



Chelmsford
City Council

Employee Overview of the Health & Safety Management System

February 2024

INTRODUCTION

Creating a safe and healthy environment is a key aim of Chelmsford City Council. If we all work together to protect the health, safety and welfare, not only of ourselves, but all those who can be affected by our acts or omissions, then we will achieve our aim.

This handbook has been prepared to provide you with information about our Health and Safety Policy, procedures and arrangements. It also includes information about your duties as an employee and will help you to understand health and safety issues which affect you at work.

CORPORATE HEALTH & SAFETY MANAGEMENT SYSTEM

The purpose of the Health & Safety Management System is to ensure that all employees are aware of the Council's health & safety aims and objectives and how they are to be achieved.

Under the Health and Safety at Work Act 1974, the Council is required to have a written Health & Safety Policy, which must incorporate the following three sections:

- ◆ The Health & Safety **Policy Statement of Intent** which includes the health and safety aims and objectives of the Council.
- ◆ The Health & Safety **Organisation** detailing the people with specific health and safety responsibilities and their duties; and
- ◆ The Health & Safety **Arrangements** in place in terms of systems and procedures.

All core Health & Safety Policies and Procedures can be found on the Health & Safety Management System SharePoint site ([H&S SharePoint Site](#)), in line with this legal requirement.

KEY HEALTH & SAFETY RESPONSIBILITIES

The Council has a responsibility and duty to ensure that you are:

- ◆ Made aware of and understand our Health and Safety Policy.
- ◆ Made aware of and understand the health and safety rules relating to your work.
- ◆ Provided with adequate information, instruction, training, and supervision.
- ◆ Made aware of the significant risks associated with your work activities and how they may affect others.
- ◆ Provided with safe systems of work.
- ◆ Provided with a safe and healthy working environment.

Your duties under health and safety legislation will be explained during training. Training falls into three broad categories:

- ◆ Induction Training – New employees will be given a comprehensive introduction to the workplace, duties, health and safety and other operational procedures. The Manager or Supervisor will assess training requirements and arrange for that training to be provided.
- ◆ Internal Training – CCC may arrange for training to be undertaken in-house by a colleague (i.e. first aid).
- ◆ External Training – Where training cannot be provided in-house, external training providers may be used (i.e. IOSHH Managing Safely). External training may be provided in a variety of forms, ranging from short courses of a few hours through to lengthy courses leading to the award of qualifications. This may be classroom based or via e-learning.

Your duties are also set out in this handbook, which is given to each employee.

HEALTH & SAFETY GENERAL POLICY – STATEMENT OF INTENT

The Statement of Intent sets out the Council's aims and objectives.

Health and Safety Management System Policy - Statement of Intent

 Chelmsford City Council

AIMS AND OBJECTIVES

At Chelmsford City Council, we are committed to continually improve our health and safety performance and to ensure that our employees and those who may be affected by our activities and operations do not have their health and safety adversely impacted upon.

Chelmsford City Council will aim to achieve this by:

- Having objectives at Corporate and Service level to eliminate hazards and reduce health and safety risks;
- Provide safe and healthy working conditions, safe equipment and safe systems of work that prevent or minimise the risks of work-related injury and/or ill health;
- Ensuring that the Health and Safety Management System is subject to continual review and improvement;
- Meeting and where appropriate exceeding the legislative and other requirements relevant to our health and safety hazards;
- Providing a means by which employees and their representatives will be consulted and invited to participate on matters of health and safety; and
- Promoting a culture that supports occupational health and safety improvements.

To achieve its commitments, Chelmsford City Council will:

- Consider health and safety objectives at least equally to other corporate objectives (such as service area or financial objectives);
- Ensure that health and safety matters are properly considered during service planning;
- Communicate zero tolerance against ignoring poor health and safety practices and actively encourage the reporting of positive practices;
- Provide managers and employees with the tools they need to effectively undertake and manage their health and safety responsibilities and ensure that safety messages are properly shared and implemented;
- Review our approaches to feedback and engaging with employees to promote a positive safety culture; and
- Continually monitor the effectiveness of the Health and Safety Management System through audit, inspection and review of monitoring data, work practices and documentation.

COMMUNICATION AND REVIEW

This Health and Safety Policy applies to all Chelmsford City Council services. This policy shall be communicated to all employees via management and placed on SharePoint. It will be regularly reviewed to ensure that it continues to be fit for purpose, considering our corporate strategy, relevant legislation and our occupational health and safety risks.

Signed: 

Nick Eveleigh
Chief Executive, Chelmsford City Council

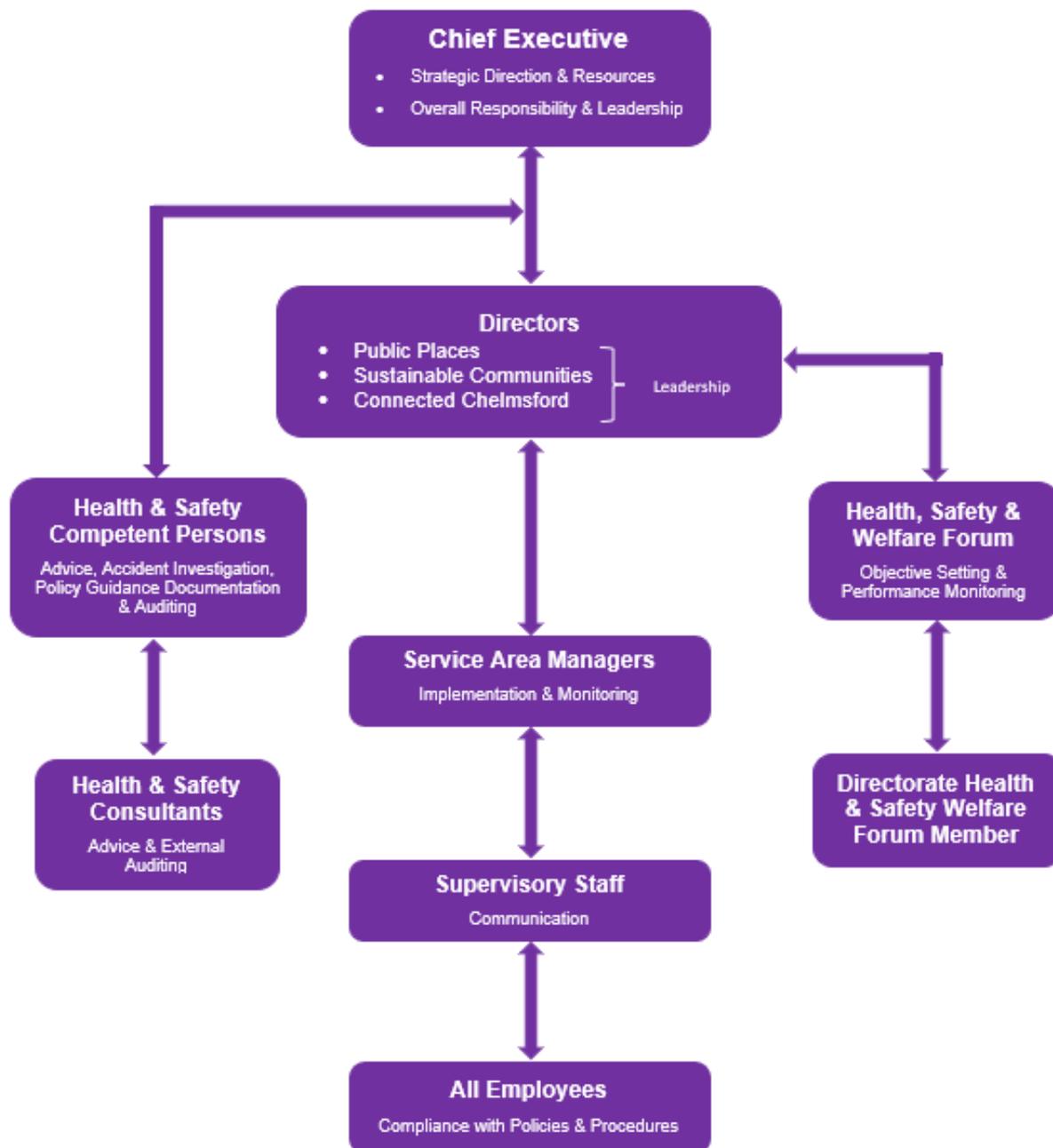
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The policy is reviewed at regular intervals. The most up to date Statement of Intent can be found on the [Health & Safety Management System SharePoint site](#).

HEALTH & SAFETY ORGANISATION

In support of this policy, we have prepared responsibility chart (see below). This identifies the key personnel's specific responsibilities with regards to health and safety within the council.



The information below gives brief details in relation to specific health and safety duties of each role. Full details can be found in the Organisation Section on the [Health & Safety Management System SharePoint Site](#).

Chief Executive

- ◆ Responsible health and safety performance within Chelmsford City Council.
- ◆ The establishment, implementation and maintenance of health and safety programme that encompasses all areas of significant health and safety risk.
- ◆ The approval, introduction and monitoring of all site health and safety policies, rules and procedures.
- ◆ The review and possible revision annually of the effectiveness of the health and safety programme.

Directors

- ◆ Ensure that all service areas are risk assessed and make available sufficient resources to control the significant hazards, as far as reasonably practicable.
- ◆ Must ensure the implementation of the health and safety policy and fully support all persons who carry out the arrangements.
- ◆ Will co-operate fully in the training of the health and safety co-ordinators and arrange for consultation on health and safety matters as appropriate.

Health & Safety Competent Persons

- ◆ Provide updates and guidance on legislation and sound practice in health and safety management.
- ◆ Undertake or arrange audit systems within specified directorates.
- ◆ Maintain the procedures for recording, reporting, investigation and analysis of accidents, incidents and cases of ill health.

Service Area Managers & Supervisors

- ◆ Responsible and accountable for their team's health and safety performance.
- ◆ Undertake risk assessments and develop safe systems of work for tasks specific to their Service.
- ◆ Ensure that any machinery, equipment or vehicles used are maintained, correctly guarded and meet agreed health and safety standards.
- ◆ Develop a training plan that includes specific job instructions for new or transferred employees and follow up training for all employees.
- ◆ Instruct and enforce all health and safety rules and procedures.
- ◆ Investigate accidents, incidents and dangerous occurrences.

Employees

ALL employees at ALL levels have a duty to:

- ◆ Take reasonable care for their own Health and Safety and that of others who may be affected by their acts and omissions at work (within their levels of competence).
- ◆ Use all work items correctly, in accordance with the training and instructions that they have received.
- ◆ Cooperate with CCC to enable it to meet its statutory duties.
- ◆ Not misuse anything provided in the interests of Health and Safety.
- ◆ Immediately report to the employer any work situation which might represent a serious and imminent danger.
- ◆ Notify the employer of any shortcomings in his Health and Safety arrangements, even when no immediate danger exists.
- ◆ Co-operate with their managers in the production of risk assessments and safe systems of work applicable to their jobs.
- ◆ Undertake training identified in risk assessments or contained in the Health and Safety Management System.
- ◆ Work to documented safe systems of work, regulations, codes of practice etc. as directed.
- ◆ Report accidents/incidents or near misses, no matter how minor.

Health, Safety & Welfare Forum

The health, safety and welfare forum invite representation from each directorate and staff appointed safety representatives. Its function is:

- ◆ Assist CCC in developing health, safety and welfare policies and procedures.
- ◆ Examine accident and occupational ill health statistics and trends to identify improvements.
- ◆ Consider matters and reports arising from service level health, safety and welfare committees.
- ◆ Develop and promote a positive safety culture within the workplace.

HEALTH & SAFETY ARRANGEMENTS

The arrangements lay out how the council is intending to implement the policy and provides a system of corporate procedures to control the principle hazards to staff, people who use the councils services, contractors and anyone who may be affected by our activities. Individual directorates will then produce local procedures specific to their activities.

The corporate procedures can be found in the Core Procedure Section on the [Health & Safety Management System SharePoint Site](#), with local procedures being held on directorates SharePoint site.

The corporate core policies and procedures incorporate the following areas:

H&S-P-001	Statutory Inspections Procedure
H&S-P-002	H&S Auditing Procedure
H&S-P-003	Risk Assessment Procedure
H&S-P-004	First Aid at Work Procedure
H&S-P-005	Accident & Incident Reporting Procedure
H&S-P-006	Fire Safety Active Protection System Procedure
H&S-P-007	Fire Safety Emergency Action Plans Procedure
H&S-P-008	Construction Design & Management (CDM) Procedure
H&S-P-009	COSHH Procedure
H&S-P-010	Legionella Procedure
H&S-P-011	Dangerous Substances & Explosive Atmosphere Risk Assessment Procedure
H&S-P-012	Asbestos Procedure
H&S-P-013	Manual Handling Procedure
H&S-P-014	Safe Use of Electricity Procedure
H&S-P-015	Working at Height Procedure
H&S-P-016	Work Equipment Procedure
H&S-P-017	Noise in the Workplace Procedure
H&S-P-018	Hand-Arm Vibration at Work Procedure
H&S-P-019	Working Outdoors Procedure
H&S-P-020	Office Safety Procedure
H&S-P-021	Display Screen Equipment (DSE) Procedure
H&S-P-022	Blood-Borne Viruses Procedure
H&S-P-023	Personal Protective Equipment Procedure
H&S-P-024	Alcohol & Drugs in the Workplace Procedure
H&S-P-025	Driving at Work Procedure
H&S-P-026	Lone Working Procedure
H&S-P-027	Violence, Aggression & Threatening Behaviour Policy
H&S-P-028	Potentially Violent Policy
H&S-P-029	Isolation & Lock-Off
H&S-P-030	Young Persons

EMPLOYEES LEGAL RESPONSIBILITIES

All employees have a legal duty to take reasonable care for themselves and others and to co-operate with management on all aspects of health and safety.

You must co-operate with and follow all emergency arrangements.

You must ensure that you report all accidents, near misses or damage to equipment and property as soon as possible. You must co-operate and assist with accident or incident investigations when asked.

You must refrain from deliberate acts or interference with anything provided in the interests of health, safety and welfare. This includes alteration, removal or deliberate disablement of guards and other safety devices and unauthorised alteration or repair of equipment.

You must carry out your tasks in a safe manner and follow any instructions, procedures or safe systems of work given to you by managers and supervisors. If you identify a hazard or hazardous situation, you must immediately, or as soon as possible report, it to the person managing the work.

You also have a duty to ensure that all personal protective equipment provided for you is worn as directed, kept clean, maintained and stored in the correct manner.

Remember that these are statutory duties. The Enforcing Authorities can prosecute individual employees who fail to comply. Prosecution can result in heavy penalties - fines and or imprisonment.

SAFETY RULES

This section outlines some of the general health and safety rules that apply while you are working for us. There may be other more specific procedures where particular working practices apply and for which training and instruction will be provided.

Accident & Incident Procedure

- ◆ All work-related injuries, however minor, must be reported to management.
- ◆ Report all accidents, incidents, near misses and dangerous occurrences to management immediately.
- ◆ Report all instances of damage to any property or articles to management immediately.
- ◆ All accidents, incidents and near misses must be reported to health and safety using the online reporting system.

Working Practices

- ◆ Do not operate any equipment or use hazardous substances unless you have been trained and authorised.
- ◆ Use all work equipment in accordance with your training and instruction.
- ◆ Report any fault, damage, defect or malfunction in any equipment to management immediately or, if this is not possible, as soon as reasonably practicable.
- ◆ Do not repair any work equipment unless you have been trained and authorised.
- ◆ When cleaning work equipment you must use the correct procedure as instructed.
- ◆ Work equipment must not be left switched on without someone in control of it.
- ◆ If under 18 years old, you must not operate or clean dangerous machinery without direct supervision and instruction.
- ◆ Use all hazardous substances in accordance with written assessments and instructions.
- ◆ All hazardous, flammable or explosive substances that are not in use must be stored correctly in their designated safe storage areas.
- ◆ Always follow our Drugs and Alcohol Policy.
- ◆ Carry out manual handling tasks as instructed and according to your training.
- ◆ You must comply with all of our safe working procedures.
- ◆ When at work you must always wear suitable footwear.

Working Conditions & Working Environment

- ◆ Always use the correct tools provided for your work.
- ◆ Clear up spillages as soon as possible, clean as you go. If the spillage is of a hazardous substance report it to a manager.
- ◆ All hazardous waste must be disposed of in a safe and approved manner.
- ◆ Do not allow hazardous substances to enter drains or sewers.
- ◆ Keep floors and other work areas free from obstruction and all other areas clean and tidy. Clean as you go.
- ◆ Dispose of all rubbish and waste materials as instructed.
- ◆ Disinfection procedures must be followed as instructed.
- ◆ You must report any hazardous conditions to management.

Fire Precautions

- ◆ You must report any use of firefighting equipment to management.
- ◆ Do not attempt to fight fires unless you have been trained how to do so.
- ◆ You must comply with all established emergency procedures.
- ◆ You must not obstruct any fire escape route, fire equipment or fire doors at any time. Locked or obstructed fire escape routes must be reported immediately to management.
- ◆ You must not interfere with or misuse any fire equipment provided.
- ◆ Fire doors should be kept closed at all times, unless fitted with an automatic release device.

Hygiene

- ◆ You must maintain high standards of personal hygiene at all times when at work.
- ◆ You must protect all open wounds with a suitable dressing whilst at work.
- ◆ You must not consume food or drinks in a place where it may become contaminated.
- ◆ You are expected to use and treat the toilets, washing and welfare facilities with care and respect, keeping them clean and tidy so that the risk of contamination and cross-infection are minimised.

Health

- ◆ You must report to management any medical condition, symptoms or use of medication which could affect your safety or the safety of others. Failure to do so could result in disciplinary action.
- ◆ You must cooperate with our health surveillance provisions.
- ◆ You must inform management, as soon as possible, if you are pregnant.
- ◆ You must inform management of any infections or illness immediately. Decisions to keep you away from work, due to illness, will only be taken after careful consideration.
- ◆ You must not attend work under the influence of either alcohol or illegal drugs.

Hazard Warning Signs, Signals & Notices

- ◆ You must comply with all workplace warning signs, signals and notices displayed.

Vehicles

- ◆ Regular safety checks must be carried out on all work vehicles.
- ◆ Do not drive or operate any work vehicles without approval.
- ◆ You must not allow unauthorised passengers in work vehicles.
- ◆ You must not use work vehicles for unauthorised purposes.
- ◆ You must not overload work vehicles.
- ◆ You must promptly report to management any medical condition that could affect your ability to drive.
- ◆ You must promptly report to management any endorsements or changes to your driving licence.
- ◆ If you drive your own vehicle on our business, we will require proof that the vehicle has been taxed and, where applicable, has been MoT tested.
- ◆ You must also provide proof that the vehicle is appropriately insured and that you have a full current driving licence.
- ◆ You must not use a handheld mobile phone whilst driving.
- ◆ Smoking is not permitted in work vehicles.

Protective Equipment

- ◆ You are required to use all personal protective equipment as instructed.
- ◆ You must not damage or misuse personal protective equipment.
- ◆ After use, personal protective equipment must be properly cleaned and stored correctly.
- ◆ You must inform management of any personal protective equipment defects or loss.

Gross Misconduct

You will be liable to summary dismissal if you are found to have acted in either of the following ways:

- ◆ Serious breaches of the preceding health and safety rules, which endanger the lives of or may cause serious injury to employees or any other person.
- ◆ Interference with or misuse of any equipment for use at work, such that it may cause harm.

HAZARD REPORTING

If you have concerns about health or safety hazards in the workplace you should raise them with your supervisor or manager so that they do not go unnoticed and remedial action can be taken. If you feel uncomfortable raising hazard issues with your manager, you can email your concerns to HealthandSafety@chelmsford.gov.uk.

We encourage your participation in reporting hazards, so that defects or hazards can be quickly identified and remedied before they can cause injury or ill-health to you or your colleagues.

CONSULTATION

To promote your involvement in the health and safety of the organisation, we provide various formal opportunities for employee consultation. Between those opportunities you should raise any general concerns about health and safety at work with your supervisor or manager.

Every effort will be made to provide consultation and communication on important health and safety issues such as:

- ◆ Risk assessments and subsequent safe systems of work.
- ◆ Workplace hazards.
- ◆ Emergency procedures.
- ◆ New working practices and new work equipment.
- ◆ Workplace welfare issues.

OCCUPATIONAL HEALTH

Hazards that have the potential to harm your health, or anyone connected with our business, are identified in our risk assessments.

It is our policy that we only use substances hazardous to health where there is no alternative safe substance that could be used. Where we have to use hazardous substances, we always try to use those that present the lowest level of risk to people who use them.

Where risk assessment identifies the presence of occupational health hazards and risks, we will always implement suitable control measures. Where occupational health surveillance is recognised as being able to identify and protect against ill-health, appropriate systems will be implemented. You will be informed of any requirement for your involvement in this health monitoring.

We anticipate that you will cooperate and take part in health monitoring which will be for your benefit. The specific results of any monitoring carried out by medical qualified assessors will always be confidential.

RISK ASSESSMENTS

We carry out the process of risk assessment to reduce the risk of injury and ill health, and identify:

- ◆ The significant hazards that employees may be exposed to.
- ◆ Who could be harmed and how.
- ◆ The likelihood of someone being harmed by the hazard.
- ◆ Existing control measures.
- ◆ What (if any) further actions are required.
- ◆ Appropriate Safe Systems of Work and necessary training.

For further information on risk assessments and to view those relevant to your work, you should speak to your supervisor or manager.

MENTAL HEALTH

Our team of Mental Health First Aiders are available to provide a listening ear and signpost to support services or you can email HRSupport@chelmsford.gov.uk to get in touch with HR. They have a large number of resources that we can pass on or help you to find someone to speak to. Remember your line manager is available for support and guidance too.

For employees, there is also the support of our Employee Assistance Programme provider, Health Assured, who provided confidential support 24 hours a day and 7 days a week.

We ask you to acknowledge that you have read and understood the rules set out in this handbook, that you will obey them and any other rules or changes that are drawn to your attention. We will also provide, as appropriate, additional documents, training and instruction to help you to carry out your work safely and without risk to your health.

GENERAL SAFETY RULES

Applicable to all Employees, Visitors and Contractors

- 1) **Obey all rules, signs and instructions.**
- 2) **Attend for health and safety training or induction as instructed.**
- 3) **If you have not been trained to carry out a work activity do not attempt the work.**
- 4) **Ensure that all equipment used is in a safe condition.**
- 5) **Wear Personal Protective Equipment as specified.**
- 6) **Do not enter any areas for which you are unauthorised.**
- 7) **All accidents, incidents, hazards and near misses must be reported to the person in charge as soon as possible after the incident.**
- 8) **Smoking, including e-cigarettes, is not permitted in the workplace.**
- 9) **Maintain good housekeeping at all times.**
- 10) **Pedestrian and vehicle traffic routes must be kept clear at all times.**