

Corporate Health & Safety Policy

The corporate health and safety policy was revised in December 2005 and comprises of the three sections below: -

- Section 1 - Policy Statement
- Section 2 - Organisation and Responsibilities
- Section 3 - Detailed Arrangements for implementing health and safety

Sections 1 and 2 of the policy have been substantially revised and are only available via the OHSU's website. In future, the detailed arrangements, included at Section 3, shall each be periodically reviewed, revised and re-issued, following consultation with Representative Bodies, and shall also be made available to all WYFRA employees via the website.

Section 1 - Policy Statement

1.1 INTRODUCTION

- 1.1.1 Organisations achieving success in health and safety management minimise risk to their operations by drawing up plans, setting performance standards and having organisational structures in place to meet those standards.
- 1.1.2 This document describes the West Yorkshire Fire and Rescue Authority's (herein referred to as "the Authority") policy, organisation and arrangements which are in place to secure the health, safety and welfare of its employees, and others who may be affected by the Authority's undertakings.

1.2 STATEMENT OF INTENT

- 1.2.1 The Authority recognises that its employees are its most valuable asset and accepts its duties as an employer under the *Health and Safety at Work etc Act 1974* to ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employees and others not in its employment who may work, visit or enter Authority premises or be affected by its activities.
- 1.2.2 The Authority recognises that legislation provides a minimum standard and where reasonably practicable, will set and aim to achieve higher standards of health and safety.
- 1.2.3 The Authority's approach to injury, ill-health and loss prevention is based on the systematic identification, assessment and control of risks, with the introduction of reasonably practicable measures to achieve a high standard of performance in health and safety matters.
- 1.2.4 This approach will have a resource implication which the Authority will take into consideration when setting budgets, so that adequate funding can be made available for health & safety improvements and the provision of expert advice. This will entail setting priorities. The Authority accepts that successful management of health and safety has the benefit of improving the overall operation of the Authority by reducing injuries and ill-health, protecting the environment and reducing unnecessary losses and liabilities.

- 1.2.5 The Authority shall ensure that health and safety is fully integrated into all aspects of management and shall ensure effective systems are in place to monitor this.
- 1.2.6 The Authority shall ensure that effective training is provided for all employees on matters of occupational health and safety.
- 1.2.7 The Authority shall ensure that health and safety performance is measured and reviewed by implementing an effective monitoring and audit programme.
- 1.2.8 The Authority shall ensure an adverse safety event reporting system is maintained and that accurate and accessible information is available on the incidence and cost of work related accidents/ill-health. Clear targets, in line with the revitalising health & safety strategy, will be in place to promote their reduction.
- 1.2.9 The Authority shall provide a full occupational health service that shall be available for and accessible to all staff and will have their full confidence.
- 1.2.10 The Authority recognises the need to involve and consult with its employees and employee representatives on all matters relating to health and safety and will actively seek to co-operate and support them in carrying out their functions.
- 1.2.11 The Authority's Health and Safety Policy shall be reviewed and updated as necessary or at intervals not exceeding 2 years. The detailed arrangements in section 3 of this policy are written and published in a modular format to support a quick and efficient revision of hazard specific policies, without the need for the full policy document to be re-issued.

SIGNED ON BEHALF OF THE AUTHORITY

Mr P Toase

Chief Executive/Chief Fire Officer

Dated: 22 /12/2005

Section 2 - Organisation & Responsibilities

2.1 THE AUTHORITY'S RESPONSIBILITIES

- 2.1.1 The responsibility for all health, safety and welfare matters relating to employees of the Authority, others working on Authority premises, and members of the public, in so far as they have access to, or contact with, places where the activities of the Authority are carried out, rests with the Authority.
- 2.1.2 The *Health and Safety at Work etc Act 1974* imposes duties upon the Authority to ensure so far as is reasonably practicable the health, safety and welfare of all its employees and other persons affected by its undertakings by ensuring:
- a. The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health
 - b. So far as is reasonably practicable, the safety and absence of risk to health in connection with the use, handling, storage and transport of articles or substances
 - c. The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees
 - d. So far as is reasonably practicable as regards any place of work under the Authority's control, the maintenance of it in a condition that is safe and without risk to health and the provision and maintenance of means of access to and egress from it that are safe and without such risk
 - e. The provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risk to health and adequate as regards facilities and arrangements for their welfare at work
- 2.1.3 In addition to the above, the Authority also has responsibilities placed upon it under separate legislation. In particular, the Management of Health and Safety at Work Regulations 1999, requires the Authority to have health and safety arrangements in place for the effective planning, organisation, control, monitoring and review of its preventative and protective measures.
- 2.1.4 It also requires all significant and foreseeable risks to both its employees and others who may be affected by the Authority's activities, to be assessed for the purpose of identifying the measures needed to comply with requirements placed on it under relevant statutory provision.
- 2.1.5 The Authority shall ensure it has suitable and sufficient monitoring arrangements in place to satisfy itself it is meeting its legal obligations.

2.2 THE CHIEF EXECUTIVE/CHIEF FIRE OFFICER

- 2.2.1 Notwithstanding any of the specific responsibilities imposed under this policy, the Chief Executive/Chief Fire Officer has overall responsibility for making arrangements on behalf of the Authority, for all health & safety functions and responsibilities imposed upon the Authority. To that end the CE/CFO shall make appropriate arrangements for the effective corporate implementation, operation and monitoring of this policy within the Authority

2.3 DIRECTOR OF OPERATIONS

2.3.1 The Director of Operations is responsible for ensuring systems are in place for the development of safe working procedures for all reasonably foreseeable operational incidents, the testing of operational equipment within his sphere of influence and ensuring this policy is fully implemented within the Directorate. In particular, within the post holders Directorate, this shall include ensuring arranging for:

- Risk assessments to be undertaken and documented for all significant & foreseeable risks (excluding DRA's which are not documented)
- The risks of noise & vibration to all operational staff to be minimised
- Safe systems of work to be in place for working at heights
- Manual handling tasks to be assessed and adequately controlled
- Safe systems of work for managing the risk of violence to staff and lone working
- Suitable PPE to be provided and worn

2.3.2 It should be noted that whilst the tasks detailed in this section can be delegated, the responsibility for making suitable arrangements for these tasks to be undertaken rests with the Director.

2.4 DIRECTOR OF CORPORATE RESOURCES

2.4.1 The Director of Corporate Resources is authorised to discharge health and safety responsibilities on behalf of the Authority with particular reference to employees in the Corporate and Technical Services Directorate, ensuring this policy is fully implemented within the Directorate. In particular, within the potholders Directorate, this shall include ensuring arranging for:

- Risk assessments to be undertaken and documented for all significant & foreseeable risks, including the use of display screen equipment and other office based risks
- Manual handling tasks to be assessed and adequately controlled
- The production of a comprehensive Control of Contractors Policy which is fully implemented
- Safe systems of work and documented policies for all significant risks (e.g. Legionella and asbestos)
- Safe systems of work to be in place for working at heights
- Ensuring that all operational appliances ordered and supplied comply with statutory requirements and other appropriate safety standards. In addition, that all services supplied to the Authority by outside agencies are provided such that they will satisfy all current safety legislation, particularly in respect of buildings, vehicles, equipment and their maintenance/repair.

2.4.2 It should be noted that whilst the tasks detailed in this section can be delegated, the responsibility for making suitable arrangements for these tasks to be undertaken rests with the Director.

2.5 DIRECTOR OF HUMAN RESOURCES

2.5.1 The Director of Human Resources is the nominated lead Director for health and safety and as such is responsible for ensuring systems are in place for the

development, implementation, review and revision of the Authority's Corporate Health and Safety Policy.

2.5.2 Specific duties will be to manage health and safety matters within the organisation including:

- a. Advise the Authority on compliance with health and safety legislation
- b. Negotiate and liaise with recognised employee representatives on health and safety matters
- c. Research, report and keep records regarding all dangerous occurrences and accidents
- d. Liaise with the Health and Safety Executive and other agencies relating to strategic health & safety management/serious incidents
- e. Develop Authority policy relating to health and safety matters

2.5.3 Additional duties are to:

- a. Act as chairman to the Brigade Health and Safety Committee, to ensure the development of policies and procedures for health, safety and welfare within the organisation, for approval by the Chief Executive/Chief Fire Officer.
- b. Review performance, policies and procedures and take action where necessary.
- c. Ensure systems are in place to investigate all adverse safety events (relative to their severity), and appropriate steps taken to reduce risks to prevent re-occurrence, or reduce risk to the lowest extent reasonably practicable
- d. Ensure that suitable and sufficient systems are in place to monitor training programmes for all personnel
- e. Implementation of this policy within the Human Resources Directorate.

In particular, within the post holders Directorate, this shall include ensuring arranging for:

- Risk assessments to be undertaken and documented for all significant & foreseeable risks, including the use of display screen equipment and other office based risks
- Manual handling tasks to be assessed and adequately controlled
- Safe systems of work for managing the risk of violence to staff and lone working
- A suitable & safe fitness & physical training programme is in place for all operational staff

2.5.4 It should be noted that whilst the tasks detailed in this section can be delegated, the responsibility for making suitable arrangements for these tasks to be undertaken rests with the Director.

2.6 DIRECTOR OF FIRE SAFETY AND COMMUNITY RELATIONS

2.6.1 The Director of Fire Safety and Community Relations has the following responsibilities:

- a. To be responsible for ensuring systems are in place for the creation and implementation of policies and procedures relating to requirements imposed by

the *Fire Precautions Act 1971*¹, the *Fire Precautions (Workplace) Regulations 1997* (as amended)¹, the *Petroleum (Consolidation) Act 1928*, the *Manufacture and Storage of Explosives Regulations 2004*, the *Dangerous Substances and Explosive Atmosphere Regulations 2002* and the development of procedures for serious and imminent danger as defined by the *Management of Health and Safety at Work Regulations 1999*. Such duties imposed will include the appropriate fire precautions, fire safety checks, the carrying out of fire drills and evacuation procedures.

- b. Ensuring systems are in place for the implementation of this policy within the Fire Safety and Community Relations Directorate. In particular, within the post holders Directorate this shall include ensuring arranging for:
- Risk assessments to be undertaken and documented for all significant and foreseeable risks, including the use of display screen equipment and other office based risks
 - Manual handling tasks to be assessed and adequately controlled
 - Safe systems of work for managing the risk of violence to staff and lone working
 - Safe systems of work to be in place for working at heights

2.6.2 It should be noted that whilst the tasks detailed in this section can be delegated, the responsibility for making suitable arrangements for these tasks to be undertaken rests with the Director.

2.7 AREA MANAGERS, GROUP MANAGERS AND SENIOR F&RS MANAGERS

2.7.1 The Authority recognises that senior managers, both operational and Fire and Rescue Service, have a key role to play in promoting health and safety within their Directorates and shall:

- a. Champion health and safety within their own Directorate
- b. Ensure health & safety is considered in all key decisions
- c. Implement performance management arrangements to satisfy themselves this policy is being discharged effectively, and that all legislative requirements are being met. The OHSU audit programme will assist in this.

2.7.2 Senior managers shall be trained to at least NEBOSH Certificate level and in addition shall attend the IOSH “safety for senior executives” course. This will give them the knowledge and skills (with support from the OHSU), to discharge their duties detailed in this policy.

2.7.3 In addition to the above, the Human Resource Manager and the GM (OHSU), who have line management responsibility for corporate health and safety shall deputise for the Director of Human Resource on health and safety related issues as necessary. In addition they shall provide line management support to the health and safety team.

¹ Repealed by the Regulatory Reform (Fire Safety) Order 2005.

2.8 STATION MANAGERS AND F&RS MANAGERS

2.8.1 The Authority recognises that middle managers have a key role to play in:

- a. The management and supervision of health and safety.
- b. Maintaining and improving health and safety performance.
- c. Ensuring the implementation of the Authority's health and safety policies, procedures and guidance.

2.8.2 Middle managers will be trained in health and safety to NEBOSH Certificate standard, within 6 months of appointment or permanent promotion. This will give them the knowledge and skills (with support from the OHSU), to discharge their duties detailed in this policy.

2.8.3 Station Managers and F&RS managers shall:

- a. Ensure instruction, training and supervision is given to all employees regarding health and safety at work. Particular attention should be paid to those employees who are new to the workplace.
- b. Carry out workplace safety inspections on a regular basis to ensure that they are safe, free from health risk and have adequate facilities for welfare at work. Recognised employee representatives should be involved in safety inspections where possible.
- c. Ensure that risk assessments are undertaken for all significant and foreseeable risks and that adequate controls are implemented to either eliminate the risk, or reduce it to the lowest level reasonably practicable. This will also be included at the planning stage of any new task, in order to minimise the risk of accident or ill health to both employees and non-employees.
- d. Share the findings of the risk assessment with employees affected by the risks and make them aware of the control measures put in place to manage them.
- e. Record such transfers of information and monitor that control measures are being implemented properly.
- f. Conduct a Health and Safety Workplace Assessment each year unless major changes to their workplace warrants an earlier reassessment.
- g. Maintain an awareness of current health and safety legislation, issues and procedures to ensure that employees under their control comply with statutory duties and health and safety rules.
- h. Investigate all reported adverse safety events, in line with current accident reporting policy.
- i. Consult with representative bodies' safety representatives on matters affecting the health, safety and welfare of those they represent. This must be done in good time to give them sufficient time to consider such.

2.9 WATCH MANAGERS, CREW MANAGERS AND F&RS SUPERVISORS/TEAM LEADERS

2.9.1 The Authority recognises that junior managers who spend a lot of time with employees under their control and have a key role to play in influencing their employees behaviour with regard to health and safety and therefore must lead by

example, ensuring they work safely and uphold the safety rules of the Authority. All managers of this level will be required to complete the IOSH Managing Safely course, within 6 months of appointment or permanent promotion.

- 2.9.2 All managers and supervisors/team leaders who have supervisory responsibilities shall ensure, so far as is reasonably practicable, that:
- a. Safe working procedures are incorporated into all areas of work and practical training sessions at unit or station level.
 - b. That suitable and sufficient risk assessments are undertaken for all significant and foreseeable risks to both employees and others who may be affected by the activities of the Authority, and that these risks are, where reasonably practicable eliminated, or reduced to as low a level as reasonably practicable by the implementation of control measures. Those assessments must be documented and reviewed on a regular basis.
 - c. All employees under their direct control are adequately trained and supervised for the tasks they are required to perform. Any identified training needs must be directed to a line manager for action by the most appropriate means dependent on the need identified.
 - d. Procedures that are in place for reporting any damage or defects to premises, equipment or appliances are followed and effective measures are taken to eliminate any hazards from the areas where employees under their control are working.
 - e. All employees under their control are issued with, and make use of, available protective clothing as applicable to their work activity.
 - f. Authorised contractors and/or members of the public who may enter Authority premises for the purpose of carrying out work, receiving training or using the community rooms within stations, are made aware of the hazards which they may encounter whilst on the premises and also to ensure any work a contractor may undertake does not present any additional hazard to Authority employees or other persons.
 - g. Work by contractors should be managed and conducted in accordance with the Property Management Unit "Safety Policy for the Management of Contractors".
 - h. Ensure all adverse safety events are reported and investigated in line with current policy
 - i. That employees comply with and observe all rules, regulations and guidance relating to health, safety and welfare as laid down in Authority promulgations and other guidance and procedures.
 - j. They each lead by example by personally setting high standards of health and safety and promote good practice.

2.10 THE BRIGADE SAFETY OFFICER

2.10.1 This post is held by the Group Manager with responsibility for the management of the Occupational Health and Safety Unit (OHSU).

2.10.2 The Brigade Safety Officer shall head up the OHSU and shall ensure the provision of a competent health and safety advisory service is maintained, ensuring compliance with the *Management of Health and Safety at Work Regulations 1999*.

2.10.3 Other responsibilities include:

- a. Ensuring the planning and implementation of health and safety management policies.
- b. Ensuring systems are in place for audit of the Authority's health and safety management systems.
- c. Ensuring that health surveillance systems and health screening, as required by legislation, are in place.

2.11 HEALTH & SAFETY MANAGER

2.11.1 The Health and Safety Manager is appointed by the Authority as the principal "competent person" under the *Management of Health and Safety at Work Regulations 1999* and will provide a comprehensive and competent health and safety advisory service to the Authority and its employees. This will include:

- a. Providing professional advice at corporate level and below, on all health and safety related matters, to enable the Authority to fulfil its legal obligations under the Health & Safety at Work etc Act and other relevant legislation.
- b. Overall monitoring of health, safety and welfare matters within the Authority and reporting the findings to the Authority/Management Team.
- c. Ensuring a system of health and safety audit is in place covering every station and department.
- d. Promoting a pro-active health and safety culture within the Authority.
- e. Ensuring the correct system of safety event investigation is implemented, and where necessary conduct those investigations at senior level.
- f. Analysing statistical information, and where necessary introduce appropriate measures to reduce the numbers of adverse safety events, and minimise the costs to the Authority.
- g. Review of all health and safety policies/procedures regularly.
- h. Monitoring changes in legislation, guidance and best practice which may affect the Authority, ensuring any amendments are incorporated into policy.
- i. Prepare reports for and play an active roll in Health and Safety Committee meetings.

2.12 HEALTH & SAFETY ADVISER

2.12.1 The Health & Safety Adviser, being appointed by the Authority as a "competent person" under the *Management of Health and Safety at Work Regulations 1999*, will assist the Health and Safety Manager in providing a comprehensive and competent health and safety advisory service to the Authority and its employees. This will include:

- a. Providing professional advice, guidance and support to managers and employees on the implementation of health and safety policies and procedures, to enable their legal duties to be met.
- b. Undertake site visits, surveys, risk assessments and inspections within the Authority in order to identify good practice and areas for improvement.
- c. Undertake a systematic health and safety audit programme of all stations and departments.
- d. Promote a proactive health and safety culture within the Authority.

- e. Ensure the relevant statutory bodies have been notified following accidents, incidents and dangerous occurrences.
- f. Undertake detailed accident investigations when required.
- g. Assist the Authority in identifying its health and safety training needs and providing direct training as and when required.
- h. Prepare reports for and play an active roll in Health and Safety Committee meetings
- i. Undertake health and safety projects as agreed with the Health and Safety Manager
- j. Deputise for the Health and Safety Manager in his/her absence.

2.13 BRIGADE SAFETY ADVISER

2.13.1 The Brigade Safety Adviser will:

- a. Provide operational based advice, guidance and support to managers and employees on the implementation of health and safety policies and procedures, to enable their legal duties to be met.
- b. Collate and analyse adverse safety event reports, producing statistics for relevant committees.
- c. Ensure all adverse safety events are entered on the Authority's safety event database, ensuring all recommended actions detailed in the investigation have been implemented.
- d. Provide operational based input into policy development/review, SAI's and other related matters.
- e. Oversee the investigation of all Breathing Apparatus distress to wearer/special examination incidents, reporting such incidents to the HSE where necessary.
- f. Provide support for the Health and Safety Committee
- g. Undertake health and safety projects as agreed with the Health and Safety Manager

2.14 AUTHORITY MEDICAL ADVISER (AMA)

2.14.1 The Authority Medical Adviser is responsible for advising the Director of Human Resources on the occupational health and fitness of all employees.

2.15 SENIOR OCCUPATIONAL HEALTH NURSE (SOHN)

2.15.1 The SOHN is responsible for ensuring that when personnel visit the Occupational Health Unit, they receive the appropriate medical tests prior to meeting the AMA.

2.15.2 SOHN is also responsible for:

- a. Ensuring that health surveillance monitoring programmes, as required by legislation, statute and Authority policies are in place and implemented.
- b. Ensuring that suitable arrangements are in place for statutory health screening.
- c. Providing professional advice, guidance and support to managers and employees on the implementation of occupational health related policies.

2.16 STATION MANAGER (OPERATIONS EQUIPMENT TEAM)

2.16.1 Is responsible for ensuring that all new operational equipment brought into use is safe and fit for purpose. In addition, that a risk assessment is undertaken in liaison with the OHSU, with appropriate written information, instruction and training provided, prior to it first being used.

2.17 AREA MANAGER (TRAINING AND DEVELOPMENT)

2.17.1 The Area Manager (T&D) is responsible for advising the Director of Human Resources on safety training needs for all employees of the Authority

2.17.2 The Area Manager (T&D) will ensure that a training policy is formulated to meet the requirements of the *Health and Safety at Work etc Act 1974* Section 2 (2) (c), and Regulation 13 (2) of the *Management of Health and Safety at Work Regulations 1999*.

2.17.3 The Area Manager (T&D) will ensure that all personnel, including new entrants, are provided with suitable and sufficient training in new procedures or equipment prior to its introduction.

2.17.4 Prior to the introduction of new training procedures or brigade level exercises, the Area Manager (T&D), in conjunction with Area Manager (Operations), will ensure that all relevant risk assessments have been carried out and that suitable and sufficient control measures are in place to ensure the safety of personnel involved and anyone else who may be affected by their activities.

2.18 SENIOR CORPORATE RESOURCES MANAGER

2.18.1 The Senior Corporate Resources Manager is responsible for the health and safety of all transport, supplies, property management, communications, IT and corporate services staff.

2.18.2 The Senior Corporate Resources Manager will ensure, as far as is reasonably practicable:

- a. That all plant and machinery provided is suitable, safe and adequately maintained with records kept of such maintenance.
- b. That all required risk assessments are carried out and the control measures put in place are monitored and reviewed as necessary. This includes risks assessments for vehicles and machinery not within the remit of the Operations Equipment Team.
- c. That all substances hazardous to health procured by the Authority are risk assessed in accordance with *COSHH Regulations 2002*.
- d. That the Authority's transport fleet is maintained in a good state of repair.
- e. The Authority's premises are maintained in a safe condition

2.19 EMPLOYMENT SERVICES MANAGER

2.19.1 The Employment Services Manager will ensure that statutory notification is sent to the Health and Safety Executive concerning reportable accidents and notifiable diseases, in compliance with *RIDDOR Regulations 1995*.

2.20 PROPERTY MANAGER

2.20.1 The Property Manager will ensure that:

- a. Prioritisation and implementation of any works take due consideration of health and safety implications within the constraints of available personnel, revenue and capital expenditure resources.
- b. Only contractors who have been approved and placed on the “approved contractors list” will be used. Contractors employed by the Property Management Unit will be required to have adequate competence and resources to carry out the tasks to be undertaken and suitable safety policies. Where appropriate, contractors will be required to implement adequate safety risk assessments for the implementation of works in order to ensure risk control measures are created prior to the commencement of works.
- c. A copy of the Authority’s *Property Management Unit, “Safety Policy for the Management of Contractors”* is provided to contractors or companies being awarded contracts or instructions for work, for adherence to it, during the implementation of any work.
- d. Where projects are large enough to fall within the scope of the Construction (Design and Management) Regulations 1994 (CDM), as amended, a competent Planning Supervisor will be appointed to ensure the design and planning of the project is properly carried out to minimise potential health and safety risks prior to the implementation of the works. In addition, the contractor appointed under the CDM Regulations will be required to act as the Principal Contractor with the responsibility of minimising health and safety risks during the implementation of the works. These two agents will compile a Health and Safety plan for all CDM projects.
- e. Due regard is given to the structural integrity and safety of authority property and any alterations to be carried out upon it. Effective liaison between the building occupants and the Property Manager and staff should be carried out to ensure employees are aware of the consequences, potential safety hazards, constraints and planned timescales of the works.
- f. Contractors should be made fully aware of the problems associated with working within occupied buildings in order to minimise disruption to the operation of fire stations or other buildings.
- g. The risk of asbestos in Authority premises is controlled in compliance with the Management of Asbestos at Work Regulations 2002.

2.21 CONTRACTORS, MEMBERS OF THE PUBLIC AND VISITORS

2.21.1 Under section 3 of the Health and Safety at Work etc Act, employers have a duty to persons who are not employed by them but who may be affected by their activities. The Authority has the duty to conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, that these other persons are not exposed to health or safety risks.

2.21.2 Under section 4 of the Act, the Authority has a duty to protect visitors (including contractors) who may visit Authority premises.

- 2.21.3 It should be noted that outside contractors, whether employers or self employed, will themselves have responsibilities under this duty, on the premises they enter to carry out contract work.
- 2.21.4 Work experience visitors are treated as young employees for the duration of their placement. Responsibility for these individuals rests with the respective manager in charge of them.
- 2.21.5 In the case of a breach of safety, health or welfare requirements, the senior officer/section head being the person having control of the premises under the Act, shall have the power to require the contractor, subject to compliance with statutory requirements, to cease any activity, which in the opinion of the person responsible for the premises is undesirable.
- 2.21.6 Specific details as to the responsibilities of both persons having control of the premises and outside contractors are contained in the *Property Management Unit Safety Policy for the Management of Contractors*.
- 2.21.7 The Authority through the responsible person, will take steps to ensure the health and safety of visitors to, or contractors carrying out work in, the premises so far as is reasonably practicable. Any person in control of Authority premises will be deemed to be the responsible person.
- 2.21.8 Where members of the general public are invited to attend Authority premises for whatever reasons, they must be given all necessary instruction to keep them safe in relation to the following:
- a. The method of supervision to be employed.
 - b. The necessary precautions to observe in relation to the normal working practices carried out on those premises.
 - c. The action to take in case of accidents.
 - d. Means of escape in case of emergency.
 - e. Designated assembly points to facilitate roll calls in the event of fire or other emergency.
 - f. Any hazards they may encounter whilst on the premises.

2.22 CENTRAL AND MOBILE WORKSHOP EMPLOYEES

- 2.22.1 Due to the fact that working in workshops can present some unique hazards, a Health and Safety at work Policy for Central and Mobile Workshops has been prepared specifically for the above employees and details the hazards to be found and the safety measures to be adopted within workshops.
- 2.22.2 A copy of the *Workshop's Health and Safety at Work Policy* will be supplied to all employees in workshops. It will also be displayed on the official notice board in Central Workshops. All workshop employees must familiarise themselves with the whole of the Safety Policy document. This does not remove the obligation to be conversant with the Corporate Health and Safety Policy.
- 2.22.3 The term "workshop" is to include all premises where repair and maintenance work is carried out, including mobile workshops and stations.

2.23 ALL EMPLOYEES' RESPONSIBILITIES

2.23.1 All employees have a statutory duty under sections 7 and 8 of the Health and Safety at Work etc Act 1974 to co-operate with the Authority in meeting its objectives of providing a safe and healthy working environment. In particular employees must:

- a. Take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions at work and co-operate with management to ensure that statutory requirements are complied with.
- b. If required to do so, or where otherwise appropriate, wear or use personal protective equipment provided and to co-operate in the carrying out of safe working practices as directed by the Authority.
- c. Not interfere with or misuse equipment, materials or facilities provided in the interests of health, safety and welfare, or in the fulfilment of any legal obligation.
- d. Report unsafe conditions/working practices, plant, tools and equipment without delay to their Officer in Charge/line manager, trade union representative and/or Occupational Health and Safety Unit.
- e. Report any adverse safety event, however minor, to their line manager and seek medical treatment/first aid where appropriate. Ensure an entry is made in the Accident Record Book and is recorded as per current adverse event reporting procedures.
- f. Read and comply with policy and safety rules.

2.23.2 All employees shall be trained to the IOSH Working Safely standard, within 3 months of appointment. This will give them the basic knowledge/skills to meet their legal obligations as detailed above.

2.24 SAFETY REPRESENTATIVES

2.24.1 For the purpose of section 2(4) of the Health and Safety at Work etc Act 1974, a recognised trade union may appoint safety representatives from amongst the employees.

2.24.2 Where the employer has been notified in writing of the names of the persons appointed as safety representatives, and the group or groups of employees they represent, the safety representative shall have the following functions:

- a. To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he/she represents) and to examine the causes of accidents at the workplace.
- b. To investigate complaints by any employee represented, relating to that employee's health, safety and welfare at work.
- c. To make representations to the responsible person/officer in charge on matters arising out of the items indicated above.
- d. To make representation to the responsible person/officer in charge on general matters affecting the health, safety and welfare at work of the employees at the workplace.

- e. To carry out health and safety inspections of the workplace on behalf of the employees and to report any findings to the responsible person/officer in charge following the joint protocol agreed with management.
- f. To represent the employees in consultation at the workplace with inspectors of the Health and Safety Executive and any other enforcing authority.
- g. To receive information from inspectors in accordance with section 28(8) of the Health and Safety at Work Act 1974.
- h. To attend health and safety committee meetings in the capacity of safety representative in connection with any of the above functions.

2.24.3 The Authority recognises the need for health and safety representation and will co-operate with safety representatives in line with the Safety Representatives and Safety Committees Regulations 1977 and any such modifications made to those regulations.