



# Solihull Metropolitan Borough Council

## Corporate Health and Safety Policy For Core Council Staff

### September 2015

#### Version Control:

Version	Date	Author	Sent to	Reason
1.1	June 2015	Steve Dean ( Health and Safety Support Team Manager)	Corporate H&S Group	To agree proposed updates and finalise draft for the Corporate Health and Safety Group
1.2	July 2015	Steve Dean	Head of Audit Services / Director of Resources	To agree final version, to allow approval by CLT
1.3	August 2015	Steve Dean	Corporate Leadership Team	To agree and approve Health and Safety Policy
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1.5	September 2015	Steve Dean	All Employees and Intranet site.	Publication of Health and Safety Policy – Following Approval
1.6	April 2017	Steve Dean	All Employees and Intranet site	Updates to structure and incorporation of safeguarding statement.

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# SECTION ONE - CORPORATE HEALTH AND SAFETY POLICY

## 1.1 Introduction

Solihull Metropolitan Borough Council (the “Council”) is committed to maintaining a healthy and safe place of work for all of its employees, as well as taking all reasonable steps to ensure that the public and the environment (which may be affected by its work) are exposed to the lowest practicable level of risk.

The Council recognises that:

- it has a moral duty to take all reasonable steps to prevent people being harmed;
- accidents cost money, particularly in terms of lost time, repairs and investigations, and increasingly such costs have to be met from limited budgets;
- it has a legal duty under the Health and Safety At Work Act and other Regulations to provide a safe place of work, safe plant and equipment, safe systems of work, a safe working environment, adequate facilities, safe methods of handling, storing and transporting goods, information, instruction and training; and take reasonable care of the health and safety of others.

High standards of health and safety reduce harm and losses, improve our overall performance and make good business sense.

This Health and Safety Policy is the Council’s overarching document for health and safety and provides a comprehensive picture of how the Council complies with its legal obligations and takes responsibility for managing health and safety risks effectively, using a structured and cost effective approach.

This Policy has been prepared in compliance with the requirements of the Health and Safety at Work etc. Act 1974 and supersedes all previous issues. It takes into account all relevant health and safety legislation in place at the time of writing.

This Policy applies to all core council employees (including Local Authority School employees) and failure to comply with it could result in disciplinary action.

The Council’s Health and Safety Policy is set out in three parts:

**Section One** contains the Health and Safety **Policy Statement** which sets out the Council’s commitment to managing health, safety and the environment effectively.

**Section Two** describes the **organisation** and the **roles and responsibilities** of those charged with implementing the Council’s Policy.

**Section Three** describes the day to day **arrangements** in place to achieve the aims set out in the Policy Statement.

Further advice and guidance can be obtained by contacting the Corporate Health and Safety Support Team on 0121 704 6328.

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## Solihull Metropolitan Borough Council Health and Safety Policy Statement

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Solihull Council is committed to providing and maintaining a healthy and safe place of work, as well as taking all reasonable steps to ensure that the public and the environment (which may be affected by the work of the Council) are exposed to the lowest practicable level of risk. Approval and publication of this Policy Statement demonstrates this commitment.

This Policy is supported by Members, the Chief Executive and the Corporate Leadership Team, who are ultimately responsible for effective health and safety arrangements within the Council. However, health and safety is the responsibility of everyone and this Policy will be implemented by management and employees alike throughout the Council.

### The Council's Health and Safety objectives are to:

- ❖ **comply** with health and safety legislation, agreed Codes of Practice and other relevant standards
- ❖ **integrate** good health and safety management into service delivery, management and decision-making processes
- ❖ **consult and communicate** with employees and trade union representatives to ensure they are aware of their health and safety responsibilities
- ❖ strive for **continuous improvement** in health and safety standards
- ❖ recognise the different demands that the Council faces, but work together to deliver a **consistent approach** to managing health and safety

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### To achieve these objectives the Council will:

- ❖ maintain a documented and consistently applied health and safety **management system** including effective leadership, clear roles, responsibilities and reporting lines
- ❖ so far as reasonably practicable, provide and maintain healthy and safe **work places, equipment and methods of working**
- ❖ provide adequate **resources** to meet our commitment to health and safety
- ❖ appoint **competent** people to support us to meet our statutory duties
- ❖ establish effective “upward” and “downward” **communication** systems
- ❖ provide employees at all levels with suitable and sufficient **information, instruction, training and supervision** to enable them to work safely and avoid any actions that may adversely affect the health or safety of themselves or others
- ❖ engage with partners, contractors and other agencies to **promote good standards** of health and safety
- ❖ regularly **monitor** health and safety performance to ensure that risks are dealt with sensibly, responsibly and proportionately.

This Policy and accompanying arrangements will be reviewed regularly to take account of changing legislation, best practice and experience gained within the Council.

.....  
Chief Executive

.....  
Resources and Delivering Value  
Cabinet Member

## **SECTION TWO - ORGANISATION, ROLES AND RESPONSIBILITIES**

The Council recognises that the successful implementation of its health and safety objectives is dependent on the commitment and involvement of Members, senior management and officers. For the purposes of the Corporate Manslaughter and Corporate Homicide Act 2007, senior management includes:

Full Council  
Cabinet  
Chief Executive  
Corporate and Assistant Directors  
Heads of Service

The following describes how the Council organises and structures itself and the roles and responsibilities of key individuals and groups, to develop both a positive culture towards health and safety and effective management arrangements.

### **2.1 Council**

The Council as the employer is ultimately responsible for the application of health and safety legislation, for achieving the objectives of this Health and Safety Policy, and for ensuring that adequate resources are made available to meet the health, safety and welfare needs of its employees.

The Council delegates the work required to meet these responsibilities to Cabinet, the Chief Executive and Corporate Directors, with advice from the Corporate Health and Safety Support Team.

### **2.2 Cabinet**

Cabinet will:

1. Hold the Corporate Leadership Team responsible for ensuring that this Health and Safety Policy is implemented.
2. Take account of health and safety implications when making decisions.
3. Monitor, through an annual report, the overall performance of the Council's health and safety management systems.

### **2.3 Resources and Delivering Value Cabinet Member**

The Resources and Delivering Value Cabinet Member will:

1. Act as the Member Risk Champion for Health and Safety.
2. Approve this Health and Safety Policy on behalf of Cabinet as part of the delegated responsibilities.
3. Personally endorse the published Health and Safety Policy Statement as the nominated Member representative.
4. Approve the Annual Health and Safety Report prior to publication.

## **2.4 Chief Executive and Corporate Leadership Team**

The Chief Executive has overall responsibility for health and safety across the Council, and leads in setting corporate policy and direction. Corporate Directors support the Chief Executive, however, they are also responsible for ensuring that robust health and safety management systems exist in their respective Directorates.

Corporate Leadership Team (CLT) sets the strategic direction for effective health and safety and provides effective health and safety leadership by:

1. Periodically reviewing the Corporate Health and Safety Policy to ensure it continues to reflect the organisation's priorities, plans and targets.
2. Recommending to Resources and Delivering Value Cabinet Member the Corporate Health and Safety Policy and subsequent revisions.
3. Ensuring adequate resources are available to implement the Corporate Health and Safety Policy.
4. Taking account of health and safety when developing policies, making decisions, implementing major projects and change management initiatives.
5. Reviewing health and safety performance at least once a year.
6. Recommending to Cabinet Member the Annual Health and Safety Report.
7. Ensuring full co-operation between Directorates to enable us to work as "One Council" to deliver a consistent approach to managing health and safety.
8. Identifying on an exception basis, any significant and/or emerging health and safety issues within individual Directorates.

## **2.5 The Director of Resources**

As the Director with responsibility for Health and Safety, the Director of Resources leads on all operational health and safety issues and is appointed as the "Health and Safety Director". The Director of Resources will:

1. Ensure competent people are appointed to provide advice and guidance on health and safety. These persons will form the Corporate Health and Safety Support Team.
2. Ensure arrangements are in place to monitor, inspect, audit and review health and safety activities.
3. Ensure there are effective arrangements for consulting with employees on health, safety and welfare issues and for promoting collaborative working with Trade Union appointed health and safety representatives.
4. Ensure that a suitable training programme is maintained that addresses the needs of staff at all levels.

## **2.6 Corporate Health and Safety Group**

The Corporate Health and Safety Group ensures that the Council's approach to managing health and safety is implemented in a co-ordinated and consistent way.

The Corporate Health and Safety Group is Chaired by the Health and Safety Team Manager. Membership includes the Head of Audit Services, a Health and Safety Representative from each Directorate, the Transport Manager, a representative from Human Resources, the Insurance Manager, the Facilities Manager and Union representatives. The Corporate Health and Safety Group:

1. Fulfils the Council's obligations for consultation on health and safety at work with recognised Trade Unions.
2. Recommends operational Health and Safety Policies and standards to the Director of Resources and CLT for approval.
3. Monitors health and safety performance within Directorates.
4. Reviews the Council's health and safety performance annually and supports production of an annual report for the Corporate Leadership Team and Cabinet.

## **2.7 Directorate Health and Safety Groups**

Each Directorate will establish a Directorate Health and Safety Group. Whilst the Groups are not responsible or accountable for managing health and safety on management's behalf, the Groups offer advice and support to managers who are responsible for managing such risks.

The Directorate Groups are chaired by a nominated member of the Corporate Health and Safety Support Team. Membership includes a lead representative plus representatives from each of the Divisions and/or significant Teams within each Directorate, along with Trade Union representatives. All representatives are expected to nominate a deputy if they are unable to attend meetings.

The Directorate Health and Safety Lead Representative and the nominated Health and Safety Advisor will work together to ensure appropriate membership of the Directorate Groups.

The role of each Directorate Health and Safety Group is to:

1. Provide support and advice on the identification, assessment and management of identified health and safety risks.
2. Support managers who are responsible for managing health and safety.
3. Review surveys, data, trends, priorities and other information as required and make recommendations (to the Corporate Health and Safety Group) on ways to further reduce the likelihood and/ or impact of significant health and safety risks.
4. Ensure staff are consulted on relevant health and safety matters and that their views are considered.
5. Ensure there are adequate arrangements for communicating relevant health and safety information throughout their Directorate.

## **2.8 Corporate Health and Safety Support Team**

Health and safety law requires the appointment of one or more "competent" persons to help employers to comply with legislation. At Solihull this role is fulfilled by Health and Safety Corporate Health and Safety Policy Version 1.6

Advisors within the Corporate Health and Safety Support Team, which is part of the Resources Directorate.

The combination of professional qualifications and experience of the Health and Safety Team Manager and Health and Safety Advisors (who make up the Corporate Team) ensures that the Corporate Health and Safety Support Team are “competent” to manage the Council’s health and safety arrangements.

The Corporate Health and Safety Support Team will:

1. Act as the first point of contact for the Health and Safety Executive (HSE).
2. Maintain the Council’s health and safety management system, providing advice, support and guidance on all aspects of health and safety.
3. Develop corporate policies, procedures and standards to ensure that consistent and effective health and safety practices exist across the Council.
4. Maintain up to date knowledge of health and safety legislation and best practice and how this affects the Council.
5. Chair the Directorate Health and Safety Groups and present health and safety reports for individual Directorate Leadership Teams.
6. Carry out a programme of audits and inspections to ensure that the Council’s Health and Safety Policies are complied with.
7. Undertake specialist risk assessments, where appropriate.
8. Review reports of all significant accidents and compile statistics to identify causes and trends and make recommendations to improve performance.
9. Where appropriate, conduct impartial accident investigations and prepare reports of such investigations, with recommendations to prevent recurrence.
10. Assist in the development and delivery of health and safety awareness and training.
11. In an emergency / potentially dangerous situation intervene and stop activities where unsafe practices, methods or processes present an immediate danger of serious injury. Any such action will be reported to the appropriate Director as soon as possible.

## **2.9 Directorate Leadership Teams / Heads of Service**

The primary role of each Directorate Leadership Team is to manage operational health and safety risks by:

1. Having overall responsibility for health and safety in their Directorate.
2. Ensuring corporate Health and Safety Policies are implemented.
3. Ensuring sufficient resources are allocated to meet health and safety responsibilities throughout the Directorate.
4. Appointing a Directorate Health and Safety Representative to lead on operational health and safety issues.
5. Regularly monitoring health and safety performance as part of existing performance management timetables.
6. Prioritising funding for additional precautions/ control measures.
7. Ensure that service managers fulfil their health and safety responsibilities.

## **2.10 Directorate Health and Safety Lead Representatives**

As part of their overall responsibility for health and safety, each Director will nominate a Directorate Health and Safety Lead Representative who is an operational expert within a

specific Directorate. Health and Safety Lead Representatives are not responsible for managing health and safety issues on management's behalf.

Each Directorate Health and Safety Lead Representative will work in partnership with the Corporate Health and Safety Support Team to ensure the continued development and implementation of the Council's health and safety arrangements in a co-ordinated and consistent way that takes into account the needs and priorities of each Directorate.

Responsibilities include:

1. Being a key member of the relevant Directorate Health and Safety Group.
2. Promoting health and safety awareness within their Directorate reminding all staff of their personal responsibilities in relation to health and safety.
3. Acting as a Directorate focal point for staff to raise health and safety concerns/ issues.
4. Providing appropriate support and advice to managers on the identification, assessment and management of the Council's health and safety risks.
5. Providing operational advice regarding practical solutions for managing identified health and safety risks.
6. Liaising with the Corporate Health and Safety Support Team to resolve more complex queries/issues.
7. Taking an active role in the consultation process to develop, review and improve individual Health and Safety Policies.
8. Attending the Corporate Health and Safety Group meetings and nominating a deputy to attend if they are unable to.
9. Supporting the relevant Corporate Health and Safety Advisor to produce health and safety performance reports and report back to the Corporate Health and Safety Group and relevant Directorate Leadership Team(s), as required.

## **2.11 Service Managers**

Responsibility for implementing operational health and safety rests with service managers who ensure that policies, procedures and safe systems of work are implemented on a daily basis. Managers are responsible for health and safety in their particular area of responsibility and will:

1. Promote a positive and proactive approach to health and safety.
2. Implement and communicate the Council's corporate Health and Safety Policies and safe systems of work.
3. Ensure that contractors, customers and visitors are aware of safety procedures. This includes ensuring that contractors are competent to carry out their work safely with minimal risk to themselves and others.
4. Ensure risk assessments are undertaken for work activities they control, in consultation with their employees.
5. Develop, implement and review safe working practices to satisfy themselves that appropriate and sufficient control measures are in place, to remove or reduce the risks to as low a level as reasonably practicable.
6. Ensure that they and their staff have adequate levels of training, instruction and supervision to work safely with minimal risk to themselves or others, paying particular attention to young employees and new starters.
7. Ensure induction training is provided for all new staff, including temporary staff to ensure that they are aware of the emergency procedures and any significant risks within the workplace.

8. Make sure all work-related accidents or incidents, including near misses are investigated and reported and any necessary remedial action is taken.
9. Ensure that work place inspections are carried out, at least twice a year, to ensure that the working environment and equipment are safe and adequately maintained.
10. Make sure that emergency procedures are effective, practised and communicated to anyone who may be affected.

## **2.12 Employees**

Health and safety law requires all employees, wherever they work, to do certain things to help the Council maintain and improve health and safety standards. This means that employees must:

1. Take reasonable care of the health and safety of themselves, fellow employees and other persons who may be affected by their acts or omissions.
2. Co-operate with and support the Council, managers and other employees in meeting their health and safety legal responsibilities.
3. Undertake any required training and only use tools, machinery, plant, vehicles or equipment that they are trained to use.
4. Take all suitable safety precautions and carry out work in accordance with the information, instruction and training they have received (written or verbal).
5. Make use of, wear and take good care of anything (including equipment and protective clothing) provided for the purposes of health and safety.
6. Maintain tools, machinery, plant, vehicles and equipment in a good condition, only use them for the purpose intended and withdraw from use anything that is considered unsafe.
7. Report defects, malfunctions, hazards, accidents, incidents, "near misses" and anything thought to be dangerous to their manager and/or Health and Safety Advisor without delay.
8. Be sensibly and safely dressed for their particular working conditions.
9. Follow laid down emergency procedures and be aware of the position of fire alarms, first aid equipment and the identity of First Aiders.
10. Tell their line manager (in confidence) about any personal conditions, which could increase the likelihood or impact of an accident or incident.

**Employees should not undertake potentially hazardous tasks for which they have not been trained. If anyone feels that they have received inadequate training or information before being exposed to new or increased risks, the matter should be raised with their line manager who will bring it to the attention of the nominated Health and Safety Advisor.**

## SECTION THREE - HEALTH AND SAFETY ARRANGEMENTS

The following section explains the day-to-day arrangements that are in place for the management of health and safety across the Council.

### 3.1 Health and Safety Policies

This overall corporate Health and Safety Policy is supported by a number of other operational policies (some of which are the responsibility of other service areas within the Council) and guidance that provide more detailed information on certain aspects of health and safety. These documents do not supersede this overall Policy, but should be read in conjunction with it.

Further policies and guidance will be produced as required by changes in legislation or in line with best practice.

All Health and Safety Policies will be reviewed by the Corporate Health and Safety Support Team who will, where appropriate, ensure that any management approval is obtained, prior to publication.

**Appendix A** details the supporting policies / procedures / guidance that exist. Full versions along with relevant guidance can be found on the Intranet pages of the Corporate Health and Safety Support Team.

### 3.2 Organisation

#### 3.2.1 Roles and Responsibilities

Specific health and safety roles and responsibilities are detailed in **Section 2** of this document. To support these arrangements, **Appendix B** provides a diagram of the Council's overall health and safety management structure.

In addition, **Appendix C** provides a diagram to describe how the Corporate Health and Safety Support Team fit within the Council's management structure.

#### 3.2.2 Health and Safety Groups

Appropriate Health and Safety Groups will be established to help develop, monitor and review the Council's health and safety arrangements to meet legal requirements and promote continuous improvement. The membership of such groups will involve management, employees and Union representatives where appropriate.

As such, each Directorate will establish a Directorate Health and Safety Group (see Section 2.7 for more details), with each Group reporting to the Corporate Health and Safety Group (see Section 2.6 for more details).

#### 3.2.3 Consultation

The Council supports and encourages employee participation in health and safety. We recognise that active employee involvement helps to:

- promote a positive health and safety culture;

- develop effective risk control measures and realistic safe systems of work;
- reduce accidents and work related ill health.

To achieve this participation we will promote open and constructive consultation with employees and their nominated representatives. This includes the requirements as set out in the Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

The Council's Corporate and Directorate Health and Safety Groups will meet regularly to consider health and safety issues. The minutes of these meetings will be available to all staff electronically on the Corporate Health and Safety Support Team intranet pages.

### **3.2.4 Information, Instruction and Training**

So far as is reasonably practicable, the Council will provide suitable and sufficient information, instruction and training to all employees. This includes the following:

- induction information and training for new employees;
- provision and dissemination of health and safety information in team briefings, newsletters, leaflets, posters and other appropriate methods;
- provision of intranet guidance, including current policies and procedures;
- training, as appropriate, on a range of health and safety issues;
- consultation between employee representatives, Directorate Health and Safety representatives and the Corporate Health and Safety Support Team.

Additionally, every opportunity will be taken to raise awareness and understanding of health and safety. This will include opportunities that arise through undertaking audits and inspections, involvement in accident investigations and face to face communication in other meetings.

This Corporate Health and Safety Policy (and any future revisions) will be communicated as appropriate, to ensure that all managers and staff are aware of its existence and their responsibilities. It is also available on the [Health and Safety Support Teams Intranet Pages](#).

### **3.3 Policy Implementation**

Directorate Leadership Teams have operational responsibility for ensuring that the Council's Health and Safety Policies are implemented.

All managers have a responsibility to implement and communicate the Council's corporate Health and Safety Policies, Procedures and Safe Systems of Work. This includes ensuring that regular inspections of premises, plant and equipment are undertaken, to provide assurance that the agreed safety arrangements are being followed and are appropriate and effective.

On a day-to-day basis all employees have a responsibility to ensure, so far as is reasonably practicable, that work is carried out in accordance with the Council's policies.

The Corporate Health and Safety Support Team will undertake a risk-based programme of audits and inspections to ensure that Directorate Leadership Teams fulfil their responsibilities.

### **3.4 Measuring Performance**

Health and safety performance will be measured by the Corporate Health and Safety Support Team by:

- monitoring corporate performance standards;
- regular auditing and undertaking inspections;
- accident/ incident reporting and investigation;
- liaising with Human Resources and Occupational Health to check the effectiveness of health surveillance and detect early signs of risks to health.

### **3.5 Reviewing Performance**

Performance will be measured against health and safety performance indicators and targets and reported at Directorate Leadership Team meetings, Corporate Leadership Team meetings and to Members on a regular basis.

Additionally, opportunities will be sought for credible and suitable benchmarking.

### **3.6 Auditing**

The Corporate Health and Safety Support Team will undertake a risk based programme of audits across all areas of the Council to ensure that corporate Health and Safety Policies are implemented and that (as far as is reasonably practicable) safe working practices operate.

### **3.7 Equalities**

This Policy was subject to an Equalities Impact Assessment. No significant issues were identified.

### **3.8 Safeguarding**

This policy seeks to ensure that Solihull Council undertakes its responsibilities with regard to the protection of children, young people and vulnerable adults and will respond appropriately to any concerns raised as a result of the Health and Safety Policy. This will include the investigation by the Health and Safety Support Team of any safeguarding issues raised as a result of reported incidents and concerns raised via the risk assessment process. This statement applies to all related health and safety policies, guidance and procedures.

### **3.9 Planned Date of Review**

Unless there are major changes to the Council's approach to managing health and safety, this Policy will be reviewed every three years by the Corporate Leadership Team and any revisions will be approved by the relevant Cabinet Member. Expected Review date 2018.

### **3.10 Further Advice and Guidance**

For further information, please contact the Health and Safety Support Team on telephone 0121 704 6328.

## SUPPORTING HEALTH AND SAFETY POLICIES

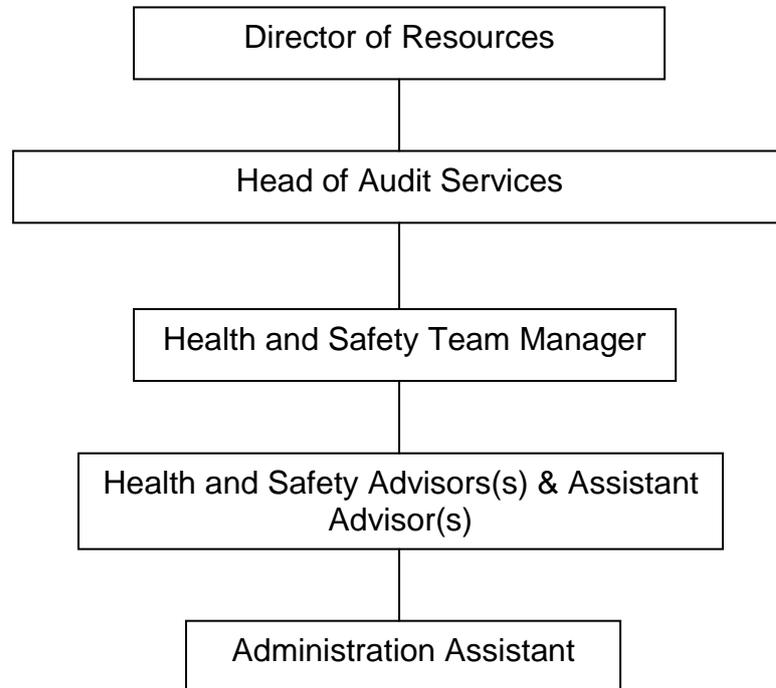
Policy	Detail
Accident Reporting	This Policy outlines the procedure to follow when an accident, injury, work related disease, ill health, or “near miss” occurs on premises owned/controlled by the Council. It also applies to any accident or injury that arises from work activities that are carried out away from premises.
Contractors	This Guidance document describes the arrangements in place to minimise the risks to contractors and others affected by their activities. It includes guidance on meeting the legislation related to construction design and management.
Display Screen Equipment	This Guidance document provides general guidance with regard to employees who work with display screen equipment (DSE).
Driving at Work	This Policy describes the arrangements in place for managing the risks associated with work related driving.
Emergency Plan (Resilience Team Plan)	Where an accident results in death, the Council’s Emergency Plan applies and the Resilience Team will lead the Council’s initial response. This Policy describes the arrangements in place to manage such an incident.
Fire and Emergency Evacuation	This Policy describes the arrangements in place to minimise the risk of fire and the procedure that should be followed in the event of a fire or emergency evacuation.
Legionella (Property Services Policy)	This Policy describes the arrangements in place to protect staff, visitors, residents and the public from the risk of Legionnaires’ disease.
Lone Working	This Procedure / Guidance document describes the procedure in place to manage the hazards and risks that particularly apply to lone workers.
Manual Handling	This Procedure / Guidance document describes how the Council intends to reduce the risk of manual handling injuries to its employees and provides guidance on the measures that should be taken to ensure safe lifting and carrying in the workplace.
Risk Management (Audit Services Policy)	This Policy describes the arrangements in place and the corporate documentation to be used to ensure that suitable and sufficient risk assessments are carried out on all work activities.
Mental Health and Well being (Joint HR and H&S Policy)	This Policy describes the procedures in place to provide, as far as is reasonably practicable, a working environment where the effects and presence of stress is minimised.

## OTHER RELATED POLICIES

Policy	Detail
Drugs, Alcohol and Substance Abuse	This HR Policy describes the arrangements in place to minimise the risks arising from the effects of drugs, alcohol or substance abuse and promotes the well being of employees.
No Smoking Policy	This HR Policy describes the Council's arrangements for complying with the no smoking legislation.
Mobile Phones	This ICT Policy describes the arrangements in place to comply with legislation for the use of mobile phones whilst driving.
Infection Control policy	This is a Public Health Policy – describes the Council's arrangements in preventative measures in relation to dealing with Infection within the Council working areas.



**CORPORATE HEALTH AND SAFETY SUPPORT TEAM  
STRUCTURE CHART**



Date Policy ratified by Management Committee: **July 2018**

Date to be reviewed: **July 2020**