

Outline of council's current health & safety supporting arrangements (as at January 2015)

Please note that the following list of current health and safety arrangements and activities is provided for outline information and not exhaustive.

Corporate Safety function (Environmental Health, Health & Housing)

- Safety policy
- Guidance
- Advice
- Information to Management Team / service managers on changes in legislation
- Accident and near-miss investigation, horizon-scanning and networking with other organisations to identify learning points and develop in-house good practice (focussed on activities of services other than Environmental Services)
- Assists health & safety function in Environmental Services as appropriate
- Input to council-run event safety (e.g. public events on the Promenade)
- Coordination of 'eyecare' provision to display screen users
- Secretariat for the Joint Consultative Health & Safety Committee
- Liaison with the council's risk manager to help mitigate losses or claims
- Maintains central record of notifiable accidents and ensure compliance with the requirements of RIDDOR
- Point of liaison between council and Health and Safety Executive
- Assists in developing and maintaining formalised staff safety liaison arrangements
- Assists Human Resources as appropriate to facilitate effective occupational health function

White Lund Depot (environmental Services)

- Dedicated Health & Safety / Fleet Manager and an assisting officer – coordination, guidance, advice, accident and near-miss investigation, hazard report procedures and solutions, horizon-scanning and networking with other organisations to identify learning points and develop in-house good practice (dedicated primarily to Environmental Services work activities)
- Works safety committee
- Service management and works council meetings which both consider safety issues regularly
- Safety inspections programmes:
 - Scheduled workplace inspections
 - Regular programme of ad-hoc inspections, new business sites inspected/risk assessed
 - On-site inspections (e.g. at location highways works are being undertaken)
 - Supervisors weekly ad-hoc inspections of individuals, vehicles, working practices
 - Equipment inspections programme (e.g. ladders)
- In-service training
- Toolbox talks arrangements
- Health and safety manuals in every refuse collection and Repairs & Maintenance Service vehicle
- Driver assessments, driving licence checking
- Special arrangements:
 - Banksmen supervising reversing vehicles
 - Abrasive wheels training and inspection
- Assistance to Corporate Safety function

Municipal property (Property Group, resources)

- Municipal premises provision and management, repair and maintenance, physical security measures
- Establishing compliance management system for municipal (i.e. council operated and occupied) buildings and land
- Fire safety – risk assessment, training for Property Group staff, provision and testing of safety systems / equipment / egress, fire warden staffing (currently each service nominates fire wardens who liaise with Property Group wardens in evacuation situations)
- Asbestos identification, control, monitoring and remediation
- Legionella testing and control

Human Resources (Governance)

- Pre-employment medicals (screened on paper or full medical)
- Health surveillance:
 - Hearing
 - Respiratory function
 - Skin irritation / sensitivity
 - Hand-arm vibration
- Vaccinations (e.g. against hepatitis)
- Coordination, monitoring and reporting of sickness absence management
- Early access to physiotherapy to reduce sickness absence due to musculo-skeletal disease
- Coordination of employee referral to specialist occupational health support
- Occupational health participation in Toolbox Talks (e.g. hand-arm vibration)
- Coordination of safety training delivery in the Corporate Training Programme (see separate section below on Training)
- Well-being programme promoting positive physical and mental health

Training (coordinated by Human Resources, and often delivered by or through the Health & Safety Manager from Environmental Services)

Recently delivered training

- IOSH Managing Safely four day programme for managers
- Manual Handling
- Asbestos Awareness
- COSHH Awareness
- Emergency First Aid at Work
- First Aid at Work
- Fire Warden training
- Legionnaires Disease Awareness
- IOSH – Managing Safely
- Ladder Safety
- Personal Safety
- Reversing Assistance

Central Control (Health & Housing)

- Lone worker safety automated logging and alerting system

Democratic Services

- Maintains arrangements for health and safety to be properly and fully considered during report-writing and decision-making