site / section's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Union Health and Safety Representative(s).

Health and Safety Representatives

[Insert name of manager] of **[Insert name of site/section here]** recognises the role of Health and Safety Representatives appointed by recognised trade unions.

Where more than one Union is active within the section, the preferred option will be for a mutually agreed single Health and Safety Representative to represent all the section staff in order to ease communications.

Where no Union appointed safety representative is appointed, management will encourage an elected representative to represent staff in the site / section.

The section Health and Safety Representative is entitled to investigate accidents and potential hazards, pursue employees' complaints, carry out appropriate section inspections within directed time during their normal working hours.

The Health and Safety Representative is also entitled to certain information, e.g. relating to accidents, and to time off with pay to train for and carry out her/his health and safety functions. Further details about the role and responsibilities of the Safety representative can be found in the Corporate Policy on Health, Safety and Welfare.

Resolving Health and Safety Issues

Employees may refer health, safety and welfare matters to either **[Insert name of manager here]** and/or their appointed or elected safety representative.

Wherever possible **[Insert name of manager here]** will rectify unsatisfactory conditions, eliminate hazards or otherwise resolve problems referred to them by Safety Representatives and will, where appropriate, enlist the assistance of the Council's Safety Section.

In instances where necessary action is beyond the resources of **[Insert name of manager here]** or where the action taken or proposed is unacceptable to the Safety Representative, the matter will be referred through the normal management reporting line to the Head of Service, Assistant Director and ultimately the Director of **[Insert name of department here]** and the Safety Representative informed accordingly.

In all instances, employees must be informed of the action taken in respect of the matters they raise and if no action is to be taken they must be informed of this, together with the reasons. Where any necessary action will involve any delay, the employee is to be given the details and kept informed of progress.

All employees at *[Insert name of site/section here]* are encouraged to submit to *[Insert name of manager here]* any suggestions for better health and safety.

Health & Safety Training

The employees named below have received or will receive health and safety training in the following areas:

- **Induction**
Health and safety induction training will be provided for all new employees and for work experience placement students by *[Insert Name]* following guidance and documentation provided by Learning & Development.
- **Strategic Health and Safety Management and Premises Management Training**
 - Accident Reporting and Investigating *[Insert Name(s)]*
 - Asbestos Awareness *[Insert Name(s)]*
 - Control of Substances Hazardous to Health *[Insert Name(s)]*
 - Critical Incident Management *[Insert Name(s)]*
 - Display Screen Equipment (workstations) *[Insert Name(s)]*
 - First Aid *[Insert Name(s)]*
 - Fire Risk Assessment *[Insert Name(s)]*
 - General Awareness for Staff *[Insert Name(s)]*
 - General Awareness for Managers *[Insert Name(s)]*
 - Introduction for Risk Assessment *[Insert Name(s)]*
 - Safe Manual Handling of Static Loads *[Insert Name(s)]*
 - Water Safety *[Insert Name(s)]*
- **Minibuses**
 - ☐ Merton Council Minibus driver training: *[Insert Name(s)]*
- **Training Records and Training Needs Identification**
Health and safety training records are held by: *[Insert Name]*

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Training needs will be identified, arranged and monitored by:
[Insert Name]

Part 3: Arrangements and Procedures

This details the operational arrangements in place at **[Insert name of site/section here]** to ensure the health, safety and welfare of staff, service users, clients, visitors, members of the public, agency staff, contractors, etc.

It describes how **[Insert name of site/section here]** will meet the standards set out in the Part 1 Statement of Intent and details procedures and arrangements for controlling the risks involved in a range of site/section activities.

The Arrangements relevant to **[Insert name of site/section here]** are listed in the Table of Arrangements below. The table is split into two parts. The first part lists mandatory health and safety arrangements that **ALL** sites/section **MUST** have in place.

The second part lists the local operational health and safety arrangements specific to the particular area of work carried out at **[Insert name of site/section here]**.

The tables contain the following columns.

- Subject Heading of the Arrangement
- Name and Job Title of the person responsible for the Arrangement
- Location of the Arrangement
- Date of Issue
- Date of Review

The Arrangements and Procedures will either be located here in this document from **page 15** onwards as part of the health and safety policy of **[Insert name of site/section here]**. If this is the case then the page number must be entered in the Location of Arrangement column.

Where, for operational reasons and ease of use, size of file/folder etc certain Arrangements e.g. fire safety management etc are contained within other documents then their exact location must be entered in the Location of Arrangement column so that staff are aware they exist and exactly where to find them.

[Insert name of manager] is responsible for ensuring that suitable health and safety Arrangements and Procedures are in place at **[Insert name of site/section here]** and for ensuring the following tables are accurately completed at all times.

Table of Mandatory Arrangements

Table of Mandatory Arrangements for: <i>[Insert name of site/section here]</i>				
Subject Heading	Name and Job Title of Person Responsible	Location of Arrangement	Date of Issue	Date of review
Accident Reporting and Investigation				
Asbestos Management				
Client Handling				
Communication and Consultation with employees on health and safety matters				
Control of Hazardous Substances				
Critical Incident Management				
Facilities / Buildings Management				
Fire Safety and Emergency Arrangements including Evacuation Procedures				
First Aid Arrangements and Supporting Medical Needs				
Health and Safety Training for all staff				
Lettings				

Lone Working				
Maintenance and Servicing of Services, Plant & Equipment (including statutory examination, inspection and testing)				
Managing Work Related Stress				
Manual Handling of Static Loads				
Occupational Health Services				
On-Site Vehicle Movements				
Personal Protective Equipment (PPE)				
Risk Assessment (including general and activity/task specific)				
Selecting and Managing Contractors				
Site Security				
Slips, Trips and Falls				
Violence and Aggression to Staff				
Workstation (Display Screen Equipment) Assessments				
Workplace Safety Inspections				

