

## **SYSTEMS AND ARRANGEMENTS FOR HEALTH AND SAFETY**

### **Accidents / Incidents, Dangerous Occurrences and Near Miss Events**

Employees are instructed to report all accidents, incidents, dangerous occurrences and near miss events involving themselves or others. Damage to property must also be reported, as this could be an indicator of a near miss event trend.

All reports are required to be submitted through the My Compliance system (if an employee does not have access to this system, they must report via paper copy or email to their Line Manager, who must transpose the information onto the My Compliance system). All occurrences reported should be subject to some degree of investigation (see accident / incident / near miss investigation procedure and guidance).

Supervisors / Line Managers are responsible for ensuring all accidents, dangerous occurrences and near miss events are recorded and reported to the relevant authorities within a specified time. They are also responsible for carrying out an investigation to prevent a recurrence. The Health and Safety Team are responsible for reporting relevant incidents to HSE under RIDDOR (Reporting Injuries Diseases Dangerous Occurrences Regulations 2013) with the assistance of the Health and Safety team.

Accident / incident trends are analysed at regular intervals and appropriate actions are taken with a view to minimise the risk of a recurrence further similar incidents following which any lessons learned are shared within the organisation.

Further internal and external investigations can be arranged through the Health and Safety team to give a balance / impartial view of an accident or incident where this is felt to be relevant. Further investigations must be completed by the Health and Safety team if an incident is RIDDOR Reportable.

### **Asbestos**

In accordance with the Regulation 4 of the Control of Asbestos Regulations 2012, a suitable and sufficient assessment will be carried out by a specialist contractor to determine whether asbestos is or is liable to be present in the company properties built prior to the year 2000.

Where the assessment shows that asbestos is or is presumed to be present in any part of the premises, the Company will ensure that:

- The assessment gives details of the severity of the risk;
- A written plan identifying those parts of the premises concerned is prepared; and
- The measures which are to be taken for managing the risk are specified in the written plan including monitoring the condition of the Asbestos Containing Materials (ACMs), removing the ACMs if they cannot be maintained/repared and that information about the location and condition of any ACMs is provided to every person liable to disturb it, and made available for emergency services.

This information is recorded in an asbestos register and management plan located in each site (and / or on SharePoint). Any queries are to be raised with the Property Group – Compliance Team.

### **Competence / competent advice**

The company employs an internal health and safety team who acts as the competent appointed person/s to provide advice to the operations of the organisation. There are also made of a number of subject matter experts to assist with operational and strategic health and safety objectives, especially for specialist areas for example asbestos, legionella, fire, electric, gas and lifts where applicable.

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### **Consultation and Trade Union Representation**

Employee consultation as determined by the Health and Safety (Consultation with Employees) Regulations 1996 shall be arranged via nominated representatives. The organisation has appointed Trade Union Representatives under the Safety Representatives and Safety Committees Regulations 1977. Consultation on relevant issues is carried out by the following methods:

- Health and safety committee meetings
- Senior management meetings
- Team meetings
- Written communication in the form of emails, reports, bulletins, information, newsletters etc.
- My Compliance Notifications for safety updates
- Safety campaigns through briefings and workshops

### **Contractors**

All contractors required to work with the organisation are required to demonstrate their competence through various methods from preferred contractor frameworks or by completing a contractor's questionnaire (dependant on the department). They are obligated to submit proof of insurance, risk assessments and method statements prior to work being carried out and their competency details verified.

### **Culture / communication**

The safety culture of an organisation is the product of individual and group values, attitudes, perceptions, competencies and patterns of behaviour that determine the commitment to, and the style and proficiency of, an organisations health and safety management. The organisation and its employees endeavour to effect health and safety culture through ensuring:

- Health, safety, environmental & risk management is a 'standard agenda' item on all meeting minutes.
- Meaningful representation at the health and safety committee.
- Health, safety, environmental and risk management is included in staff appraisals.
- Listening to comments and concerns and acting on them where improvements may be required.
- A robust, practical and relevant health and safety training programme is active for all employees.

### **COSHH**

An assessment of hazardous substances is carried out within each service in accordance with the Control of Substances Hazardous to Health Regulations 2002 (as amended). Where possible, substances evaluated as hazardous are eliminated or substituted. It is the responsibility of the Supervisor to ensure COSHH risk assessments are carried out.

### **Display Screen Equipment (DSE)**

All Display Screen Equipment workstations will be a subject to an assessment as required by the Health and Safety (Display Screen Equipment) Regulations 2002 (as amended). It is the responsibility of the Chief Officer of each department and Line Managers / Supervisors to ensure DSE workstation assessments are carried out where applicable and raised actions are adequately addressed and resolved in a timely manner.

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### **Driving on business / Driving Organisation Vehicles**

In order to comply with road traffic legislation, drivers of motorised vehicles must have control over their vehicle at all times. Legislation also places a duty on the employer to provide a safe working environment; this is also extended to driving on Company business.

It is a requirement for all employees who drive on company business to follow safe driving practices and comply with the Road Traffic Act 1988, as detailed within the Highway Code and the company's Driving at Work Policy.

### **Emergency procedures / planning**

Emergency procedures are designed to give warning of imminent danger and to allow employees and others to move to a place of safety.

Supervisors in liaison with other relevant departments i.e. the health and safety team; Resilience and Community Safety team, HR etc., shall be responsible for ensuring that the necessary procedures are devised for the premises under their control and that all employees and visitors are given appropriate information / instruction and training and are fully conversant with these procedures.

As part of site emergency planning risk assessment process, the following issues must be addressed:

- Identifying potential critical incidents.
- Considering what might happen on-site and off-site.
- Considering who might be harmed and how.
- Establishing effective plans for managing a critical incident.
- Rehearsing your plans e.g. undertaking fire drills.
- Training staff.

### **Electrical systems / Equipment**

The Electricity at Work Regulations 1989 require every employer to comply with the provisions of the Regulations in so far as they relate to matters which are within their control and in particular:

- All systems shall at all times be of such construction as may be necessary to prevent danger, so far as is reasonably practicable.
- All systems shall be maintained, so far as is reasonably practicable, so as to prevent danger.
- Every work activity, including operation, use and maintenance of a system and work near a system, shall be carried out in such a manner as not to give rise (so far as is reasonably practicable) to danger.
- Any equipment provided under the Regulations for the purpose of protecting persons at work on or near electrical equipment shall be suitable for the use for which it is provided and be maintained in a condition suitable for that use, and be properly used.

Installation of electrical systems is carried out by suitably qualified contractors who are selected in accordance with laid down criteria and are required to demonstrate their competence prior to acceptance as an approved contractor. Any queries are to be raised with the Property Group – Compliance Team.

Inspection and testing of electrical systems and equipment is carried out by competent persons, including portable appliance testing. All Services hold a register of portable appliances for inspection purposes.

Protective devices in the form of circuit breakers and Residual Current Devices are used throughout the organisation.

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## **Fire**

The expectations for fire safety at each site where fire safety legislation applies, are summarised as follows:

- An external Fire Risk Assessment is carried out three yearly. Any queries are to be raised with the Property Group – Compliance Team.
- A fire risk assessment is carried out by a competent person at each premises and reviewed annually. Any remedial measures are identified are included in a planned programme.
- Staff are provided with fire safety training both generic and site specific so they understand the importance of high standards of fire safety and the action that must be taken in the event of fire.
- Fire drills are carried out at regular intervals and a nominated person at each service will carry out regular fire safety checks.

## **First aid**

First aid facilities are provided, as determined by a risk assessment of needs, in accordance with legal requirements (SJA Tool available [here](#)). The location of first aid boxes and the names of first aider / person trained in first aid at work will be displayed on notice boards and at key points.

First aid boxes are checked monthly (as relevant) and replenished as required. Checks are to be undertaken by nominated person(s) who are responsible for maintaining stocks of first aid kits.

All first aid personnel are provided with approved training as determined by the Health and Safety (First-Aid) Regulations 1981.

## **Gas safety**

Gas Safety (Installation and Use) Regulations 1998 aims to ensure the safe installation, maintenance, and use of gas in domestic and business premises.

The organisation recognises the risks to employees, members of the public and others from defective gas installations; therefore, it is the organisation's policy to comply with the provisions of legislation relating to the installation and use of gas on company premises.

Installation and maintenance of gas appliances is carried out by suitably qualified contractors who are Gas Safe registered. Contractors are selected in accordance with laid down criteria and are required to demonstrate their competence prior to acceptance as an approved contractor. Any queries are to be raised with the Property Group – Compliance Team.

## **Housekeeping**

Satisfactory levels of workplace cleanliness have been considered by law for many years. The organisation recognises the need to ensure that adequate standards of housekeeping are achieved.

Risk assessments shall consider all areas in the workplace, whether it is by location or by task.

The company inspection system will identify hazards on a continuous basis from which remedial action can be taken to eliminate / minimise the risk of accidents / near misses occurring.

Hygiene schedules are used to ensure that cleaning of workplaces is systematic and thorough.

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## **Inspections**

To keep people safe, health and safety checks / inspections are carried out and documented to ensure that:

- Welfare is maintained to keep them in a safe condition.
- Equipment is maintained and serviced to ensure it remains in a safe condition.
- Statutory safety inspections / examinations on equipment are carried out by competent persons in line with the required schemes of inspection.
- Equipment is maintained in good condition and is only used by staff who know how to use it safely.
- Storage of chemicals, fuel and equipment is in secure areas.

## **Information, instruction and training**

Chief Officer's (delegated to Line Managers) will be responsible for ensuring an up-to-date Health and Safety Law poster is prominently displayed and that all relevant health, safety and fire risk management information is communicated to staff. HSE Law Poster details are stated as below:

*Chelsie Gladstone*  
*Senior Corporate Health and Safety Manager*  
*07825 843414*

All employees will be recommended for safety training as is appropriate to their positions. This commences with an induction. All new employees are required to undertake induction training which is a combination of e-Learning and attendance at formal training sessions for specific topics.

Refresher training is updated at regular intervals and monitored.

## **Maintenance of equipment**

Work equipment will be provided and maintained in accordance with the Provision and Use of Work Equipment Regulations 1998. Equipment will be suitable for its intended purpose and only be used for tasks and under the conditions for which it is suitable. "Suitable" meaning in this context, "with respect to the health and safety of any person".

Supervisors are responsible for ensuring that employees under their jurisdiction are provided with appropriate and sufficient training in the use of work equipment prior to use.

All employees will report to the appropriate manager, any defects / hazards, which in their opinion, creates risks to health and safety. Pending correction of these defects, the manager or person in charge will take such immediate precautions against these risks as may be necessary and be responsible for keeping under review the effect of the precautions and the progress of measures to correct defects.

Managers who arrange hire or loan any work equipment should ensure that relevant inspection and maintenance records are available and that employees are trained in its use, prior to its use. Requests for inspection and maintenance records should be made as part of the purchasing process.

## **Monitoring Performance**

There are several measures used to monitor health and safety performance. This can be achieved through:

- Daily visual checks to ensure high levels of good housekeeping (and where standards slip remedial action implemented).

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- Documented monthly health and safety checks undertaken to identify health and safety issues.
- Responding to health, safety environmental and risk management concerns immediately.

An audit programme also takes place to give an impartial but balanced view on the health and safety arrangements within the company. The results of these audits are presented to and monitored by the corporate health and safety committee.

### **Moving and handling**

The organisation will provide adequate manual handling training and mechanical equipment (where relevant) and ensure adequate instruction and training for relevant employees.

Moving and handling risk assessments are also carried out on manual handling activities which pose a significant risk of injury.

### **Pregnant workers**

The health and safety of new and expectant mothers at work is covered by the Management of Health and Safety at Work Regulations 1999. The regulations require that there is an assessment of risk to all employees, from which, the organisation will undertake what is reasonably practicable to control those risks. This assessment is required to consider risks to new and expectant mothers.

All levels of management are responsible for ensuring that risk assessments are carried out on individual employees they are responsible for once an employee declares a pregnancy; that information is recorded; appropriate control measures are defined and implemented, and the assessment is reviewed at least every two months throughout the pregnancy.

### **Personal Protective Equipment (PPE)**

Protective clothing / safety equipment is provided for employees in accordance with statutory requirements and risk assessments which are required to detail the items and grade of any PPE required to safely undertake specific tasks. It is a condition of employment, where appropriate, protective clothing is worn, and safety equipment used as instructed. Line Managers are responsible for identifying needs and subsequent provision.

Section 8 of the Health and Safety at Work etc. Act 1974 states that no person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety, or welfare. Employees are reminded of this duty.

### **Risk Assessment**

The management of health and safety within individual company locations is based around risk assessment (Regulation 3, Management of Health, and Safety Regulations 1999). Records of risk assessment will be located at the site to which they relate.

All tasks and activities undertaken by employees are assessed for foreseeable hazards and associated risk. If foreseeable significant hazards are identified, a full risk assessment is undertaken and a record of the significant findings made, kept, and regularly reviewed. All Risk Assessments are to be created within the MY Compliance System. Risk assessments include:

- Description of the identified hazard.
- Who could be harmed.
- An assessment of the risk.

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- What controls are in place to reduce the risk; and
- Any additional controls considered necessary to further reduce the risks.

For further details see the Risk Assessment Policy and associated guidance.

### **Stress**

The organisation recognises that stress can represent a risk to both physical and mental health. Whilst some pressure of work is beneficial to individuals, when it reaches an unacceptable level it can cause adverse effects on both individuals and teams. Therefore, the organisation is committed to preventing work related stress illness from occurring, where possible by introducing measures to identify situations of undue pressure as soon as possible and ensuring that prompt remedial action is taken.

Line Managers and Supervisors are responsible for ensuring that the measures contained in the Stress at Work Policy are implemented.

### **Safe systems of work**

A safe system of work is defined as the method resulting from an assessment of the risks associated with a task and the identification of the precautions necessary to carry out the task in a safe and healthy manner.

Safe systems of work are necessary to ensure that control measures detailed in the risk assessments are properly applied and that any residual risks are adequately controlled.

The degree of formality is dependent upon factors such as: the level of risk, frequency of task, complexity and variability of task, employee capabilities and the complexity of control measures.

For all safe systems of work, there are five basic steps necessary in producing them:

- Assessment of the task
- Hazard identification and risk assessment
- Identification of safe methods
- Implementing the system; and
- Monitoring the system

Safe systems of work are defined and implemented by the following mechanisms according to the level of risk and complexity of the task and / or control measures and can take the form of:

- Task safety instruction (informal oral instructions, safety sign and notices, written safety rules or key points).
- Task procedures (step by step description of how a task should be performed);.
- Method statements (a description of how risks will be controlled and managed in relation to specific tasks or activities).
- Permits to work (a formal mechanism for ensuring that safe systems of work are implemented for routine and non-routine processes with a high degree of foreseeable risk, and which require clear and precise instructions for safe operation).

It is the responsibility of the Line Manager / Supervisor to ensure that safe systems of work are devised (in conjunction with the appointed safety reps / Health and Safety team) and that employees for which they are responsible are briefed and / or trained effectively and have adequate supervision in their use.

Where training needs are identified because of this, these shall be communicated to ensure provision of appropriate and relevant training.

## **Violence at work**

Increasingly, employees who deal directly with others in the course of their work may face aggressive or violent behaviour. Susceptible groups include those working directly with members of the public, working shifts, at night or lone working.

Violent incidents will often cause great distress and possibly give rise to difficulties for employees carrying out their duties in the future. The company policy therefore is to be proactive in taking action to minimise the risk from violence, and to ensure that employees receive adequate training, information, and instruction.

## **Visitors**

All reasonable action must be taken to ensure that visitors are made aware of risks applicable to that site. All visitors must be accompanied within areas of Lancaster City Council which are identified as non-public areas. These persons should not be allowed to access areas which may place them or others at risk.

The Council will conduct its undertakings in such a way as to ensure that members of the public are not endangered by work or activities of its employees.

## **Work experience trainees**

Any work experience trainees will be limited in the tasks they can carry out. These tasks will be agreed as part of a risk assessment conducted between the relevant service manager and the organisation requesting the placement.

Strict supervision arrangements will be put in place to minimise the potential for accidents and incidents.

All work experience trainees have a responsibility to follow the safety rules and working practices in which they have been instructed. They will be encouraged to report any hazards to their Instructors / Supervisors.

## **Young Persons**

To ensure the safety of young persons a risk assessment shall be undertaken to take account of the workers' lack of experience, absence of awareness of existing or potential risks.

Line Manager's will be responsible for ensuring that risk assessments are undertaken, and appropriate control measures implemented.

## **Sources of Information**

Employees of the Council can obtain help support and advice on all aspects of occupational health safety and wellbeing from the Health and Safety team.

Each Council building, or accommodation where a Council service operates from, must display the Health and Safety law poster and or offer a leaflet version of the poster to employees. All young workers, work experience students and trainees must be supervised by managers or nominated employees who are deemed competent to do so.

Other health and safety policies, codes of practice, safety guidance, forms and templates are to be found on:

- [Policies and Guidance](#) Lancaster City Council Health and Safety Intranet page
- Local service specific policies and procedures – speak to your supervisor or line manager
- Health Safety Executive - HSE for Legislation, ACOPS and Guidance

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### **Disciplinary action**

An employee may be liable for disciplinary action if they are found to have acted in breach of Lancaster City Council's Health and Safety Policy. Please refer to the Disciplinary Policy. The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. Where an employee leaves them self or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure up to and including Dismissal.