



Comhairle Nan Eilean Siar

Department for Sustainable Communities

Health and Safety Policy

Comhairle Nan Eilean Siar

Department for Sustainable Communities

Health & Safety Arrangements

Version One

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INDEX

HEALTH AND SAFETY POLICY - GENERAL STATEMENT	3
RESPONSIBILITIES FOR HEALTH AND SAFETY	4
CONSULTATION	5
PERSONS WITH DISABILITIES	6
HOUSEKEEPING	6
ACCIDENT INVESTIGATION AND REPORTING AND CONTACT WITH INFECTIOUS DISEASES	7
Reporting Procedures	7
Violence at Work	7
FIRST AID.....	8
First Aid Personnel.....	8
Contacts	8
First Aid Boxes	9
Legal indemnity of First Aiders.	9
Accident Report Books	9
EMERGENCY PROCEDURES – FIRE EVACUATION	9
Fire Action	9
HEALTH AND SAFETY – RISKS ARISING FROM WORK ACTIVITIES	11
Risk Assessments	11
Display Screen Equipment	11
COSHH Assessments	12
Safe Plant and Equipment	12
Personal Protective Equipment (PPE).....	12
Protection of Young Persons.....	12
New and Expectant Mothers	12
WORK EQUIPMENT PRACTICES	13
Manual Handling.....	14
HOME WORKING	14
Introduction	14
Work Equipment at Home.....	14
First Aid	15
Accident Report Book.....	15
Reporting of Injuries, Diseases and Dangerous Occurrences.	15
Home Insurance.....	15
HEALTH & SAFETY SPECIALIST OPERATING PROCEDURES.....	15

HEALTH AND SAFETY POLICY - GENERAL STATEMENT

The aim of the Department for Sustainable Communities Health and Safety arrangements is to promote a safe working environment and the prevention of accidents and ill health to all persons affected by its work activities. The work activities will therefore be managed to ensure that: -

- Health and Safety Acts, subsequent legislation and Approved Codes of Practice (ACOPs) are complied with.
- Health and Safety matters are of equal importance and status with all other functions concerning managers and workforce.
- Establishing within the service structures clearly defined Health and Safety responsibilities.
- Allocating sufficient resources to enable the Policy to function effectively.
- Ensuring that all identified risks are reduced to the lowest level practicable.
- Providing information, instruction and training for all employees to enable them to develop competency and maintain a culture of health and safety awareness.
- Investigating accidents according to their severity and to take corrective actions to ensure hazards are reduced to the lowest level throughout the Department for Sustainable Communities.
- Actively encouraging joint consultation with employees and trade union representatives through the introduction and continuation of health and safety committees.
- Appointing competent persons to provide and monitor Health and Safety advice and to ensure the policy is enforced reviewed and amended as and when necessary.
- Ensuring that the policy is made available at the workplace.

Signed.....
Director Department for Sustainable Communities

Date 1 November 2003....

RESPONSIBILITIES FOR HEALTH AND SAFETY

Director for Sustainable Communities

The Director as far as is reasonably practicable, will have overall responsibility for the Health Safety and Welfare at work of employees within Department for Sustainable Communities but will delegate the day to day Health & Safety responsibilities to the Head of Policy and Management Services.

1. The Head of Policy and Management Services will be responsible for ensuring the Policy is put into practice and will monitor its operation. He is also to appoint an experienced “Responsible Person” who will also represent the Department on the Comhairle Health and Safety Committee
2. The Departments Responsible Person with assistance from the Comhairle Health & Safety Officers will:
 - a. Prepare and revise in accordance with legislation all requirements for a Department for Sustainable Communities Health and Safety Policy.
 - b. Set out the arrangements, detailing the means by which the objectives listed in the Department for Sustainable Communities Health and Safety Policy document will be met.
 - c. Identify any safety resource requirements and report facts to the Management so that adequate finance can be identified to enable the Departments Health and Safety Policy be implemented. This will include any extra equipment, facility or assistance for those employees with special needs.
 - d. Implement and introduce measures to achieve a high standard of Health and Safety performance within Department for Sustainable Communities in order to develop a positive attitude to Health and Safety among employees.
 - e. Implement Health and Safety Management Systems, which will ensure the assessment of risk and the effective planning, organisation, control, monitoring, training and review of the preventative measures required to eliminate, reduce or control the risks.
 - f. In conjunction with the Comhairles Health & Safety Section, prepare an annual report evaluating the Health and Safety performance of the Department for Sustainable Communities.

The following Post Holders are responsible for supervising health and safety in their respective functional responsibilities, areas and/or within buildings or parts of buildings:

- Head of Leisure and Learning
- Head of Economic Development
- Head of Development Services
- Head of Health & Consumer Services
- Head of Policy & Management
- Head of Uist/Barra
- Principal Officer for Heritage
- Principal Officer Library & Information
- Principal Officer Cleansing Direct Services
- Principal Officer Community Education and Culture.
- Principal Officer Sport and Health
- Principal Officer Environmental Management

Certain Health & Safety responsibilities may be delegated to managers/supervisors but this will be included within their Job Description

Employees are:

- To comply with relevant legislation and the Comhairle's Health & Safety at Work Policy.
- To co-operate with supervisors and managers on health and Safety matters.
- Not to interfere with any equipment provided to safeguard their health and safety
- Not to attend work under the influence of alcohol or drugs that might impair motor skills or judgement.
- To take reasonable care of their own health and safety in so far as it could affect their work performance.
- To report all health and safety concerns to an appropriate person.

Monitoring

A Department Safety Group is established to monitor progress of the health and safety at work action plan. The members of the group will meet every three months and minutes will be made available to all managers.

CONSULTATION

Consultation in Non Unionised Workplaces

In non-unionised workplaces, under the Health and Safety Regulations, employers are required to consult with those employees outside the scope of the Comhairle Safety Representatives and Safety Committees Regulations 1996 in good time, on the same issues as listed above. The employer may consult with the employees directly, or by "Health and Safety Representatives" elected by the group of employees concerned, who are known as "representatives of employee safety". Representatives of employee safety may also make representations to the employer on matters concerning general health and safety or on potential hazards or dangerous occurrences at the workplace.

Consultation with Staff

Regular consultation will be by:

- Sustainable Communities Safety Group
- APT&C/TGWU Safety Committee meetings approximately every 3 months, or as deemed necessary
- Consultation with all staff where significant change or procedures are planned

PERSONS WITH DISABILITIES

1. The Department aims to provide full and fair opportunity for employment for disabled applicants and to ensure, through training and practical assistance where required, their continued employment and promotion.

HOUSEKEEPING

1. Managers must ensure that their areas of responsibility maintain a satisfactory standard of housekeeping at all times. The following duties apply: -
 - Vehicles, plant and other equipment are to be routinely inspected and fully maintained.
 - Specialist equipment such as Abattoir equipment, must be inspected daily, rectification of any major fault must be taken prior to commencement of operations.
 - Ensure that articles are not left in walkways or on the floor.
 - Ensure that there are no trailing cables and that all electrical appliances are checked regularly.
 - Ensure that articles are stored in designated places.
 - Regularly check the working area to ensure that satisfactory standards of housekeeping are maintained.
2. Arrange for obsolete or unwanted articles of furniture to be removed
3. The management recognises the need to ensure that adequate standards of housekeeping are achieved. Part of this duty is to ensure that there is a comfortable work environment, which could depend upon many factors such as noise but most importantly temperature, humidity levels and the rate of airflow. It is suggested that 16°C is reasonable for sedentary but where physical effort and work of a strenuous nature is undertaken, this may drop to 13°C. There is no statutory maximum temperature, although it is not recommended to create a temperature greater than 19°C. Specialist buildings such as the Abattoir must adhere to National regulations, which dictate airflow and operating temperatures of certain equipment and working areas within the premises.
4. The Department will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum

ACCIDENT INVESTIGATION AND REPORTING AND CONTACT WITH INFECTIOUS DISEASES

1. Every employee who suffers personal injury at work, however minor, must record the details in the Accident Book and on form IR1.
2. Further guidance on investigation, reporting accidents and contact with infectious diseases can be found in the Comhairle's Health & Safety and Welfare Standard 1 (Accident Reporting and Investigation).

Reporting Procedures

3. When an accident takes place the following procedures are to be followed:
 - The employee or employee's manager will complete a report and an incident Form IR1, as soon as possible after the injury.
 - The employee will complete the relevant parts of the accident report, but where the injured person is unable to enter his/her account of the accident, the first Aider or witness should enter details on behalf of the employee.
 - The employee, or colleague, will inform the line manager immediately where an accident results in the employee being admitted to hospital
4. The Comhairle's Health & Safety Officer will investigate all major accidents, incidents and diseases and will report and advise on all occurrences, where appropriate notify the Health and Safety Executive.
5. The section manager will be responsible for the co-ordination of all eyewitness reports on accidents. Any person required to give an official statement has the right to have a trade union representative or colleague present.
6. All accident reports will be submitted to the Comhairle Health and Safety Officer for perusal and recommendations. The Director for Sustainable Communities will act on the investigation findings to prevent a re-occurrence of the accident/incident.
7. Where, as a result of an accident/incident a damages claim may be pursued the section manager will be responsible for reporting the facts to the Ionmhas (Insurance) section.
8. The section manager is to produce a follow up report examining the effectiveness of any new measure adopted as a result of a major accident.

Violence at Work

9. It is an unfortunate fact of life that violence whether physical or in the form of verbal threats in the course of work activities are becoming more frequent. For the first time, notifiable injuries and 3-day injuries resulting from violence at work are reportable.

FIRST AID

1. The Department for Sustainable Communities management is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work. To this end, it will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the organisation are met.

First Aid Personnel

2. First aid personnel will be provided with re-training at regular intervals in order to ensure that their skills are maintained. Notices will be displayed in all workplaces giving the location of first aid equipment and the names of personnel concerned. The nominated first aid personnel and the location of First Aid Boxes are currently:

Contacts

Work Location	Location of First Aid Box	First Aider	Tel No
Main EDS Office	Reception	Finlay Maciver	Ext. 284
Main Environmental Services Office	Reception	Marina Macsween	Ext 577
Town Hall Office	Community Education Team	Don Maclean Graeme Miller	01851 707452 01851 707457
Training Unit Inaclete Road, Stornoway	Kitchen	Joanne Gillies Janet Macaskill	01851 703168 01851 700284
Museum Stornoway	Kitchen	Richard Langhorne	Ext 305
Main Library Stornoway	Staff Kitchen and Reception Coffee Shop	Alison Cunningham June Lafferty Esther Macdonald	01851 708637 01851 708632 01851 708632
Pointers Stornoway	Office	Marion Wilson	01851 706020
Nicolson Sports Centre Stornoway	Reception	All Duty Staff	01851 702603
Bennadrove Landfill Site	Kitchen	Roy Shirkie	01851 706744
Marybank Cleansing DSO	Kitchen	Alastair Montgomery Derek Matheson	72 729 72 746
Tarbert Office	Kitchen	Shona MacDermid	01851 502367
Comm Ed Office Lionacleit	Main Office	Donald MacDonald	01870 602043
Sports Centre Lionacleit	Main Office	Lindsay MacDonald	01870 603065
Library/Museum Lionacleit	Main Office	Duty Staff	01870 602211x
Rueval	Main Office	Annette Campbell	01870 603402
Balivanich Office	Reception	Kathleen Maclean Uisdean Robertson	Ext. 851 Ext 894
New Deal	On Site/Vehicles	All Chargehands	Mobiles
BNSF Westside	Main Office	Marina Fraser	01851 643478
BNSF Bayhead	Main Office	Jane Macintosh	01851 871129
BNSF Balivanich	Main Office	Morag Mackinnon	01870 603717
Stornoway Abattoir	Kitchen	Alastair Montgomery	01851706733
Garrygall Depot	Office	Iain MacNeil	01871810339

First Aid Boxes

3. All boxes contain at least the minimum supplies required by law. First aid boxes will display the following information:
 - The name of the person responsible for their upkeep.
 - The nearest location for further supplies
 - The contents of the first aid box and replenishing arrangements.

Legal indemnity of First Aiders.

4. It is unlikely that first aid personnel rendering assistance to a colleague will become subject to legal action because of deterioration in the colleague's condition. However, the Comhairle has arranged to guard against this possibility by providing through its insurance policies indemnification for any member of staff who assists an employee who becomes ill or is injured at work, either on or off the premises.

Accident Report Books

5. An accident book is to be located with each first aid box.

EMERGENCY PROCEDURES – FIRE EVACUATION

1. Systems are put in place to deal with the possibility of fire, and these will be regularly scrutinised to ensure that they are adequate, i.e. fire evacuation drills, inspections of the means of escape and maintenance of fire warning systems and fire-fighting equipment will take place regularly.

Fire Action

2. On discovering a fire:
 - Activate the fire alarm
 - Dial 9999 (if using an internal extension)
 - Tackle the fire **only** if it would pose no threat to your personal safety
 - Evacuate the building
3. Where the Comhairle exclusively occupies buildings used by the Department for Sustainable Communities, a Responsible Person has been nominated to co-ordinate fire and evacuation procedures. The nominated Responsible Persons for all fire evacuation precautions are currently:

Location	Responsible Person	Tel No
Main EDS Office	Keith Bray Marina Graham	Ext. 544 Ext. 491
Main Environmental Services Office	Donald Macsween Murdina Mackenzie	Ext 320 Ext 324
Town Hall Stornoway	Norman Maclean Town Hall Officer	01851 707471 01851 707451
Training Unit Inaclete Road, Stornoway	Joanne Gillies	01851 703168
Museum Stornoway	Richard Langhorne	Ext 305
Main Library Stornoway	Bob Eaves David Fowler	01851 708631 01851 708631
Pointers Stornoway	Marion Wilson	01851 706020
Nicolson Sports Centre Stornoway	All Duty Staff	01851 702603
Bennadrove Landfill Site	Roy Shirkie	01851 706744
Marybank Cleansing DSO	Derek Matheson	72 746
Tarbert Office	Marion Morrison	01859 502367
Balivanich Office	Peggy Campbell	Ext. 830
Comm Ed Office Lionacleit	Donald MacDonald	01870 602043
Sports Centre Lionacleit	Lindsay MacDonald	01870 603065
Sgoil Lionacleit Library/Museum	Duty Librarian	01870 602211x
Rueval	Annette Campbell	01870 603402
New Deal	All Chargehands	On Mobiles
BNSF Westside	Marina Fraser	01851 643478
BNSF Bayhead	Jane Macintosh	01851 871129
BNSF Balivanich	Morag Mackinnon	01870 603717
Stornoway Abattoir	Alastair Montgomery Charge hand	01851 706733 01851 706733
Garrygall Depot	Iain MacNeil	01871810339

4. In order to minimise the risk of fire; it is essential that all corridors within Comhairle buildings are to be free from obstruction at all times in order to facilitate unimpeded escape in the event of an emergency/evacuation.
5. All Responsible Persons are responsible for:
 - Fire Action notices and appropriate signs to the correct standard are to be displayed in prominent positions within the workplace.
 - Any No-Smoking policy within premises is to be adhered to.

HEALTH AND SAFETY – RISKS ARISING FROM WORK ACTIVITIES

Risk Assessments

1. The Department for Sustainable Communities accepts that some of its operations carried out by its services may, unless properly controlled, create risks to members of staff, and others, and will take all reasonably practicable measures to reduce these risks to an acceptable level.
2. Risk Assessments will be carried out by trained staff at all areas of the Department and the Comhairle Safety Officer will then vet all assessments.
3. A central register of all Risk Assessments will be maintained by the Property Officer and be made available for all employees as well as for monitoring purposes during routine safety inspections of premises.
4. Each section manager will be responsible for ensuring that all Risk Assessment actions pertaining to their section are implemented.
5. Any employee who discovers a hazard during working operations should report the hazard to management so that the necessary remedial action can be taken.
6. Visitors will be unaware of specific hazards within the workplace. When accompanying visitors within premises or sites, relevant information with regard hazards and the necessary precautions or procedures should be given. In the event of evacuation procedures being implemented, care should be taken to ensure the safety of all concerned and that all visitors are accounted for.

Display Screen Equipment

7. Managers will ensure that all trained staff conduct health and safety assessments of all workstations staffed by those who use VDU (Visual Display Unit) screens as part of their usual work and will ensure that all workstations meet the requirements set out in the Schedule to the DSE (Display Screen Equipment) Regulations 1992.
8. Free eye tests will be provided for VDU Screen Users on application to the Safety Officer.
9. All VDU Screen Users will be given appropriate training on health and safety aspects of this type of work. Further information and training will be given on request.

COSHH Assessments

10. All section managers are to identify all substances within their section, which need a COSHH assessment and will arrange for an assessment to be carried out of all work involving exposure to hazardous substances. The assessment will be based on manufacturer health and safety instructions and section manager's own knowledge of the work processes.
11. The section managers will ensure that all staff are informed about COSHH assessments.
12. All section managers are to ensure that exposure of their staff to hazardous substances is minimised and adequately controlled in all cases.

Safe Plant and Equipment

13. Section Managers are to identify all equipment plant within their section requiring maintenance.
14. The Head of Policy and Management Services is to ensure that an effective maintenance plan is drawn up to ensure all identified maintenance is carried out.
15. Staff will report any problems found with plant/equipment to their section manager.
16. All section managers are to ensure that their staff are aware that all new equipment should meet current health and safety standards.
17. All section managers should ensure that all plant/equipment requiring health and safety at work warnings are clearly marked with such warnings.

Personal Protective Equipment (PPE)

18. The management will ensure that suitable PPE is provided to all employees (and others, particularly those on work experience or temporary staff, and possibly contractors), who may be exposed to a risk to their health and safety whilst at work, unless the risk has been controlled adequately by other means.
19. The Department's Responsible Person will carry out an assessment to determine whether the proposed PPE is suitable and is maintained in a good state of repair. The Department shall provide employees with comprehensible information, instruction and training so that they understand the purpose and use of the PPE. All employees shall report any loss.

Protection of Young Persons.

20. The Management of Health and Safety at Work Regulations 1999 relates to the protection of young persons at work, and the requirement to carry out a Risk Assessment to include risks to young persons. This requires certain information to be given to employees and parents/guardians of young persons, and require young persons to be protected from any risk at work, (Extra Duty of Care). All Risk Assessments (Extra Duty of Care) must be carried out prior to engaging a young person into any employment.

New or Expectant Mothers

21. The Department will take all reasonable steps to ensure that the European Directive on Pregnant Workers amended by the Management of Health and Safety at Work Regulations 16, 17 and 18; giving added protection to Pregnant Workers is adhered to.

WORK EQUIPMENT AND PRACTICES

1. The Department has a general duty, so far as is reasonably practicable; to provide machinery, equipment and other plant that is safe and maintained in a safe manner.
2. The Department will provide appropriate training, to ensure the safety of employees working on the machinery as well as to ensure the safety of others who may be affected by the machinery.
3. The Section Managers will, in consultation with workers and their representatives: -
 - a. Inform users of their responsibility to maintain all tools or equipment and report any defects to their immediate supervisor.
 - b. Implement a system for the replacement of defective tools or equipment, which will be made known to all employees.
 - c. Ensure that all work areas are:
 - Kept clean and tidy
 - That any spillage must be cleaned up immediately
 - That all waste material and rubbish must be removed routinely.
 - Kept clear at all times, this will include all walkways and passageways
 - That all trailing cables should not be left in any passageway
 - In the case of vehicles, plant and other equipment, that they are routinely inspected and fully maintained as appropriate.

Manual Handling

4. The Department has a duty to provide safe systems of work, so far as is reasonably practicable. This duty includes the need to minimise risks arising from manual handling tasks; both for human and inanimate object handling.
5. The Department is responsible for providing suitable manual handling training.
6. Where it is not possible to avoid manual handling, the Section Manager will make an assessment of the task, taking into account the working environment, load and the physical strength or ability of the individuals concerned.
7. Where possible, mechanical devices rather than manual handling should always be used for lifting and moving objects.

HOME WORKING

Introduction

1. The Department has a duty to protect the health, safety and welfare of their employees working from their homes. A Risk Assessment of the area designated as a Homeworking area must be completed prior to commencement of employment.

Work Equipment at Home

2. If the Department provides homeworkers with equipment to carry out their work there is a duty to ensure that:
 - The equipment is appropriate for the job that is being undertaken.
 - Appropriate information and training on all equipment is given so that the job can be done properly and safely.
 - The equipment being used is inspected regularly and kept in a condition that does not cause harm to the homeworkers' or others.
 - Electrical plugs are correctly wired and maintained. Electrical sockets and other parts of the homeworkers' domestic electrical system are homeworkers' own responsible.
 - Electrical equipment is checked for burn marks or staining that suggests overheating.
 - All substances, materials or chemicals that may be hazardous to health are appropriately and securely stored. Employers are only responsible for substances and materials they provide to their homeworkers.

First Aid

3. Employers need to ensure that they supply adequate first-aid provisions for homeworkers. The exact provisions depend on the nature of the work activity and the risks involved.

Accident Report Book

4. An accident report book is to be located with each First Aid kit.

Reporting of Injuries, Diseases and Dangerous Occurrences.

5. All homeworkers who suffer a personal injury at work, however minor, must record the details in the Accident Book and also inform their Section Manager.
6. Further guidance on investigation, reporting accidents and contact with infectious diseases can be found in the Comhairle's Health and Safety and Welfare Standard 1.

Home Insurance

7. Appropriate household insurance must be in force, which will include any VDUs or office equipment provided by the Comhairle for the execution of their employment.

HEALTH & SAFETY SPECIALIST OPERATING PROCEDURES

1. The following list highlights the specialist Health and Safety Operating Procedures pertinent to the various sections within the Department of Sustainable Communities.

a - New Deal Specialist Working Practices

b – Nicolson Sports Centre Specialist Working Practices

c – Landfill Sites Working Practices

d – Cleansing Services Working Practices

e – Countryside Access Officer – External Duties

f. Abattoir Working Practices

g. Outdoor Education Standard Operating Procedures, Risk Assessment and Safety Policy

2. Hard copies of each Operating Procedure will be held in the Section pertaining to that instruction, with an additional copy held by the Property Officer.